



## CHAMPAIGN COUNTY COMMITTEE AGENDA

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LINCOLN EXHIBITS COMMITTEE  
Urbana Free Library, Conference Room  
210 W. Green St., Urbana  
Tuesday, April 1, 2008 – 4:30 p.m.

**CHAIR:** Barbara Wysocki

**MEMBERS:** Raymond Cunningham, Kay Grabow, John Hoffmann,  
Kent Tucker, Anke Voss, Vern Zehr

| <u>ITEM</u>   | <u>PAGE NO.</u> |
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| I. <u>Call to Order</u>   |                 |
| II. <u>Roll Call</u>  |                 |
| III. <u>Approval of Agenda/Addendum</u>   |                 |
| IV. <u>Approval of Minutes</u>  |                 |
| a. March 4, 2008  | 1-2             |
| V. <u>Public Participation</u>  |                 |
| VI. <u>Old Business</u>   |                 |
| a. Fundraising  |                 |
| 1. Approval of the Brochure   |                 |
| 2. State Farm Insurance   |                 |
| 3. Other Organizations/Individuals to Approach                                    |                 |
| VII. <u>New Business</u>  |                 |
| a. Bricks and Mortar Grant (CVB)  |                 |
| VIII. <u>Other Business</u>   |                 |
| IX. <u>Next Meeting: May 6, 2008, 4:30 p.m. at Urbana Library Conference Room</u> |                 |
| X. <u>Adjournment</u>   |                 |

**Lincoln Exhibits Committee**  
**Urbana Free Library, Conference Room**  
**210 W. Green St., Urbana**  
**Tuesday, March 4, 2008**

**Call to Order**

The meeting of the Lincoln Exhibits Committee was convened at 4:30 p.m. by Barbara Wysocki, Committee Chair.

**Roll Call**

Committee Members Present: Kay Grabow, Kent Tucker, Anke Voss, Ray Cunningham, Barbara Wysocki. Also present: Cheryl Kennedy and Barb Garvey of the Early American Museum.

**Approval of the Agenda**

Motion by Kent Tucker, second by Ray Cunningham. Motion carried.

**Approval of Minutes: December 4, 2007; January 8, 2008; January 22, 2008**

Motion by Kent Tucker, second by Anke Voss. Motion carried

**Public Participation**

There was no public participation.

**New Business**

The Committee reviewed portions of the Lincoln DVD and all were pleased with its direction. Kay felt it would be useful for teachers. Each Committee member was given a copy of the DVD and asked to send their thoughts and concerns to Ray and/or Barb by Thursday. Ray and Barb would be meeting with Roger Inman on Friday to cover their own concerns and the completion of the project. Both Ray and Barb felt there would be no problems meeting the grant deadline of March 31<sup>st</sup> for both completion of the DVD and submitting the final report to the state.

**Old Business**

**Fundraising**

Using the flyer developed for the February 17<sup>th</sup> open house at the Champaign County Courthouse, the Committee discussed the specifics of a fundraising letter. It was noted that the giving level for "President" should state "up to and above". The appeal should be on our letterhead, on nice quality paper with the content stating who the letter is from and how to contact us. The letter should contain a statement that would encourage corporate sponsorships and that all donors will be recognized. It should be clear that this is a "call for support" – not an announcement about the exhibits.

The reply form should be an insert with the logo and include a place for the contributor to write their name and address and check their level of giving. The insert should also include our return address in case the letter and reply form get separated.

The Committee discussed the material included on the back of the flyer and determined that this mailing should be designed to fit into a regular envelope. A thank you with a statement that the donation is tax deductible should also be developed at this time. As discussed in a past meeting, we should begin by soliciting lead donors with the plan to recognize these donations/donors as we go public and expand the campaign.

The Committee should also consider putting together a packet of materials that could be used as a fundraising presentation for businesses and organizations. We should identify a business that we might work with to help us fine tune our presentation.

### **Lincoln Bicentennial Press Conference**

The media event went well. Attendance of both the Exhibits Committee and the Commission was good and provided an opportunity for these groups to explore ideas together.

### **Courthouse Open House**

The Courthouse exhibit area was eye-catching – as if under construction and the Lincoln documents featured in this space were a real asset for conversations with the visitors.

The meeting was adjourned at 5:40 p.m.. Motion by Kent Tucker, second by Ray Cunningham. Motion carried.