

## Generosity Team Minutes

December 28, 2023

6:30 PM

### Team members present:

Gail Bishop, Jamie Bingner, Laurel Podulke-Smith, Craig Wruck

The purpose of this meeting was finalizing plans for the January 11 soft launch of the combined annual/campaign, review a tracking form for stewardship visits, etc., talk about the training sessions for stewards, and make initial plans for the kickoff event on Feb. 14.

### January 11 gathering report from Laurel:

- ✓ Invites were sent and RSVP due in the church office by Jan. 2. Gail will check with Erika and contact those who have not responded.
- ✓ Set up in the Commons will be like it was set up for the Christmas Eve reception. Laurel will connect with Ericka so that the tables will be set up in the same way – rectangular tables flanking long tables for desserts down the center. There will be a table at the base of the Commons stairs where people will get a beverage upon arrival.
- ✓ Laurel will check out table coverings and décor with Ronice Donovan.
- ✓ Gail will order stemless reusable flutes from Amazon. We will reuse these for the General kickoff on Feb. 14<sup>th</sup>.
- ✓ The dessert choices are cheesecakes which will be ordered from Mr. Pizza North. They offer several varieties, including a vegan option. She will check with Connie Schuelka about payment and if we need a form for tax-exempt exemption.
- ✓ Gail will pick up Prosecco and sparkling juice, strawberries, and grapes, and fresh flowers from Costco. Laurel will also pick up napkins.
- ✓ Laurel will contact Amy about having childcare.
- ✓ Laurel will also contact the individuals who indicated to Rachel Maxwell during the feasibility study, that they would like to help with events. Those individuals are: Julie Larson-Keller, Jeryll Mitchel, Gus Braga and Cynthia Daube.
- ✓ Jamie and Laurel will staff the pledge card table and review the pledge card, when indicated during the program, that night. Gail will connect with Connie to have pledge cards available. High top tables can be set up in the foyer area so people can make a pledge when ready.
- ✓ Laurel will check with Angie Joyce if she would be willing to record brief testimonials from those opting to share them. That would happen in the hearth room.
- ✓ Craig will briefly talk about stock, charitable fund distributions, etc. as part of the program.

### Tracking status forms:

- ✓ Jamie has entered all pertinent information into excel. She will meet via zoom with Gail on Friday to review.
- ✓ A meeting with the tracking volunteers will need to happen before the training session. These volunteers are Beth Atkinson, Sara Felts, Angie Joyce, and Matt Ribikowski.

### **Stewardship Training Sessions:**

- ✓ Rachel Maxwell will arrive on Feb. 2.
- ✓ There will be three sessions. The first on Feb. 2 at 6:30 PM, and on Saturday, Feb. 3, one at 10 AM and one at 2 PM. Sessions will be two hours long.
- ✓ Rachel sent a google form that can be used for registration.
- ✓ To date there are 44 confirmed stewards.
- ✓ The tracking volunteers will need to attend a session.
- ✓ Our team will need to meet after the Jan. 11 event to assign households to each visiting steward. As a note, Lynne Kirland volunteered to meet all congregants who live at Charter House. Craig will contact her to assist with these visits.
- ✓ Rachel will send us what we must copy for the training packets.
- ✓ Our team will need to prepare the packets the last week of January.
- ✓ Jamie will contact Luke and Connie to see when they are available to meet with us to assign households and stewards. We will need to meet in the conference room with the large screen. Jamie will confirm that schedule.
- ✓ Each visiting steward will get their own spreadsheet and follow-up with their assigned tracker.

### **Feb. 14 Kick-off event:**

- ✓ Laurel will verify if a cook team will be available that evening. It would be nice to have a meal at 5:30 followed by the program at 6:30. She will also check about timing so the choir could be present.
- ✓ Questions:
  - What to serve?
  - How shall the guests be engaged? Darin Podulke-Smith offered to create individual valentine poems for those requesting them, perhaps a photo booth could be used that night, other ideas??
  - How will the children be engaged? Laurel will check with Amy Nelson for ideas as well as having childcare that night.
  - What role do we want Rev. Luke to have?
  - Program? To be finalized.