



**CITY OF BIRMINGHAM
MUSEUM BOARD
JOINT FUNDRAISING COMMITTEE
MEETING AGENDA
Museum
Wednesday, September 17
4:00 PM**

Mission Statement: The Birmingham Historical Museum & Park seeks to foster a greater appreciation and understanding of the City of Birmingham's unique heritage by collecting, preserving, cataloguing, exhibiting cultural material relevant to Birmingham's story, and by providing engaging and entertaining educational programs that promote this story to a diverse audience.

1. Roll Call

2. Introduction of Guests

3. New Business

- A. Worksheet Results
 - a. goals and activities
 - b. survey questions
- B. Comparison List of Similar Institutions

4. Unfinished Business

- A. Tasks of the committee (following from Strategic Plan)
 - 1. Develop comprehensive multi-year, multi-component plan for fundraising campaign to be presented to both Museum and Friends Boards
 - a. Set long term and short term goals for museum fundraising
 - b. Identify key steps to achieve long term and short term objectives
 - c. Identify
 - i. information needed
 - ii. resources needed
 - iii. opportunities
 - d. Determine best focus of campaign
 - e. Realistic time frame
 - 2. Clarify different roles of Friends and Museum Board (from Strategic Plan)
 - 3. Divide committee work and inter-meeting responsibilities
 - a. Determine meeting schedule and time frame to complete committee work
 - b. Selection of Chairperson, with responsibilities to
 - i. Set brief agenda

- ii. Open and close meetings
- iii. Help maintain focus of meetings
- iv. Present final recommendations to both boards

5. Miscellaneous Business and Communication

6. Matters Not on the Agenda

7. Adjournment

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