

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 31st for both completion of the DVD and submitting the final report to the state.

Old Business

Fundraising

Using the flyer developed for the February 17th 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.