The Development Committee shall be responsible for supporting and facilitating the organization’s fundraising efforts; identification and solicitation of funds from external sources of support.

***Committee Members (2022):*** *Meg Kelly (Chair), Spencer Koch, Joseph Cantor, Chimdindu Ohayagha, Alex Watson-O’Brien [BIAV Staff: Anne, Tim, Sophie, Deb R.]*

**Committee Goals:**

1. Provide feedback on organizational Development Plan
2. Assist with the planning and support of Legacy Celebration and Annual Charity Golf Classic
3. Facilitate Board membership and giving

**Meeting Date: July 18, 2022**

**Present**: Spencer Koch, Joseph Cantor, Chimdindu Ohayagha, Anne McDonnell; **Absent:** Deb Rogers, Meg Kelly, Tim Williams, Sophie Fontaine, Alex Watson

1. **Committee goals for FY23:** Everyone agreed the current goals are still relevant; suggestion was made to edit 2nd goal to include Golf.
2. **Legacy**
	1. Feedback: Everyone agreed it was a great event!
	2. 2023 Event: will be BIAV’s 40th and Anne’s last year
		1. Committee
			1. Sophie sent out a survey to 2022 attendees; will ask if anyone is interested in serving on the 2023 committee.
			2. Legacy 2023 committee should consist of Development Committee members and Ad Hoc members from survey responders and sponsor representatives (e.g., ask SAI to sponsor and name someone to the committee?)
				* Committee would provide assistance with event planning; sponsor solicitation; reaching out to former board members, former executive directors; award winner decisions
				* Meeting more frequently after the first of the year would be good
		2. Awards: Anne typically picks due to factors she knows (e.g. Barth’s retirement, or a lack of nominations – like member of the year/Weinstock award). Anne has indicated her preference for Dr. Greg O’Shanick/Center for Neurorehabilitation Services to win Legacy in 2023; maybe Dave Cifu in 2024? She asked the committee to help figure out how to enhance the nomination process. Committee suggested creating an online form people could fill out and even submit anonymously. They thought highlighting past award winners, members, etc. on a regular basis would increase enthusiasm for the award nominations too.
		3. Discussed date of event. March was out for Joseph and Chimmy. Early May is graduations, but early June could work, before people start going on vacation. Getting the word out as early as possible would help avoid some scheduling issues.
		4. Everyone likes Lewis Ginter and would really like to do an indoor/outdoor thing like we did in 2021. The committee did think it would be helpful to know of other events planned for the same time.
		5. Committee would like to see an increase in the corporate sponsorships (i.e., more sponsors and increase $ levels in menu – add ad hoc committee member as an option for the higher levels).
3. **18th Annual Charity Golf Classic**
	1. Monday, October 10, 2022, 9AM-4PM
	2. Salisbury Country Club, Midlothian
4. **RABA Heart of Virginia Bike Festival**
	1. Saturday, September 17, 2022
	2. BIAV is one of the proceeds recipients (est. $7,000-$8,000)
	3. BIAV recruits volunteers for all rest stops (30-35 people)
	4. Committee will help recruit/volunteers and impress upon the Board the need for their participation at the event and in recruiting.
5. **Next Meeting Date(s)**
	1. **Dates/Times for Committee meetings:** Based on Doodle poll, Thursday, 9/29 from 9:30-10:30AM works for the majority
	2. **Upcoming Board meeting schedule**
		1. July 30, 2022
		2. October 22, 2022
		3. February 4, 2023
		4. May 26, 2023 (at Camp)
		5. August 5, 2023
		6. November 4, 2023

**Meeting Date: September 29, 2022**

**Present**: Joseph Cantor, Chimdindu Ohayagha, Tim Williams, Sophie Fontaine, Deb Rogers; **Absent:** Anne McDonnell, Meg Kelly, Alex Watson, Spencer Koch.

1. **Events**
	1. **Golf Tournament – Monday, October 10 at Salisbury Country Club, Midlothian, Virginia**
		1. It’d be great to have some board members present
		2. Sponsors: 4 Title; 1 breakfast; 1 luncheon reception; 1 beverage cart; 1 bar sponsor; 1 golf clinic sponsor; 3 hole sponsors
		3. Guest speaker – Nichole Inkel, LPGA Member and BI Survivor: Will deliver remarks and play. Is committed to becoming as involved as possible.
		4. Raffle – 15 packages
			1. Alex Watson’s husband is offering a ‘Brewer for a Day’ experience package
		5. 62 golfers – 6 individual players + 14 teams
		6. Raised $35,000, which is a bit less than the $36,000 raised in 2021. Difference is we had 1 less Title Sponsor and less individual players this year.
	2. **Making Headway Conference – Saturday, October 29 at the Hotel Roanoke, Roanoke, Virginia**
		1. It’d be great to have board members present
	3. **Giving Tuesday is November 29!**
		1. Be on the lookout for emails –SM ambassador document will be sent – get the word out to your connections
	4. **Legacy (i.e., details so far)**
		1. 40th anniversary planning
			1. Saturday, June 10, 2023 at Lewis Ginter
		2. We need help securing new sponsors for Legacy. Development committee members should send sponsor suggestions to Deb before the end of the calendar year. Suggestions should be potential sponsors where we have some sort of connection rather than a cold-call list.
2. **Annual appeal – Due out in early-mid November**
	1. Ideas/thoughts - what resonates with you?
		1. Per Meg – personal testament (e.g., message from Camper’s family)
		2. Joseph – a personal, relatable story is necessary. Suggested a video would help sell the pitch. A chart showing what percent of donations go to different activities.
		3. Chimi – some evidence of how the donations actually help people motivates her.
3. **2023 BIAV Event Dates**
	1. Legacy – Saturday, June 10, 2023
	2. RABA Heart of Virginia Ride – Saturday, September 16, 2023
	3. Golf Tournament – Monday, October 9, 2023
4. **2023 Committee Meeting Date(s)**
	1. Monday, January 16, 2023 12-1PM
	2. Monday, April 10, 2023 12-1PM
	3. Monday, July 17, 2023 12-1PM
	4. Monday, October 23, 2023 12-1PM
5. **Upcoming Board meeting schedule**
	1. October 22, 2022
	2. February 18, 2023
	3. May 26, 2023 (at Camp)
	4. August 19, 2023
	5. November 11, 2023

**Meeting Date: January 16, 2023**

**Present**: Joseph Cantor, Chimdindu Ohayagha, Meg Kelly, Alex Watson, Anne McDonnell, Tim Williams, Sophie Fontaine, Deb Rogers; **Absent:** Spencer Koch.

1. **Legacy Planning**
	* 1. Saturday, June 10, 2023 at Lewis Ginter
		2. Award winner Announcements
			1. Legacy Award – Irv Cantor
			2. Weinstock Award – Virginia T. Dashiell Charitable Foundation
			3. Legislator of the Year – TBD
			4. Member of the Year – Kelly Lang
		3. We need help securing new sponsors for Legacy. Suggestions should be potential sponsors where we have some sort of connection rather than a cold-call list.
		4. Committee sharing emcee responsibilities at Legacy and/or introducing award winners/speakers?
		5. 40th anniversary ideas for during the event/in general?
			1. 40th logo on BIAV staff email signature (Alex)
			2. Highlight story/stories about key stakeholders/projects on a monthly basis leading up to Legacy and/or throughout 2023 (Alex)
			3. Say thank you to past and present board members (Anne)
			4. Sophie is creating a BIAV historical timeline that will be on display at Legacy, and featured on social media prior to the event
				1. ‘Donation station’ at end of timeline during Legacy
			5. Use of hashtags to promote – will limit their use on a larger scale, but can be used on the day of the event (event-specific) (Alex/Chimmy)
			6. Compilation video (Joseph)
				1. Sophie to put request in monthly e-NLs
				2. Can use portions at Legacy, perhaps during cocktail hour (Tim)
				3. Use throughout 2023 – at golf, on website, for 2023 mission report
2. **RABA results - $9,798**
3. **Giving Tuesday results - $1,665**
4. **Annual appeal results - $10,540 (as of 1/16/2023)**
	1. Committee reviewed 2022 annual appeal
		1. Design/content is better than a straight ‘business’ letter
		2. Fine line between business letter and ad
		3. 2023 theme/content ideas
			1. Domestic violence or homeless project
			2. “12 Days of Stories” leading up to annual appeal mailing
			3. Use video?
5. **2023 BIAV Event Dates**
	1. Legacy – Saturday, June 10, 2023
	2. RABA Heart of Virginia Ride – Saturday, September 16, 2023
	3. Golf Tournament – Monday, October 9, 2023
6. **2023 Committee Meeting Date(s)**
	1. Monday, January 16, 2023 12-1PM
	2. Monday, April 10, 2023 12-1PM
	3. Monday, July 17, 2023 12-1PM
	4. Monday, October 23, 2023 12-1PM
7. **Upcoming Board meeting schedule**
	1. February 18, 2023
	2. May 26, 2023 (at Camp)
	3. August 19, 2023
	4. November 11, 2023

**Meeting Date: April 10, 2023**

**Present**: David DeBiasi, Joseph Cantor, Meg Kelly, Spencer Koch, Chimdindu Ohayagha, Deb Rogers, Alex Watson

1. **Legacy Planning**
	1. Saturday, June 10, 2023 at Lewis Ginter
	2. Tickets will go on sale to BIAV Members 5/1, and to general public on 5/8
		1. ***Get the word out!***
	3. Event program/script (use 2022 script as example)
		1. ***Deb to email board/Development Committee with roles/descriptions***
			1. Emcee?
			2. Award winner intro speakers
			3. Transition speakers
2. **Charity Golf Classic**
	1. Golf raffle status – so far we have 15 items
	2. ***Sponsor flyer***
		1. ***Deb to email***
3. **2023 BIAV Event Dates**
	1. Legacy – Saturday, June 10, 2023
	2. **RABA Heart of Virginia Ride – Saturday, September 9, 2023 - UPDATED**
	3. Golf Tournament – Monday, October 9, 2023
4. **2023 Committee Meeting Date(s)**
	1. ***May move meetings to MS Teams – stay tuned!***
		1. Monday, July 17, 2023 12-1PM
		2. Monday, October 23, 2023 12-1PM
5. **Upcoming Board meeting schedule**
	1. May 26, 2023 (at Camp)
	2. August 19, 2023
	3. November 11, 2023