

Dear Steering Committee members,

Memo from Katie Waltke, dated April 12, 2017

On April 11th, I had a meeting with Jeff Boetticher, the newly appointed Secretary for Stewardship & Development at the Diocese, regarding the recommendations for a Capital Fund Drive in our Diocese. Also at the meeting was Laura Macknick, who has 15+ years of experience in fundraising for the State and Trine University. She is newly appointed to our Steering Committee.

I explained to Jeff where we are currently at in our planning process and gave him our history on building the church & connector and what our plans were for Phase III. As there are no set “rules” from the diocese on how many meetings we need to hold over a certain amount of time or how many people need to attend, he did say that the more information we can gather the better.

He did inform/suggest us of the following:

- Our fund drive should not exceed 3x our annual income (July 2015-June 2016 was approximately $\$700,000 \times 3 = \2.1 million)
- We need 100% in pledges and 50% in cash raised before construction can start
- The following committees would work best (but not required)
 - Facilities Committee – usually the current maintenance committee
 - Campaign Leadership Committee – lead donors and members from the Steering Committee who want to continue to help
 - Building Committee
 - Campaign Chair – best to be a staff member
- Follow the Diocesan Finance Council procedures for Capital Fund Projects

There are a few other recommendations he made, but those are more for when the fundraising is well underway. Laura and I strongly suggest that if we emphasize that the remodeled or newly constructed building have the aspect of a “Community Center” or a “Youth Center/Classrooms”, this will make it easier to apply for non-church grants.

Thank you!

*God Bless,
Katie Waltke, April 12, 2017*