

Breath of Hope Meeting Agenda

Done	Meeting topic	Description	Owner	Comments
	MEETING DETAILS			
	Name	Breath of Hope		Dial-in: 866-840-3040, passcode 6144155037
	Purpose	2018 Kick Off Meeting		DC2 CR005
	Date / time	01/17/18, 9-10am EST		* Next meeting scheduled for Thursday Feb. 1, 2018 @ 10-11 am EST.
	Meeting Agenda	Description	Owner	Notes
<input type="checkbox"/>	Organizational Structure	Review paperwork		Who are the official board members? They should be the one signing the bylaws. - Steve, Scott, Dana, Sandy, Annie?
<input type="checkbox"/>	Run of Show 1. Will Reeve 2. Chris Draft (option)	Will is locked in, Annie will find out about Chris.		Would be great to make the connection between Chris and Will if we can. It would be ideal to bring Will to Columbus to meet Dr. Carbone/tour OSU and Pelotonia HQ/meet the group. Need to make sure our communication is clear on what we're able to offer them, ask if there is a fee - specific questions need to be asked ahead of time.
<input type="checkbox"/>	Technology 1. Website 2. BidPal and other options 3. Ticket Sales and OSU Points			1. Website is in need of updating - work in progress (Jamie Purfeerst) 2. BidPal/other - researching and participating in demos of over options for ticketing/donations/silent auction (Dana/Jamie/Wendy). They will reach out to Luc before making a final decision. 3. Ticket Sales/OSU Points - if payments are not made directly to OSU they cannot provide a tax receipt. HOWEVER, there is still an option to receive "soft credits" for points - suggested to not do a blanket offering of this but instead proactively reach out to prior donors who we know want to take advantage of this offer. Dana/Steven to discuss this further with Ashley C. on Friday.
<input type="checkbox"/>	Fundraising 1. Sponsorship/Grants 2. Corporate Donors		Wendy Hauswirth	Sent grant requests out to 3-5 pharma companies (this was done between Sept-Nov). We have sold 1 table so far. Letters were sent in December to all individuals who attended in the past - begin reaching out via email now. New names/companies were given to Wendy to reach out to for sponsorship. Please keep sending any ideas to Wendy as you think of them. Letters only went out to previous companies we've worked with. Start to "cold call" other companies (local and otherwise) - they may want to be a "silent" donor vs publicly. Scott will reach out to Atrium.
<input type="checkbox"/>	Invitations			Jenna is working with Aaron on freshening up the invitation. Direction is to move ahead and assume Chris is on board with the Celebration so we can start to draft all marketing materials/communication pieces. Keep the 2018 Celebration similar to last year - casual attire with option to "white out" for lung cancer.
	Actions for Follow-up	Due Date	Owner	Notes
<input type="checkbox"/>	Review and Propose Edits 1. BOH Bylaws 2. BOH Conflict of Interest 3. BOH Conflict of Interest Annual Signature	01/31/18	Annie Cacciato	See attached
<input type="checkbox"/>	Insurance for Board and Event	01/31/18	Steven Smith	Should be resolved for both the board and event by end of the month.
<input type="checkbox"/>	Fund the Need Items and Target Funding	01/31/18	Ashley Clarke	Steve to work with Luc/Tom for Fund the Need verbiage.
	Additional Takeaways		Owner	Notes
<input type="checkbox"/>	What is our goal? How do we get there?		Luciana Ramsey	We need to ask the question "is it our goal to meet/beat LY's #'s?" - Where do we think the money WON'T come in? Chunk it into pieces by category - where will we need the money? We need 1 unique/new idea to get us there.
<input type="checkbox"/>	ALL donors database		Wendy Hauswirth	Get a list of all donors (such as ones who donated items) so we can get a letter out to them by next week as a thank you for 2017/here's when 2018 is. Let them know what their donation helped to accomplish/purchase/etc. Need to get ahead of Pelotonia.
<input type="checkbox"/>	Sponsorship Letters		Wendy Hauswirth	For future sponsorship letters, include 1-2 things that are new/exciting in research. See if Ashley C can provide an infographic that highlights what they've been able to fund previously. Doesn't have to be tangible, could focus on pay off the patients or # of patients helped - make that connection with the actual person.
	Attendees	Department		
<input checked="" type="checkbox"/>	Annie Cacciato			
<input checked="" type="checkbox"/>	Scott Havens			
<input checked="" type="checkbox"/>	Sandy Lomeo			
<input checked="" type="checkbox"/>	Wendy Hauswirth	Executive Director		
<input checked="" type="checkbox"/>	Luciana Ramsey			
<input checked="" type="checkbox"/>	Steven Smith			
<input checked="" type="checkbox"/>	Dana Apostolec	Treasurer		
<input checked="" type="checkbox"/>	Ashley Clarke			
<input checked="" type="checkbox"/>	Ashley Eyles			
<input checked="" type="checkbox"/>	Matt Cacciato			
<input checked="" type="checkbox"/>	Brenda Caniff			