

Meeting Notes
Spectator Facility Fundraising Advisory Committee

Monday, November 12, 2012.

1:00-2:30pm

Committee Room 1 ~ St. Catharines City Hall, 50 Church Street

Attended:

Mayor Brian McMullan ~ ex-officio

David Oakes, Director of Economic Development & Tourism Services (EDTS)

John Sim, Manager of Accounting and Payroll (FMS)

George Darte, Chair, Community

Mick Wolfe, Community

John Bragagnolo, Community

Rick Woodward, Community

Kyle Canter, Superlative - via Conference Call

Leanne Kurek, Administrative Support, Mayor's Office

Regrets:

Rick Lane, Director of Recreation & Community Services (RCS)

Councillor Matthew Harris

Mark Cherney, Community

Meeting Notes

1. Welcome – George Darte, Chair
2. Campaign Co-Chair:
 - a) George requested that Jan Cook, be appointed thru council as Co-Chair of the committee.
 - b) All members approved
 - **ACTION:** David Oakes to include in report to council November 26th or December 10th. David to also include recommendation of George Darte as Chair of the committee in report.
3. Superlative ~ time frame:
 - a) Superlative and the City to finalize agreement.
 - b) Superlative to have naming rights secured and an agreement in place within 9 months to a year.
 - c) Once the naming rights have been secured they will then move to other sponsorship opportunities on the list.
 - d) Superlative and committee members' collaboration is critical when seeking sponsorship.
 - e) Superlative to focus on the marketing aspect for fundraising and Cabinet/Committee members to focus on the community aspect fundraising.
 - **ACTION:** Dave Oakes to give list to Cabinet members by the next meeting – January 14, 2013.

4. Open Discussion:
 - a) Suggested time frame ~ The Cabinet and Committee members will work together with Superlative and will not approach potential donors until the naming rights have been secured, and all potential donors have been agreed by Superlative and the Cabinet and committee as to who will approach that prospect with a specific ask figure.
 - b) Definition of Roles ~ to be defined in agreement and report from Superlative. Superlative to fit the committee's role in their fundraising strategy.
5. Cabinet Members
 - a) Members of the committee who were approved by council are Cabinet members.
 - b) Report to go to council to establish Cabinet members (those appointed by council) and committee members (informal committee whose members do not need council approval).
 - **ACTION:** David Oakes to write report, outlining the Cabinet member's roles and the Committee member's roles. Report to go to council November 26th or December 10th.
6. Confidentiality Agreement:
 - a) Clerks and the Legal department are currently drafting an agreement re: confidential reports.
7. Duration of Meetings:
 - a) Meetings to be scheduled for 1 hour.
8. Next Meeting(s):
 - a) The next meeting is scheduled for Monday, January 14th at 1pm.
 - b) The cabinet will then be meeting quarterly, with members of the committee meeting monthly.
9. Prospect List:
 - a) George Dart and Jan Cook are currently compiling a list of prospective targets for fundraising.
 - **ACTION:** George to supply list to committee members and Superlative.
10. Old Business
 - a) Should any committee member require past minutes please contact Leanne.

Next Meeting: Monday, January 14th Committee Room 1, City Hall