

Annapolis Partnership

Organization Committee Meeting

"The job of the Organization Committee is to keep the board, committees, staff and program-of-work in good shape by attracting people and money to the organization"

Present: Rita Siprak-Weill, Melanie Murphy, Sean O'Neill, Jim Morrison, Ken Fisher, Sandy Williams, Lisa Thompson

The Organization Committee reviewed the list of core competencies (basic, intermediate and advanced) and concluded there were several items the Partnership hadn't addressed to date. They are as follows:

1. Review Articles of Incorporation and By-laws through Main Street Program lens.
2. Hold a work planning session and develop a written plan.
3. Develop a clear mission and vision statement.
4. Initiate a Memorandum of Understanding with the City of Annapolis
5. Create job descriptions for the Board of Directors, Officers, Committee Chairs and Volunteers.
6. Review e-newsletter format.
7. Build a volunteer database.
8. Develop a long-term fundraising plan including; developing various methods for communicating with donors throughout the year, producing an informational brochure about the organization, sustainable and diverse income base, list of private contributors, plan atleast one fundraising event.
9. Create a mailing list for the organization including: downtown business owners, downtown property owners, local interest groups, officials and supporters.

The Committee built consensus on focusing on the following initiatives first.

1. Create comprehensive lists of downtown business owners, downtown property owners, local interest groups, officials, volunteers and supporters so that the Partnership can engage stakeholders through regularly published newsletters is a top priority. Organization Committee will work with the Business Development Committee to compile the lists.
2. Creating a pamphlet on the Annapolis Partnership and the Main Street Program. The information package should include background about the Program, goals and objectives, a Program Area map and benefits of a Main Street Program.
3. Creating a membership program for the organization by establishing giving levels and benefits for Downtown Merchants, Individuals and Corporate sponsors. Likes using the word 'Partners' instead of 'members' or 'investors' as Frederick, MD.

Next Meeting is April 5, 2016 at 8:30 am, 30 West Street