



**Saints Constantine and Helen
Capital Construction Campaign
Committee Meeting
Church Office
Thursday, October 27, 2016**

Members present: Linda Panopoulos, Billie Zumo, Kosta Tsandes, Anna Barker, Mary Messer, Angela Costopoulos, Andy Pappas, Julie Lehman.

I. After prayer, meeting commenced @ 6:05pm.

II. Motion to accept minutes of October 13, 2016, meeting made by Billie Zumo and seconded by Anna Barker. Unanimously approved.

III. Old Business

- a. Andy Pappas nominated Dawn Hatanelas as Treasurer, seconded by Linda Panopoulos. Unanimously approved.
- b. Checking account is being opened at Wyoming Bank and Trust in the name of the Capital Construction Campaign. Dr. Bill Harrison, President of Saints Constantine and Helen Parish Council, Julie Lehman, Capital Campaign Construction (CCC) Chairperson and Dawn Hatanelas CCC Treasurer were approved as authorized agents specific to this account.
- c. Verbal pledges of \$21, 050 have been made to date. Actual funds awaiting deposit of \$2,050 have been received.
- d. Lehman attended the Parish Council Meeting on October 18, 2016, to present information about CCC Committee and answer questions. Dr. Harrison requested that Lehman do a brief presentation at Parish General Assembly on November 13, 2016.

IV. New Business

- a. CCC Committee members, Mary Messer, Anna Barker and Angela Costopoulos distributed draft copies of the solicitation letter, pledge card and return envelopes for Committee input. Grammatical errors were reviewed and accepted for correction.
- b. Copies of names (only) on Church stewardship list intended to be used in first phase of solicitation mailings, were distributed for review and correction. Solicitation letter has space at the bottom of letter for CCC Committee members to write a personal note, if desired.

- c. CCC Committee members will meet on November 10, 2016 @5:30pm at the Church Office to “stuff envelopes in preparation for mailing.
- d. First mailing will go out on November 11, 2016.
- e. CCC Committee presented written lists of potential donors not included on Church Stewardship list (as discussed under item IV. b.) Names will be researched in order to avoid duplication, locate addresses and to receive solicitation letters so that a second mailing can be undertaken on November 17 @ 5:30pm Church office. Committee’s solicitation of names will be ongoing until end of campaign.

V. Concerns/Comments

Committee success is critical to ongoing communication with:

- 1) Parishioners and public in order to avoid misinformation
- 2) Parish Council as to routinely sharing timeline and updates on implementation of Church repair and construction.
- 3) Donors who contribute and need to see results of Campaign.

VI. Meeting adjourned at 7:10pm. After closing prayer.

Respectfully submitted,

Julie Lehman
Chairperson