

## Sheffield Cultural Council Meeting

**Tuesday, April 11, 2018, 5:30 p.m., at Sheffield Town Hall**

Present: Kathie Ness, Wendy Casey, Paul O'Brien, Marcia Brolli, Amy Rudnick

Absent: Hilary Russell

The meeting was called to order at 5:30 p.m.

The minutes of the April 3, 2018, meeting were approved as read.

This meeting focused on preparing the fundraising letter to go to Sheffield residents:

Amy showed the Council members the very attractive letterhead created by Ben Hillman.

Amy will confirm the final printing cost based on the following revisions:

Possible two-color printing, with green letterhead.

Increased number of letters/envelopes based on figures from Tammy Blackwell, as well as extra remit envelopes for the Council to use in the future.

She will send this pricing information to the Council members via email.

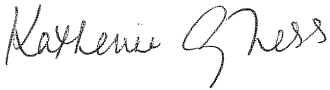
It was agreed that we would use the town's mailing labels for the letter to residents (possibly not for the letter to businesses).

There was also some discussion about the wording of the letter going to businesses. Wendy is working on that draft and will send the latest version around to members.

Kathie showed the group a few samples of thank-you cards from other nonprofit organizations. The one that seemed most appropriate was the one the Library uses, and the Council will use that as a model. The Council will print the cards with its own funds after donations start to come in.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Katherine Ness".

Katherine Ness, chair