

SQ 250
Budget Committee Minutes
Meeting: 12/22/2010 6:30pm
SU Center for Contemporary Arts

Present: Catherine Irwin, Jennifer Peterson, Meredith Wait, and Dave Springer

OBJECTIVE

Establish a “soft” budget for SQ 250. Brainstorm to figure out where SQ 250 funds will come from.

ANNOUNCEMENTS

Dave Springer gave an update on the last full meeting since Jennifer and Catherine were unable to attend.

“SOFT” BUDGET DRAFT

The budget committee members conducted research with the other sub-committees to get rough numbers for the “soft” budget.

Signature and Legacy Events Committee (SELC)

Catherine Irwin spoke to Peter Smith with the SELC. The SELC has preliminary ideas involving 2 books and about \$10,000:

- 1) Commemorative about the town
- 2) Compilation of Children’s essays and poems

The SELC also suggested:

- 1) Walking Tour (brochures, signage, etc) \$3,000
- 2) Culminating Event \$5,000
- 3) Art Work \$8,000

TOTAL: \$26,000

Budget Committee

The entire budget committee agreed that about \$250 should suffice. This amount will cover administrative costs and supplies.

TOTAL: \$250

Marketing Committee

The marketing committee has not presented rough numbers at this time. The Budget Committee worked together to come up with preliminary figures. These will be reviewed and adjusted by the Marketing Committee.

- 1) Logo \$1,000 (to artist)

- 2) Website \$1,000
- 3) Written Materials/General Printing (includes items such as letterhead, graphic design services, save-the-dates, posters, banners, handouts, gadgets, commemorative piece) \$8-10,000

TOTAL: \$10-12,000

Jennifer Peterson will follow-up with Tara Lowe.

Community Outreach Committee

Dave Springer spoke to Randy Tremba who provided the Community Outreach numbers. The Community Outreach Committee feels \$500 will cover their expenses for postage and copying.

TOTAL: \$500

INCOME IDEAS

Catherine, Jennifer, Dave, and Meredith brainstormed to come up with possible sources to fund SQ 250. Ideas included the Town of Shepherdstown, Jefferson County, AHA!, the state of West Virginia, and private donations from local businesses and individuals. A small amount of income will also be generated from the sale of the SQ 250 book and other commemorative items.

NEXT STEPS

Catherine will contact Penny Porter to set meeting to discuss state funds available. Dave will put together a budget draft spreadsheet for the town Finance Committee meeting. Jennifer will send minutes to Judy Olsen.