

NOTICE OF PUBLIC MEETING

GREAT BASIN COLLEGE FOUNDATION Development Committee Meeting

1500 College Parkway
Elko, Nevada 89801
Berg Hall Conference Room
GBC Winnemucca 110

Wednesday, August 31, 2016, at 2:00 p.m.

Members of the public may attend the meeting and provide testimony or public comment at these sites via video conference connection.

AGENDA

Call to Order of the Great Basin College Foundation Development Committee

ROLL CALL: Dave Roden, Pamela Smith, Maria Anderson, Travis Gerber, Mark Laffoon, Kaley Sproul

1. **Public Comment** **Information**
See foregoing notation regarding public comment.
2. **Approval of Minutes** **Information/Action**
GBCF Development Committee will review, recommend changes to, and/or approve the minutes of the meeting on June 13, 2016.
3. **Annual Giving – Letter & Postcard Samples** **Information/Action**
Staff will present a sample Annual Giving letter and sample Annual Giving post card. The GBCF Development Committee will review, potentially make changes to, and possibly take action on these samples.
4. **Annual Giving Mailer** **Information/Action**
Discuss the timing of the Annual Giving letter and/or post card with potential action to direct staff on the desired timing of mailer.
5. **Signature Event Analysis & Recommendation** **Information/Action**
Staff will present Signature Event analysis with recommendations based on a break-even analysis of three types of events: music concert, dinner dance with auction and raffle items, and crawfish boil. Discussion and possible action to direct staff on how to proceed with Signature Event selection and/or planning.
6. **Signature Event Committee** **Information/Action**
Discussion of the formation of a Signature Event Planning Committee. Possible action to direct staff on how to proceed with the selection/formation of a Signature Event Planning Committee.
7. **Donor Survey** **Information/Action**
Staff will present a draft procedure for the upcoming donor survey for the Committee's discussion and potential approval. Potential action to direct staff on how to proceed with the Donor Survey.

- 8. Donor Recognition Levels** **Information/Action**
Review and discussion of current donor recognition levels. Discussion of any potential or desired changes. Potential action to direct staff on changes desired by the Committee and how to proceed with making desired changes.
- 9. Legacy Society Dinner** **Information/Action**
Discussion of potential dates, style and timing of Save-the-Date mailer, potential locations & potential budget for the Legacy Society Dinner, with possible action to direct staff on these items.
- 10. Alumni Association** **Information/Action**
Staff will present an update on the Alumni Association to include, but not limited to, potential upcoming events and online giving. Discussion and possible action to direct staff on how to proceed based on discussions of these items.
- 11. Items from committee members** **Information**
Committee members may bring to the attention of the committee items pertaining to the Foundation that might be of interest to the group. No action may be taken on a matter raised under this agenda items.
- 12. Public Comment** **Information**
See foregoing notation regarding public comment.
- 13. Adjourn** **Information**

This notice and agenda has been posted at or before August 26, 2016, no later than 9:00 am, which is the third business day before the meeting, in accordance with NRS 241.020, at the meeting location and at the following public locations:

- GBC Foundation's website (<http://www.gbcnv.edu/foundation/board.html>)
- The Nevada Public Notice website pursuant to NRS 232.2175 (<http://notice.nv.gov/>)
- Meeting location: Great Basin College, 1500 College Parkway, Elko, NV 89801, Berg Hall
- Great Basin College Ely Center, 2115 Bobcat Drive, Ely, NV 89301
- Great Basin College Pahrump Valley Center, 551 E. Calvada Blvd., Pahrump, NV 89048
- Great Basin College Winnemucca Center, 5490 Kluncky Canyon Rd., Winnemucca, NV 89445

IMPORTANT INFORMATION ABOUT THE AGENDA AND PUBLIC MEETING

NOTE: Above is an agenda of all items scheduled to be considered. Notification is hereby provided that items on the agenda may be taken out of order and presented, two or more agenda items may be combined for consideration, and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

Some agenda items are noted as having accompanying reference material. Reference material may be accessed on the electronic version of the agenda by clicking the reference link associated with a particular item. The agenda and associated reference material may also be accessed on the Internet by Great Basin College Foundation's webpage at: <http://www.gbcnv.edu/foundation/board.html>. To request a copy of supporting documentation please contact Kimberly Hess at (775) 753-2246.

Reasonable efforts will be made to assist and accommodate physically disabled person attending the meeting. Please call the GBC Office of the President at (775) 753-2265 in advance so that arrangements may be made.

PUBLIC COMMENTS: Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken.

Comments will be limited to two minutes per person. Persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Council Chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered.

In accordance with Attorney General File No. 00-047 (April 27, 2001), as restated in the Attorney General's Open Meeting law Manual, the Council Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the GBC Institutional Advisory Council, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.