

ACTIVITY REPORT

# September 1, 2017 through November 22, 2017

#### LEADERSHIP GIFTS & PLEDGES OF $500 AND OVER

*Major and Special Gifts: Total for period $1,199,160*

|  |  |  |
| --- | --- | --- |
| $760,000 | Corning Incorporated Foundation | Corning Incorporated Foundation Optics Lab Program |
| $124,000 | Donna Jean Miller '80, RN | Nursing Scholarships |
| $120,000 | Tim '80 & Robin '80 Wentworth | Robin & Timothy Wentworth Restricted Scholarship |
| $90,000 | Xerox Corporation | STEM/Dreamkeepers/Major Gifts-Unrestricted |
| $50,000 | Avangrid Foundation, Inc. | Single Stop Restricted Fund |
| $25,000 | Lewis Tree Service Inc. | Lewis Tree Service Endowed Scholarship |
| $25,000 | Native American Education Foundation | Native American Education Scholarship |
| $25,000 | Stuart R. Porter | Stuart R. Porter and Joyce R. Porter Endowed SScholarshipScholarship Fund |
| $16,000 | Rochester Automobile Dealers Association | Rochester Automobile Dealers Association Scholarship |
| **$14,333** | **Martha Maher-Garcia Memorial Foundation** | **The Martha Maher-Garcia Memorial Scholarship** |
| **$10,527** | **UTC Fire & Security America's Corp. Inc.** | **Lenel Scholarship** |
| $10,000 | Cynthia & Wayne Gilman | Save for Success Scholarship Fund (Phase 2) |
| $10,000 | The Grainger Foundation | The Gateway to HVAC/R Program/Grainger, Inc. |
| $10,000 | Monroe Community College Association | MCC Restricted Fund |
| $10,000 | Rochester Area Crime Stoppers | Crime Stoppers First Responders Scholarship |
| $5,000 | LaBella Associates, D.P.C. | Major Gifts - Unrestricted |
| $5,000 | Liz & Eric Rennert | Dreamkeepers Emergency Need Fund |
| $3,000 | Lighthouse Memorial Foundation | Christine Smith Memorial Endowed Scholarship |
| $2,500 | Bob & Chris Latella | Save for Success Scholarship Fund (Phase 2) |
| $2,000 | Altrusa International of Rochester, Inc. | Altrusa International of Rochester, NY, Inc. Scholarship |
| $1,000 | S. Jay Popli | The Starfish Scholarship Fund |
| $800 | Mr. Anthony D. Conte | Carmela and Antonio Conte Memorial Scholarship |
|  |  |  |

*STAR Power: Total for period $124,000*

|  |  |  |
| --- | --- | --- |
| $20,000 | Lauren Dixon | STAR Power Endowed Scholarship |
| $20,000 | Lori Van Dusen and Ronald Boillat | STAR Power Endowed Scholarship |
| $10,000 | Flor & Bobby Colon | STAR Power Endowed Scholarship |
| **$10,000** | **Courtney Pulire Smith** | **STAR Power Endowed Scholarship** |
| **$5,000** | **Ms. Nicole Doolittle** | **STAR Power Endowed Scholarship** |
| $5,000 | Mr. John L. DiMarco, II | STAR Power Endowed Scholarship |
| $5,000 | Anne M. Kress & Edward B. Davis III | STAR Power Endowed Scholarship |
| **$5,000** | **Daniele J. Lyman-Torres** | **STAR Power Endowed Scholarship** |
| **$5,000** | **Kathleen Pringle** | **STAR Power Endowed Scholarship** |
| $5,000 | Abby & Josh Reinhard | STAR Power Endowed Scholarship |
| $5,000 | Diane L. Shoger & Timothy M. Coughlin | STAR Power Endowed Scholarship |
| $5,000 | Robert & Susan Touhsaent | STAR Power Endowed Scholarship |
| $5,000 | Maureen Wolfe | STAR Power Endowed Scholarship |
| $5,000 | Gretchen & Mick Wood | STAR Power Endowed Scholarship |
| $3,000 | Cornell/Weinstein Family Foundation | STAR Power Endowed Scholarship |
| $2,500 | Dr. Vivian A. Palladoro | STAR Power Endowed Scholarship |
| **$2,500** | **Kathy Rosenberg** | **STAR Power Endowed Scholarship** |
| $2,000 | Bev French Taylor | STAR Power Endowed Scholarship |
| $1,000 | Anonymous | STAR Power Endowed Scholarship |
| $1,000 | Cynthia & Wayne Gilman | STAR Power Endowed Scholarship |
| $1,000 | Bernice E. Hatch | STAR Power Endowed Scholarship |
| $1,000 | Diana M. Lauria | STAR Power Endowed Scholarship |
| $1,000 | Dr. Barbara & John Lovenheim | STAR Power Endowed Scholarship |
| $1,000 | **Teressa & Jason Rosenberg** | STAR Power Endowed Scholarship |
| $1,000 | Melanie & Jeremy Wolk | STAR Power Endowed Scholarship |
| $500 | Kathleen K. Bromley | STAR Power Endowed Scholarship |
| $500 | Judy & Dave Bulin | STAR Power Endowed Scholarship |

*ROC the Day: Total for period $8,500*

|  |  |  |
| --- | --- | --- |
| $2,500 | Robert Johnson | ROC the Day |
| $2,000 | The MCC Bookstore | ROC the Day |
| $1,500 | David Beinetti | ROC the Day |
| $1,500 | Ronald Mead | ROC the Day |
| $1,000 | Lauren Dixon & Michael Schwabl | ROC the Day |

*Annual Fund: Total for period $153,451*

|  |  |  |
| --- | --- | --- |
| $15,000 | William & Sheila Konar Foundation | Scholars’ Day Restricted Scholarship Fund/Annual Fund |
| $13,678 | Max & Marian Farash Charitable Foundation | Farash Foundation First Scholarship/Annual Fund |
| $10,000 | The Statler Foundation | Ellsworth M. Statler Scholarship Award |
| $10,000 | Xerox Corporation | Scholars Day Restricted Scholarship Fund |
| **$9,127** | **Veterans Business Council** | **Richard Barton Memorial Scholarship Fund** |
| $8,670 | Monroe Community College Association | Annual Fund/GIK/Athletic Restricted Scholarship |
| $7,300 | Om & Swadesh Popli | Annual Fund |
| $6,000 | Simon & Josephine Braitman Foundation | Holocaust, Genocide and Human Rights Project Restricted Fund |
| $5,000 | LeMoyne College | College & University Partnership Program |
| **$5,000** | **Monro, Inc.** | **Annual Fund** |
| $5,000 | Roberts Wesleyan College | College & University Partnership Program |
| $4,503 | Anonymous | Men's Soccer Fund |
| $3,000 | The Warren Fund | John N. Warren Memorial Scholarship Fund |
| $2,920 | GEICO | Alumni Program |
| $2,600 | Anonymous | MCC Restricted Fund |
| $2,500 | Ken & Pamela Hines | Annual Fund |
| $2,500 | Howard Konar | Annual Fund |
| $2,200 | Canandaigua National Bank and Trust | Scholars Day Restricted Scholarship Fund/Annual Fund |
| $1,689 | Judi Fonzi | Rochester Parent Network |
| $1,600 | Hezekiah N. Simmons | Annual Fund |
| $1,500 | Dr. Lloyd A. Holmes | Mary P. Nolan Performing Arts Endowed Scholarship |
| $1,500 | Valley Cadillac Corporation | General Scholarship Fund |
| **$1,330** | **Simply Crepes** | **Gifts in Kind (Goods, Services and/or Capital)** |
| $1,300 | Cora Conklin | Rochester Parent Network |
| $1,080 | Dr. and Mrs. Todd M. Oldham | Annual Fund |
| $1,018 | Richard Garcia | The Martha Maher-Garcia Memorial Scholarship |
| **$1,000** | **The Benevity Community Impact Fund** | **Annual Fund** |
| $1,000 | Cannon Industries, Inc. | Annual Fund |
| $1,000 | Cross Connection Control Foundation of Niagara Frontier | General Applied Technologies Department Scholarship |
| $1,000 | Dr. Janet J. Glocker | Annual Fund |
| $1,000 | Cindy '76 & Greg Hinman | Linda Curran '79 Memorial Student Aide Scholarship |
| $1,000 | Anonymous | Annual Fund |
| $1,000 | Elaine Michael | Annual Fund |
| $1,000 | Monroe County Chiefs of Police | Monroe County Association of Chiefs of Police Scholarship |
| $1,000 | Thomas Montulli '64 | Dominic P. Montulli Memorial Endowed Scholarship Fund |
| $1,000 | Kate & Stephen Polozie | Annual Fund |
| **$1,000** | **Anonymous** | **Global Studies** |
| $1,000 | John '89 and Jeannine Salamone | Annual Fund |
| $1,000 | Mary & John Seebach | The Snowball Scholarship for Service-Learning |
| $1,000 | Diane L. Shoger & Timothy M. Coughlin | Annual Fund |
| $1,000 | Sodexo Inc. | Gifts in Kind (Goods, Services and/or Capital, Foundation) |
| $1,000 | Maureen Wolfe | Annual Fund |
| $775 | Dr. Kimberley D. Willis '91 | The Martha Maher-Garcia Memorial Scholarship |
| **$773** | **Anthony J. Leonardo** | **The Richard A. Nasca Memorial Scholarship for Optics** |
| $625 | Dr. Alice Holloway Young | Annual Fund |
| $600 | Mr. Charles Clarke | Holocaust, Genocide and Human Rights Project Restricted Fund |
| $575 | Toyota Motor Sales, USA, Inc. | Toyota T-Ten Student Fund |
| $558 | Anonymous | Alumni Program |
| $526 | Patricia Dano '89 | Linda Curran '79 Memorial Student Aide Scholarship |
| $504 | Mr. Scott E. Rudd | Honors Program |
| $500 | Bank of America Charitable Foundation / J. Smith | Christine Smith Memorial Scholarship |
| **$500** | **Donald A. Beech** | **Global Studies** |
| $500 | Bright Funds Foundation / Lonette Merriman | Annual Fund |
| **$500** | **Diane Callari** | **Annual Fund** |
| $500 | Flor & Bobby Colón | Annual Fund |
| $500 | Carol Ann & Edward DiCesare | 292-Baby Infant Endowed Scholarship Fund (5) |
| $500 | Lance & Hope '84 Drummond | General Scholarship Fund |
| **$500** | **Jean Green** | **VAPA Theatre Equipment Fund** |
| $500 | Gerard & Joan Nobling | Paula & Samuel J. Stabins Student Leadership Scholarship |
| $500 | Jodi Oriel '93 | John J. Trevisan Student Leadership Award |
| **$500** | **Bliss E. Owen '81** | **Annual Fund** |
| $500 | Mark Pastorella '90 | Annual Fund |
| $500 | Kathleen & John '72 Wheeler | Annual Fund |

*(****Bold type*** *above denotes new donors)*

*(Includes gifts and pledges through 11.22.17)*

**DEVELOPMENT**

#### *Alumni*

* Under the leadership of **Gary Squires ’76,** engaged over 3,000 alumni, students, staff and friends in Alumni Week and Homecoming events and raised $35,000 in support of student scholarships. The 5K Walk/Run for Scholarships attracted 700 participants and donors. Acknowledged event sponsors: **GEICO, the** **Julian family, MCC Association**, **MCC Bookstore, Oppenheimer Funds, PCR Timing, Salvatore’s, Sodexo, Tees and Specialties, UDN, Inc. and Valenti Sports**.
* During the 28th Annual Salute to Excellence dinner on November 16, inducted four new members into the 2017 MCC Alumni Hall of Fame:
* **Christopher Collins ’79,** Chief Operating Officer, InFlyt Entertainment and Connectivity, Thales
* **Barbara Deane-Williams ’75,** Superintendent of Schools, Rochester City School District
* **Gladys Pedraza-Burgos ’91,** Chief Operations Officer, Ibero-American Action League, Inc.
* **Joseph L. Wesley ’83,** Director of Strategic Workforce Development, Wegmans Food Markets

#### *Annual Fund*

* In partnership with **Vice President Holmes and the Athletics Department**, concluded fall crowd fundraisers with the women’s and men’s soccer and volleyball teams raising a total of $8,189.
* Recognized President’s Circle donors in the 2016-2017 Annual Report and at the October 25 President’s Circle Reception held at the Downtown Campus, hosted by **President Anne M. Kress**; over 100 directors, donors, college and Foundation leaders attended. The guest speaker that evening was MCC student and **Altrusa International of Rochester** scholarship recipient **Ebony Testman ’18**.
* Launched the 2017-2018 campaign theme, “First Step.”
* Established a 2017-2018 Annual Fund campaign goal of $715,744.
* Finalized concept for the leadership direct mail piece to mail to 1,600 donors.
* Developed the end-of-year direct mail solicitation authored by **Gretchen Wood** and featuring MCC scholarship recipient **Ebony Testman ’18**.
* Raised $17,280 towards our $15,000 goal during our ROC the Day for MCC event held on November 28. Special thanks to co-chairs **Ron Mead** and **David Beinetti** for leading MCC’s campaign again this year.
* Secured $158,178 in gifts and pledges to date, representing 22 percent of goal.
* Renewed five colleges in the College and University Partnership Program at the $5,000 level: **The College at Brockport, LeMoyne College, Nazareth College, Roberts Wesleyan College** and **Utica College**. The College and University program provides vital unrestricted support to the Foundation.

*Major Gifts*

* With the assistance of **Karen Martin**, secured a new five-year pledge from the **Corning Incorporated Foundation** to support MCC’s optical systems technology program. This $760,000 grant will build on the momentum made possible by Corning’s initial investment and enable MCC to create new optics lab and classroom space, revise curriculum, provide scholarship assistance, support professional development, and develop strategies to increase enrollment of underrepresented populations and overall retention and completion.
* Renewed scholarship support from **The Grainger Foundation** for the HVAC program, the **Ellsworth M. Statler Foundation** for the hospitality management program, the **Max and Marian Farash Charitable Foundation** for the Farash First in Family Scholarship, and the **Rochester Automobile Dealers Association** for the automotive technologies program.
* Expanded the Crime Stoppers First Responders Scholarship to include students studying fire protection technology and emergency medical services with a new pledge from **Rochester Area Crime Stoppers**.
* Established the Lenel Scholarship with a pledge from **Lenel/United Technologies** to support students studying computer science and information technology.
* Delivered proposals to the **Paychex Foundation** for the Dreamkeepers Emergency Student Aid program and **Arthrex** for the surgical technology program.
* Celebrated the completion of the new automotive technologies laboratory that was made possible with leadership gifts from the **Rochester Automobile Dealers Association** and **Monro Inc.** The leadership of **Lee Patterson ’70** and **Mark Siwiec** was instrumental in securing both of these gifts.
* Hosted two prospect breakfasts with MCC President Kress that engaged 20 donor prospects, several of whom had been identified by Fill the Pipeline committee members **Dave Beinetti** and **John DiMarco II**.
* Conducted a Fill the Pipeline quarterly meeting led by **John DiMarco II** that resulted in the development of cultivation strategies for 10 top prospects.

*Planned Giving*

* Secured an estate gift from **Donna Jean Miller ’73** to provide scholarship support to nursing students.
* Received an estate gift from MCC retiree **Stuart Porter** for the Stuart R. Porter and Joyce R. Porter Scholarship. Additionally, several memorial gifts were received that were designated to this scholarship in support of math students.

*STAR Power*

* Committee Co-Chair **Lori Van Dusen** hosted a STAR Power reception on Wednesday, October 4, 2017 at her home. A $50,000 challenge was announced at this reception which inspired $64,500 in gifts for a total of $114,500 raised!
* **President Anne Kress** will host the next reception on Wednesday, January 10, 2018 at her home.

#### EXECUTIVE OFFICE

*Board Governance*

* Board Governance chair **Sergio Esteban** and **Gretchen Wood** met to confirm committee goals, membership and the recruitment cycle for 2017-2018.

**FINANCE DEPARTMENT**

*Finance/Audit*

* Finalized audit for the fiscal year ending August 31, 2017, which was reviewed and accepted at the Audit Committee on October 20th with **Martin Birmingham, Audit Chair** and auditors from **EFPR Group**.
* Presented the 2017 audit and five year comparatives at the Finance Committee meeting on October 24th, with **Scott Kogler**, **Treasurer**.
* Completed reports as of October 31st for Endowed and Temporarily Restricted funds.
* Submitted VSE Report and RBJ survey.
* Completed first check run and payables reconciliation in Financial Edge.

*Investment*

* Reviewed quarterly performance as of September 30, 2017 and analysis of all portfolio holdings, at the Investment Committee workshop/meeting held on October 31st with **Kenneth Hines**, chair and representatives from **Fund Evaluation Group (Gary Price and Luke Cutler).**

*Scholarship*

* Made offers to applicants in Scholarships Online for the following:
  + Mary Cariola Scholarship
  + Computer Information Systems Scholarship
  + Native American Scholarship
  + Genesee Brewers' Scholarship Fund
  + Ellsworth M. Statler Scholarship Award
  + Boylan Brown Endowed Scholarship for Paralegal Studies
  + AAA Western and Central NY Scholarship for Criminal Justice
  + Monroe County Chiefs of Police Scholarship
  + Carl S. Hallauer Endowed Scholarship Fund for Criminal Justice
  + Dennis A. Pelletier Endowed Memorial Scholarship
  + Sgt. Robert M. Skelton, Jr. Memorial Endowed Scholarship
  + Deputy Galen J. Herren Memorial Restricted Scholarship
  + Officer Daryl Pierson Memorial Scholarship
  + Harris Corporation Endowed Scholarship for Women in Technology
  + Crime Stoppers First Responder Scholarship for Fire Protection Technology at MCC
  + Crime Stoppers First Responder Scholarship for Emergency Services Training at MCC
  + Crime Stoppers First Responder Scholarship for Law and Criminal Justice at MCC
* New Scholarships/Programs
  + The Martha Maher-Garcia Memorial Scholarship
  + Matthew and Patricia O’Connor Scholarship for Engineering Excellence
  + Fisher Associates Scholarship for Engineering Excellence
  + Crime Stoppers First Responders Scholarship
  + Mary Cariola Scholarship
  + Lenel Scholarship
  + The Bernice and George J. Coury Memorial Scholarship

**Donor Engagement Department**

*Public Relations and Communications*

* Produced the 2016-2017 Impact Report (printed and online versions).
* Produced three monthly e-newsletters.
* Supported communications for Alumni Week and Homecoming 2017.
* Supported communications for the Salute to Excellence and MCC Alumni Hall of Fame induction.
* Supported ESL Federal Credit Union’s production of a Save for Success video that highlighted lead benefactors **Jane & Zeke Duda** and Save for Success scholars.
* Produced and distributed holiday video message featuring Gretchen Wood and scholarship recipient **Ebony Testman ’18**.
* Media Coverage:
  + “MCC launches new auto tech lab,” highlights benefactors Monro, Inc., Rochester Automotive Dealers Association and grant made possible by **State Senator Joseph Robach**, R-Greece *Rochester Business Journal*, October 3, 2017.
  + “New MCC Auto-Tech Lab Will Ignite Student Careers” *Spectrum News*, October 4.
  + “Bright Spot: Salute to Excellence,” noting Salute award recipients **Sandra Parker** **and Dutch Summers**, *13WHAM*, November 20, 2017.
  + “Four inducted into Monroe CC Hall of Fame,” *Messenger Post (Webster and Greece editions)*, November 21.

*28th Annual Salute to Excellence*

* Secured a total of 18 Honorary Committee members and 6 patron tables.
* Received underwriting commitments from:
  + $15,000 Avangrid Foundation, Inc.
  + $10,000 Corning Incorporated Foundation
  + $10,000 Dixon Schwabl (includes gift in kind)
  + $10,000 **The Summers Foundation, Inc.**
  + $5,000 **BME Associates**
  + $5,000 Cannon Industries
  + $5,000 CMI Communications
  + $5,000 DiMarco Group
  + $5,000 JPMorgan Chase & Co.
  + $5,000 Konar Properties
  + $5,000 Rochester Institute of Technology
  + $5,000 Woods Oviatt Gilman LLP
  + $3,500 Joseph A. Floreano Rochester Riverside Convention Center (gift in kind)
  + $2,500 Excellus BlueCross BlueShield
  + $2,500 LaBella Associates, D.P.C
  + $2,500 M/E Engineering, P.C
  + $2,500 Dr. and Mrs. Michael S. Myers
  + $2,500 Wegmans Food Markets
  + $1,200 Davie Kaplan, CPA, P.C.
  + $1,200 EFPR Group
  + $1,200 ESL Charitable Foundation
  + $1,200 **Greater Rochester Chamber of Commerce**
  + $1,200 LiDestri Food and Drink
  + $1,200 **Rochester City School District**
* Raised net revenue of more than $50,000.

*(****Bold type*** *above denotes new donors)*

*Cabin Fever 2018*

* **Jason Ripple** and **Michelle Rauber-Nonkes** have agreed to be Committee Co-chairs of this year’s Cabin Fever, along with **Molly** and **Tom Flaherty**. With the help of **Mark Siwiec**, the Committee Co-chairs are securing event hosts, the current confirmed list of hosts includes:
  + Courtney Dixon
  + **Ali Fenton and Rick Visca**
  + **Tammy and Chris Gamble**
  + Kitty and Adam Goldfeder
  + Victoria and Dan Goldstein
  + Nellie and Wade Hedegard
  + Denise and Marc Johnson
  + Erin Julian ’98
  + **Jackie LeChase Freight**
  + Courtney and Scott Marshall
  + Jenna and Josh Miles
  + Lisa and Rich Paulis
  + Kate and Stephen Polozie
  + Mark Siwiec and Duffy Palmer
  + Matt Squires
  + Jen and Kevin Stickles ’88
  + Cary and Tom Tracy
  + Melanie and Jeremy Wolk
* Cabin Fever will take place on Thursday, February 1, 2018 at the home of **Amanda and Brian Donovan.**

*20th Annual Gold Star Gala*

* Began the planning for this year’s gala with Dixon Schwabl and Committee Chairs, **Nellie** and **Wade Hedegard** and **Mark Siwiec** and **Duffy Palmer** on September 27.
* This year’s theme has been titled, ‘Gold Star Intergalactic Planetary Ambassadors Ball,’ best described as Mad Men meets the Jetsons.
* **Susan and John DiMarco II**, along with **Katy and Joel DiMarco**, will serve as Honorary Chairs and have donated a premium live auction package. Guests will have an opportunity to bid on a four-person trip to Tuscany from July 26-29, 2018 with a stay at Hotel Castello di Casole and attend an Andrea Bocelli concert at his private amphitheater!
* The gala will take place on Saturday, April 28, 2018 at The Country Club of Rochester.

*34th Annual Scholarship Open*

* Selected Monday, June 25, 2018 at Oak Hill Country Club for 34th Annual Scholarship Open chaired by **Rick Brienzi ’79** and **Tom Gears**.

*(****Bold type*** *above denotes new donors)*

*(Includes gifts and pledges through 11.22.17)*

**OBJECTIVES**

**January – March 2018**

**DEVELOPMENT DEPARTMENT**

*Alumni*

* Launch the call for nominations to the 2018 Alumni Hall of Fame to secure 30 new, qualified candidates.
* Begin planning for Alumni Week and Homecoming 2018.
* Seek sponsorship support for the 12th annual 5K Walk/Run for Scholarships.
* Identify and cultivate alumni prospects with campus tours and personal visits.
* Direct alumni to [www.mccalumnibenefits.com](http://www.mccalumnibenefits.com) at regular intervals.

*Annual Fund*

* Implement the second wave of crowd fundraisers with athletic teams and student clubs and organizations to include swimming and diving, lacrosse, baseball, softball, Phi Theta Kappa, Travel Club, ASL Club and Engineering Leadership Council.
* Deliver the leadership and end-of-year direct mail pieces to 7,000 prospective donors. Achieve 40 percent of annual campaign goal by December 31, 2017.
* Utilize email to secure and renew pledges from Annual Fund donors.
* Host current College and University partners on campus.
* Solicit new partners in the College and University Partnership program.
* Develop plans for 2017-2018 Annual Fund on-campus campaign.
* Promote the $2,500 President’s Circle of Honor giving circle.

*Development and Major Gifts*

* **Propose a grant to extend and expand the workforce development initiatives funded by JPMorgan Chase for a new three-year cycle.**
* **Submit proposals to the Daisy Marquis Jones Foundation, Ronald McDonald House Charities, the Seneca Foods Foundation, and The Wilson Foundation for Horizons at MCC and to the Xerox Foundation for STEM initiatives.**
* Continue to engage Foundation directors in the Fill the Pipeline project.

*STAR Power*

* **President Anne Kress** will host the next STAR Power reception at her home on Wednesday, January 10, 2018.

*Planned Giving*

* Deliver Spring 2018 edition of *Ideas* planned giving newsletter.

**EXECUTIVE OFFICE**

*Management*

* Hire a Donor Engagement Coordinator.
* Coordinate professional development for support staff (Excel and Outlook).

*Board Governance*

* Begin recruitment process for 2018 board class.

**FINANCE DEPARTMENT**

*Finance/Audit*

* Run parallel comparison of Financial Edge and Dynamics for the months ending September 30 and October 31st.
* Run parallel bank reconciliations in Financial Edge and Dynamics.
* Prepare and send out RFP’s for the 2018 fiscal year audit.
* Conflict of Interest questionnaires electronically distributed in January 2018.
* Prepare endowment report balances for reports to be sent in early March.

*Investment*

* Quarterly performance as of March 31, 2018.

*Scholarship*

* Prepare January 2018 scholarship transfer.
* Prepare calculations for the scholarship transfers as of the 2018-2019 academic year.

**DONOR ENGAGEMENT DEPARTMENT**

*Public Relations and Communications*

* Produce and distribute monthly e-newsletters.
* Refresh Every Bright Future folder and supporting materials.
* Produce communications for the *Launch Your Business!* initiative made possible by **Stuart and Chip Weismiller**.
* Support communications for Cabin Fever, Gold Star Gala and Scholarship Open.
* Support communications for Scholars’ Day 2018 keynote event featuring **Jessica Jackley** (Kiva and ProFunder co-founder) and **Reza Aslan** (author and religious scholar) on Monday, April 16, 2018.

*Cabin Fever*

* Send out electronic invitation in mid-December.
* Host the event with a goal of introducing new philanthropists to the MCC Foundation and exceeding last year’s $12,000 net revenue.

*Gold Star Gala*

* Meet with underwriting, entertainment/décor and auction subcommittees.
* Secure underwriting commitments in the amount of $100,000.
* Mail save the date package in January and invitation package in March.

*Scholarship Open*

* + Secure underwriting commitments in the amount of $90,000.
  + Secure a foursome commitments in the amount of $40,000.
  + Send electronic Save the Date message to previous supporters.