

Development Committee

MEETING AGENDA & NOTES – 2026

PURPOSE: Meet the \$_____ revenue goal for individual donor gifts in FY25-26 and actively engage major donors and prospects through excellent donor cultivation, solicitation and stewardship.

Upcoming Committee Dates:

- Next monthly dates – 3rd Monday at 4pm
 - Tuesday [Jan. 20](#) (due to MLK holiday)
 - Tuesday Feb. 17 (after Presidents Day)
 - March 16
 - April 20
 - May 18
 - June 15

Links to past meeting notes:

- [Dec. 15](#)
- [Nov 17](#)
- Oct. 20
- September 15
- August 18
- No meeting in July

AGENDA for NEXT MEETING | Tuesday, 1/20 from 4-5 PT

Zoom link here | Dial in: xxx-xxx-xxxx

Committee Members→

Board members:

Staff:

Snapshot→

- VIP Donor List [\[ADD LINK\]](#) showing board liaisons and donor giving history – these are our priority major gift prospects
- FY2025 Development Plan [\[ADD LINK\]](#) showing our fundraising priorities by quarter
- Zoom Link [\[ADD LINK\]](#) or dial in xxx-xxx-xxxx; Meeting ID: ### ### ####; Passcode: 12345678
- Contact info: name@mynonprofit.org or call/text xxx-xxx-xxxx

January 20 Agenda

Welcome & Check-in → Chair (5 min)

- February meeting date changed to avoid Presidents Day holiday

Year-End Giving Recap → Staff (20 min)

FYTD Revenue report *[run gifts—by category—from your donor database; compare to prior year &/or budget. EXAMPLE BELOW will differ, based on your database gift categories.]*

Year Over Year Revenue		
Category	FYTD 25-26	FYTD 24-25
Individual Donors		
Major Donor		
Board Giving		
Recurring		
Corporate Match		
Individual		
Bequest/CyPres		
Grants - Unrestricted		
Other		
Total		

Donations received since Giving Tuesday: \$_____

- \$___ from donors
- \$___ of board giving used as matching gift
- #__ new recurring donors (a __% increase), whose collecting giving over the next year will be \$_____

List of all donors is here [\[add link/list\]](#).

- \$___ raised from new donors.
- New \$250+ [\[for \\$100+ or \\$10,000+ The major gift threshold is relevant to YOUR org\]](#) – assign board volunteers to send a personal thank you to all
- See any familiar names among our **new donors below?** [\[list\]](#)
 - Assign board liaisons to thank; add to VIP Donor list?

ACTION ITEM: Update VIP Donor List – Chair (15 min)

Changes to 2025 VIP Donor list of major gift prospects

- Quarterly engagement (Moves Management strategy) towards major gift cultivation
 - Discuss an update, invitation or news article for Board members to share this quarter
- Legacy gift prospects – include former board members and volunteers; cultivate as VIP donors

Assign Board Liaisons:

- VIP Donor List
- New Donors to add – assign board liaison

FOLLOW UP ITEM: Personal thank you for year-end gifts – Chair (10 min)

Script/language for email/message:

Hello NAME, I'm a volunteer board member with ORG and want to add my thanks for your support. ...

Goal: Thank. Meet!

Philanthropy Trends– Staff (5 min)

[Share an article and list a few highlights. EXAMPLES BELOW.]

- [5 Takeaways from the 2024 Giving report](#)
- Here are a few interesting highlights from [this article on donor appreciation events](#) by fundraising platform Classy.org that we shared before a **donor stewardship event**:
 - Celebrate, surprise and delight:
 - Our donors will experience a fun and enjoyable experience without feeling obligated to give. Remember, *thanking donors is the primary focus of this event.*
 - A cultivation event offers an opportunity for engaging, meaningful conversations that are light-hearted and relaxed. Your aim is to create an atmosphere where guests feel comfortable, deepening their connection with your nonprofit organization and naturally inspiring them to contribute.
 - Personalized tokens and small gifts of appreciation for each donor – such as customized keychains, bookmarks, or handwritten inspirational notes – add a personal touch that demonstrates your attention to detail and reinforces the appreciation you have for their support.
 - Engage Board Members
 - In an official “welcome” role, board members are the first faces donors see upon arrival. Introduce guests to one another to stimulate conversations, and engage with those who may be more reserved.

- Initiate casual discussions, such as asking for initial impressions of your organization. Avoid any direct requests for donations; instead, focus on genuinely getting to know individuals while sharing important information about your nonprofit.
- Create a WOW factor by:
 - Personally welcoming each individual donor as they collect their name tag and check in.
 - Ensuring board members engage and mingle with donors throughout the event.
 - Capturing photos during the event, which can be used in future marketing materials, email newsletters, social media posts, and office bulletin boards to inspire and motivate employees.
 - Keeping on time – I'll watch the timing for a brief program that allows lots of informal interaction before and after.
- Provide timely follow up:
 - Within a week of our cultivation event, send a thank-you letter to each person who attended, whether they made a donation or not. By promptly thanking your attendees you are not only being polite, but also cultivating the relationship you established at the event. This is also another opportunity to communicate and connect with your current and prospective donors.
 - Most people don't expect event follow up, so you have an opportunity to stand out among other organizations. Perhaps you have an attractive photo of the donor at the event—this is always a great reason to write and say, 'Thanks for attending, great to meet you and here's a nice memory.'"
 - No-shows should be sent follow-up letters. This is an opportunity to develop a relationship that could result in attendance at your next event or even a donation. Tell your no shows you are sorry they weren't able to make it, give a brief event recap, include any pertinent materials handed out at the event, and say you hope to see them at the next one.
 - Attendance rates of 10-30% are typical for events – we invited ~100, so we're right on the mark!
- Ultimately, the goal should be to get to know your donors on a more personal level. This kind of relationship is what builds trust and deeper donor loyalty: *Meaningful events keep the conversation going between the organization and its supporters. Like any relationship, the more you engage with someone, the more you learn about what motivates them into action.*

Wrap Up- Staff (5 min)

Next meeting date/time:

•

Remaining action items before next meeting:

•

Other events (and RSVP link):

•

December 15, 2025 Meeting Notes

Attending:

Not available:

Discussion: *Add discussion notes to each month's agenda and that becomes your meeting minutes!*

November 17, 2025 Meeting Notes

Attending:

Not available: