

# Recreation Division

## Memo

To: Justin Brown

From: Lya Trammell

Date: December 22, 2017

Re: November Report



## NOVEMBER DIVISION HIGHLIGHTS

### 2017 Goals

- I. Connect the Community
- II. Quality Experience
- III. Vision 2020

- **Foundation:**

- Working on bylaws, job descriptions and applications for Board members. Identifying potential candidates for invitation to Board participation.
- Set up bank account for the Foundation and received first donations in the amounts of \$320.79 and \$35.13.
- Attended Boards In Gear (BIG) Training presented by Nonprofit Networks of Southwest WA at Lower Columbia College.

**Goals: III**

- **Community Outreach:**

- Participated in the Cowlitz PUD Wellness Fair. Distributed information about programs and connected with new community members.
- Participated in the new Kalama Resources Fair. Made new contacts in the area and distributed information about programs, particularly youth activities and services.

**Goals: I, III**

- **Grants/Fundraising:**

- Continued research for No Child Left Inside grant, due January 17th. Met with programmers and community partners to seek out opportunities for collaboration.

- Began research for 2018 Healthcare Foundation Grant, due at the end of January.
- Spoke with Longview Oral Surgery about sponsorship of Firecracker Fun Run in 2018. They are interested in a Title sponsorship at \$500.
- Received sponsorship of Turkey Trot Run from Grocery Outlet in in kind donations and discounts in the amount of \$394.50.

• **Goals: I, II, III**

• **Marketing:**

- Attended Marketing and Fundraising training in Vancouver hosted by Nonprofits Network of Southwest WA.
- Attended LERN Annual conference for two day training on marketing, social media, and brochure design.
- Began work on Winter/Spring brochure with 1/4 page ad space sold to promote City Info Weekly for \$250.

• **Goals: I, II, III**

**Things to Know: (Upcoming Events/News)**

**Dec: Winter/Spring brochure mailed in early Dec.**

