

May 19, 2006

Hi All,

Boy we had a comprehensive meeting yesterday and covered a lot of items. Attendees were Irene & Steve Little, Mike Prochoda, Meinte Veldhuis from the LTO, Michele, Carole and myself. I know others wanted to come but had overriding commitments. I hope I have captured most of the discussion from Michele's notes. I tried to put names associated with each of the items. The name is to indicate who has primary knowledge about the item and/or has volunteered to take on the task. Sorry Steve & Michele, you more than have your fair share. But it turns out you have the most knowledge in the area. Maybe next meeting we'll have more volunteers to share the load. In general all of us will be asked to assist each other on all the tasks. Let me know if you think of anything I forgot or if I got the wrong person as lead.

Brochure- Mike C /Craig Burgawardt (graphics designer)

- Shorten the quotes
- Get a quote from a student from the BOE meeting video tape
- Get a quote from the mayor
- Get a better aerial photo from Digital Globe
- Front page too busy – move some of the pictures
- Add a 4<sup>th</sup> tear out page on legal for donations and volunteers
- Add a remittance envelope (Miente sending the one LTO uses)
- Distribute them to the visitor center
- Have it ready for meetings with the public
- Get one to the Coleman foundation person

Grants & Proposals – Steve

- Call Karen Glassman (grant writer for school district) for help – Mike C
- 3 pg proposal to the Colman foundation, Lockheed Martin, & others - everyone
  - co-ordinate with Steve
  - needs time lines and budgets – Mike C
- Possible NFS grant
- Investigate town board grant money - Michele
  - endowment possible from emergency fund
- Investigate possible Eagle Rock contributions ( money and labor force) - Steve
- Investigate Community Foundation of Northern Colorado – Michele
- Rotary Club Foundation - Steve

Clubs & Organizations to contact – ?

- Banks
  - FNB – Michele
  - Boulder Valley – Irene & Steve
  - Where are we going to put the Angels Above account?
- Insurance companies - ?
  - Jeff Hancock – Steve & Irene

- Parents & Students - ?
- Rotary presentation (both morning & afternoon) – Steve & Vicky Holler
- Realtors presentation – Michele & Vicky Holler
- Medical People– Mike P
- Kiwanis presentation – Michele
- CVB (Community Visitors ?) – Michele
- Town Board presentation - ?
- Chamber of Commerce - ?
- Retired Scientist presentation– Steve
- Quota Club presentation– Michele
- Scouts presentation- Michele
- Trash Company – Michele
- Cheley camp (Summer only) - ?
- YMCA – Steve & Irene
- NCAS – Steve & Mike P

#### Website – Mike C (temporary)

- Make a donation page – Mike C
- Make a wish list page for people to give us equipment – Mike C
- Make a current activities page – Mike C
- Make a calendar with meeting dates – Mike C

#### Departments & Assignments

- Bookkeeper & Finance - ?
- Equipment – Mike P
- Grant Writing – Steve
- Web & Computers – Mike C
- Teacher Coordinator – Jeff Kilpstien (we need to ask him)
- Publicity/Marketing/Merchandising – Irene
- Operations Manager - ?
  - Training for the teachers – Andrea Schweitzer
  - Training for volunteers
  - Membership coordinator
- Construction Coordinator – Mike C & Michele

#### Ground Breaking

- Tentative schedule June 30
  - Mainly symbolic to keep anniversary date
  - Need ok from school district & David (our lawyer)
  - Need to invite guests by next Wed 5/24:
    - mayor, Newspapers both locals and Rocky Mnt News
    - TV (contact Nick Molle)
    - Everyone we can think of

Miscellaneous topics that were discussed.

- Steve & Irene are going hiking in the Grand Canyon returning on June 3
- Potential labor force is convicts (not the dangerous kind) serving community service
- Set up a solar telescope at Bond Park and distribute brochures
  - borrow a Coronado solar scope from Cathy at S&S Optics
  - need to check on permits
- Need to get going on the “Duck Race“ – Steve & Michele
  - maybe the scouts could help sell ?

#### Next Meeting

- June 9 , 5PM at school district conference room
  - More people can show up if later in day
  - Check if ok with school district – Mike C

#### Priorities

- Brochure
- Ground Breaking
- Feed back from Meinte & Tom Melsheimer on facility details

Thanks to everyone for your continued support.

Mike