

**2011 Development Committee Report**  
**Society of North Carolina Archivists**  
**March 10, 2011**

Members of the Development Committee, 2010-2011:

Patrick Cullom  
Courtney Horton Crocker  
Cate Putirskis  
Karen Paar  
Pam Mitchem, Chair

After Pam Mitchem sent out a call for members to the SNCA listserv in September 2010, the Development Committee had its first meeting via conference call on November 30, 2010. All members were present at the meeting. The Committee discussed ways to build the Michelle Francis Endowment and improve the Endowment web page by including more details about how the funds are used. Next year the committee should continue with the efforts to build the Michelle Francis Endowment. We also discussed vendor solicitation and how to improve the process. After the meeting the Development Committee will send out a short survey to solicit feedback regarding the donation process from vendors who contributed this year.

Subsequent business was conducted via email. Pam gathered information about how the Michelle Francis Endowment is used and how donations are deposited. Pam also discussed with Michelle Francis the possibility of writing a "letter to past presidents" soliciting donations for the fund. Pam also sought and received approval to hold a raffle at the SNCA meeting. As we do not yet have a raffle item, this may or may not happen.

Pam worked with SCAA's Development Officer, Jennifer Neal to create a master list of vendors and edit the vendor letter and the SNCA web page. Biff Hollingsworth and Patrick Cullom updated the page for us. Pam and Jennifer also served on the Logistics Committee where we determined what events/materials vendor donations would fund. Pam had student assistants to review vendor contact information. Vendor solicitation letters were sent out late January 2010. As of March 16, we have pledges from Hollinger Metal Edge, Conservation by Design, and Etherington Conservation Services.

The call for nominees for the Thornton Mitchell Award was sent out mid-January and a reminder the second week in February. Dr. Hal Keiner was selected as the winner of the 2011 award.

Respectfully submitted,

Pam Mitchem, SNCA Development Committee Chair