

Friends Newsletter 2007

Task:	Date:	Who:	Completed:
Prepare budget	1-26	Deanne, Ian	
Write cover letter	1-26	Gary	
Email mailing list to board members	1-26	Ian	
Assign articles to staff	1-30	Gary, Ian	
Selected donors for personal note due (follow up if not completed)	2-9	Board (Lisa)	
Newsletter articles due (follow up if not completed)	2-12	Staff (Ian)	
Newsletter edits complete	2-14	Ian	
Newsletter layout complete	2-15	Ian	
Final proof of newsletter completed	2-17	Staff	
All Friends materials delivered to printer	2-19	Ian	
Gary and Sharon sign cover letters	3-6	Gary & Sharon	
Letters delivered to board members for personal note and signature	3-7	Lisa	
Board members bring signed letters to March board meeting	3-15	Board members	
Follow up with any board members who still have letters	3-16	Lisa	
Stuff envelopes	4-2	Volunteers	
Mail to donor list	4-16	Lisa	