

Summary of Volunteer Work

- Met with Staff to complete a Volunteer assessment needs
- Determined that the program should be housed in Development under Perry
- Recruited Members of Volunteer Committee
 - Steve True
 - Susan Vaseleniuk
 - Lorna Bishop
 - Caroline Mullan Board Member
 - Perry Mixer
 - Anita Overcash
 - Susan Wolff as Chair
- Established chart of work
 - July 28 Introduction of Committee and Organization of the Project
 - August 4 Developing a Mission Statement and Strategic Plan
 - August 11 Program Goals
 - August 18 Volunteer Recruitment
 - August 25 Volunteer Engagement
 - September 1 Communication
 - September 8 Volunteer Recognition
 - September 15 Data Base Management

- Created our Mission Statement

To provide trained and engaged volunteers for the programs and events offered by the Cain Center for the Arts

- Data Management became a priority
- We will merge Mail Chimp data into NEON
- We will use NEON as our volunteer management system
- The committee re-engaged with 100 volunteers and encouraged them to participate in zoom call on 8/17/2021
- Organizational chart is being created

