

MEMORANDUM

TO: Jim Bruce
Manager of Finance and Corporate Services
City of Richmond

FROM: Bob Ransford
Co-Chair
Millennium Charity Gala at Richmond's New City Hall

DATE: 20 January 2000

SUBJECT: Progress Report
Fund Raising Gala to Celebrate Opening of New City Hall

On behalf of the Richmond Foundation and the Richmond Sunset Rotary Club, we wish to report to you on the progress of the organizing of the fundraising gala to celebrate the opening of the new City Hall. The event has been entitled the "Millennium Charity Gala at Richmond's New City Hall".

First, pursuant to clause 4 of our agreement of 19 November 1999, we are pleased to inform you that a date has now been set for this event, being Friday May 26, 2000. This is a date all parties agree is achievable both in terms of completion of the facility and successfully executing the fundraising event. We are now working diligently toward making all necessary arrangements for this date.

We are also pleased to report that at this date a number of corporate sponsorships have been committed, totaling some \$30,000, which represents an amount safely in excess of our fixed costs for undertaking the event. This provides us with the comfort that this event is financially viable. Meanwhile, we are continuing the pursuit of further corporate sponsorships and are optimistic we will meet our budget targets.

As you know, the City has assigned Mr. Richard Toda to sit as a member of our Organizing Committee and to be a liaison with City Council. His input to date has been most helpful and we look forward to continuing to work closely with him in the planning for this event and to ensure that there is no duplication between the public opening event planned for the week prior and our gala event.

Also, we wish to acknowledge the assistance and advice of Mr. Bill Nelson, the City's Project Manager on the City Hall construction project. He has been most helpful in allowing us to quickly gain a familiarity with the building and the construction schedule.

All obligations as set out in our agreement have been met, as required at this date, and we will continue to keep you informed of our progress.