

March 5th, 2020 SECA Advisory Board Meeting

Notes as recorded by Purnell Borders

Call to Order: 10:00am

Revised Minutes

Attendees

SECA Advisory Board Members: Jennifer Hebel, Michele Smith, Purnell Borders, Sara Wooley, Thomas Dede, Gail Hankins, Michelle Silver, Christina White, Anthony Pascente, Anna Mason, Carolyn Fields, Alicia Route, Aimee Mansfield

Charity Federation Representatives: Deanna Neiers, Keri Hathhorn, Karen Torges, Jarid Brown, Jennifer Watkins, John Kelker, Crystal (last name not known), Iris Dunmore, **Darren Blankenship**

Anthony Pascente, Anna Mason, and Carolyn Fields of CMS began the meeting with the news that Lauren Krupp the SECA Executive Coordinator took a job outside of State Government and would no longer be the Executive Coordinator. No replacement has been named at this time and they do not know if one will be named this year. We should know more in April.

The minutes for the December 11th SECA Advisory Board were moved for approval with the necessary corrections by Jennifer Hebel and seconded by Sara Wooley. **The necessary corrections were adding Keri Hathhorn to the attendance list and correcting the Ambassador Training dates to 7/21/2020 for setup and 7/22/2020 for training.** The motion passed.

SECA Executive Coordinator Report

Anna Mason and Carolyn Fields announced that the register for commitments has been updated and scanned in. Also all SECA gifts should be sent out by the middle of March.

Committee Reports

Ambassador Training Day Committee: The 2020 Ambassador Day Training setup will be on July 21st, 2020 and the actual training will be held on July 22nd, 2020 at Memorial Medical Center for Living Innovation.

A training in Chicago has been scheduled for the week of July 13th, 2020 and will most likely be held on Thursday July 16th.

The location will be determined later. There will also be 2 smaller trainings lasting approximately 1 hour to 90 minutes held on July 28th, 2020 and August 26th, 2020. The United Way and The State Comptroller have offered their office space for the smaller trainings.

Federation Committee: A representative from each Federation is required to attend 3 board meetings and 2 SECA events per year.

Finance Committee: Copies of the financial report was emailed to all Board Members and handed out to all members who were in attendance.

A question about this year's 2020 budget was brought up. More information should be coming in the next couple of weeks.

Marketing committee: A breakdown of marketing expenses was requested with the focus being the cost of using temp agencies to do clerical work. A discussion was had about having one of the Federations do the clerical work or have volunteers from the SECA Board. No decision was made. Sara Wooley says that once the State Comptrollers Office takes over the SECA Campaign all clerical work can be handled by their office but that cannot happen until the 2021 campaign.

Old Business: Jarid says that he has concerns about the integrity of the Pledge and Donor reports. He says that errors were found.

Tom says that he needs to know the amount of Diamond Donors that we have so that he can get their gifts mailed out.

New Business: Jarid will send out a survey to all SECA Board Members to describe all committee duties and give Board Members a chance to request which committee they would like to serve on.

A question was brought up about the print deadline for the SECA Charity Book. Tom and Jennifer say that they will go through the notes that were left to them by Tina.

Jarid had a question about the print contract with RR Donnelly. Jennifer says that she requested a copy of the contract in September but as of this date she has not received a copy.

It was suggested that the 2020 SECA books be shortened and streamlined to bring down printing costs.

A discussion was had on whether a charity would need to have an office or legal residence in the State of Illinois to receive donations.

A discussion was had about possibly changing the pledge form into a fillable PDF. There are concerns over State of Illinois signature requirements and the lack of consistency between State Agency Human Resource departments.

The duties of the Honorary Chair were discussed. Jennifer Hebel made a motion to ask State Comptroller Susana Mendoza to be the 2020 Honorary SECA Chairman. The motion was seconded by Gail Hankins. The motion passed.

A discussion was had about the decline in donations from State workers and how we can curtail this.

September 23rd through November 18th are the dates for the 2020 SECA campaign.

An updated contact list for SECA Board members, Ambassadors, and Liaisons was requested.

A request was made to have a list of donation amounts from all State agencies available to review.

All State employees on the SECA Advisory Board should have a letter from their Agency Director naming them to the position.

Currently Tom Dede is the only person to have access to the SECA in box. Anna Mason and Carolyn Fields will check to see if they have access. More Board members may be added in the future.

The SECA Advisory Board meeting scheduled for May 28th has been rescheduled to June 3rd.

With no other business, a motion to adjourn was made by Jennifer Hebel and the motion was seconded by Sara Wooley.

Meeting adjourned at 11:31am.

The next SECA Advisory Board Meeting will be held Wednesday April 8th at 10:00am.