

SECA Advisory Board Meeting Minutes for December 3, 2013

I. **Call to Order: 10:12 a.m.**

II. **Attendees:** Denise Reed, Susan Caimi, Jennifer Staley, Charles Good, Gail Hankins (phone), Lesa Myers (phone), Sally Petrone, Michelle Silver, Laura Whetstone, Charles Gibbons (phone), Benno Weisberg (phone), **Charities:** Regina Hendrix America's Charities (phone), Dave Selzer Community Health Charities (phone), Linda Moses Community Shares (phone), Renee Tabor Global Impact (phone), Cathy Miller Independent Charities of America (phone), Corinne Zollars Special Olympics (phone), Janis Robinson United Negro College Fund, Emily Rabin, United Way of Central Illinois, Danny Wilson United Way of Metro Chicago, Henry English Black United Fund (phone)

III. **Approval of Minutes**

The following changes were approved for the October 1, 2013 Advisory Board Meeting Minutes:

Sally Petrone was an attendee by phone

The motion to approve minutes with changes from the October 1, 2013 meeting should read "to approve minutes with changes from the August 6, 2013 meeting".

MOTION: Gail Hankins made a motion to approve the minutes with the changes from the October 1, 2013 meeting and Henry seconded it. All voted in favor except Laura Whetstone. Minutes from the October 1, 2013 Board Meeting were approved.

IV. **SECA Chair Designee Report**

Charity totals were sent out to everyone

December 6 is the deadline for pledges

Denise is working with the post office to clear up an issue with undeliverable forms being sent back to Ambassadors

Denise needs confirmation from the charities that they have received everything she sent them

Emily would like to be cc'd on emails that are sent to John Kelker so she will be sure to respond

Linda Moses suggested that any emails sent that needs a response have "reply requested" in the subject line

David suggested a self addressed post card get sent with the checks and the post card would be returned to sender as confirmation the mail was received

Some contributors would like a thank you from the charities they donate to. Michelle suggested that Ambassadors be sure to mention the boxes on the pledge form that are marked whether or not a contributor wants to be anonymous. Some donors will mark the box that they want to be anonymous and so must understand they would not get acknowledgement from the charity. Employees don't want to be placed on solicitation lists

Regina reported that they are not allowed to place state and federal employees on any lists

Changes on the pledge form will be discussed further in the near future

An Auditor for the charities has contacted Denise. Laura said she just needs to confirm contributions to the charities

American Heart Association has requested and given access to facilities to get the required signatures to become a stand-a-lone charity. Benno and Denise have been working with them to stay within JCAR rules

Denise asked the committees to review their policies and add language if needed regarding how we interact with the charities

Meeting Dates for 2014:

February 11

April 1

June 3

August 5

October 21

December 2

Denise will make sure the meeting room is available and post dates on the website.

V. Committee Reports

- A. Marketing** – Nothing to report, will set up a call-in meeting for this week to discuss leadership gifts
- B. Technology** – There will not be a meeting until after January 1, 2014. Denise asked everyone if they have any pictures of their SECA events they would like posted on the website, to let her know before the next Board Meeting
- C. Finance** – Jennifer sent everyone the Financial Report. We may address getting a debit card for purchases so no one has to take money out of pocket.
- D. Accountability and Review** – Lori House resigned at the last meeting. This is Laura Whetstone's last meeting. Laura is resigning today. The next Audit should be done in July so the results can be reported at the August Board Meeting. Laura

suggested streamlining the Accountability and Review Committee to free up bodies for other committees for purpose of meeting majority of a quorum. Benno and Denise will check on whether or not we have to be physically present to be counted for votes. Sally would like to know if Board Members are required to be on a committee.

- E. **Charity Report** – Linda thanked everyone for all their work and Danny said they appreciated everything also. Ambassadors have reported that numbers are down and would like to know what charities can do to help us.

VI. **Old Business** none

VII. **New Business** none

VIII. **Next Meeting Date:** February 11, 2014

IX. **Adjourn:** meeting ended at 11:11

Happy Holidays!!