



**State and University Employees Combined Appeal (SECA)  
Advisory Board Meeting Minutes  
February 11, 2014**

**I. Call to Order:** 10:10 a.m. by Denise Reed, SECA Chair Designee

**II. Attendees:**

**Board Members:**

Denise Reed, Susan Caimi, Gail Hankins, Lesa Myers, Sally Petrone, Michelle Silver, Jennifer Varner, Benno Weisberg, Judy Wyatt

**Charity Representatives:**

Charities: Contessa Gibson (AHA), Calvin Cook, Theresa Adams (BUFI), Linda Moses (CSI), Thomas Jacks (Earthshare), Renee Tabor (Global Impact), Cathy Miller (ICA), Clarence Booth (UNCF), Emily Rabin, John Kelker (United Way of Central IL), Danny Wilson (United Way of Chicago Met)

There was no one from America's Charities, Community Health Charities or Special Olympics.

The new SECA charity, American Heart Association, AHA was introduced with Contessa Gibson as the charity contact.

**III. Approval of Minutes:**

The following changes were approved for the December 3, 2013 Advisory Board Meeting Minutes:

The February Advisory Board Meeting needs to be changed from February 4 to February 11. The October meeting needs to be changed from October 7 to October 21 and the April 1 meeting must end by 11:30.

Sally Petrone made a motion to approve the minutes with the changes. Gail Hankins seconds it. All voted in favor. Minutes from the December 3, 2013 Board Meeting was approved and will be posted.

**IV. SECA Chair Designee Report:**

- Denise reported that the state numbers are down this year and the universities are up. Denise will send out the final figures which show a higher total from 2012.
  - Judy Wyatt asked if the retiree figures show on the report. These numbers are not captured in the SECA database and Denise will ask Cindy Dixon how to get those figures.

- Gail asked if it would show up on the agency totals. (Lesia) No but they are on the comptrollers report.
- (Lesia) Agency total for SRS is \$26,792.00 and for retirees \$4,563.00. (Judy) This needs to be added to the annual report.
- Emily Rabin asked Denise to forward to everyone the breakdown by charity or federation.
- (Denise) Do the charities still need the Master Charity Report? Emily "Yes". (Linda Moses) also a breakdown within the federations, amount received and how received (payroll deduction or check).
- (Jennifer) We need that report for assessments. (Linda) they need to forward to member charities so they know what they are getting.
- (Denise) will get all reports out to everyone.
- Denise reported that about 20 calendars were damaged in the mail that went out to one of the universities. She will send a complaint to the U.S. Post Office to recover damages but they need to be replaced. 4Imprint is no longer printing 2013 calendars, only 2014. We may need to go to another source for calendars. The costs of the calendars were \$847.65 or about \$1.13 each. John Kelker suggested replacing those with a gift card instead. Marketing will discuss how to replace the calendars.
- Denise suggested we discuss a possible Focus Forum again this year.
- Denise will send a copy of JCAR to the charities. We need to assist AHA with JCAR and on how the SECA program works. Benno will provide assistance on legal issues.
- Denise, we need to create by laws for the Advisory Board.

## V. Committee Reports:

A. **Marketing:** We are looking at IDOT Auditorium for the Award Ceremony, MERCY Communities Auditorium or Agriculture Auditorium. The caterers are Nelsons or Celebrations by County Market. We would like to award Ambassadors service pins this year (and continue each year thereafter) along with the certificates of appreciation. 4 Imprint, Baudville and Image Marketing are possible sources. We will look into these companies for prices and what they have available.

DOC has been contacted about the plaques. They are the same price as last year. We paid \$729.00 for plaques last year. Cost this year will depend on the number of plaques and the color background we use.

B. **Technology:** Denise is working with BCCS and will work with the technology committee to update the website

C. **Finance:** Jennifer would like us to recruit an accountant. Also, there are too many on the Marketing Committee and most of the time we can't meet the majority of a quorum to vote. We might move some over to Finance so she has a few more members.

Our balance is \$50,191.08

Budget for 2015:

1. Ambassador Training \$2,000 unchanged
2. Audit /Financial Review \$400 unchanged
3. Conference Training \$1,000 unchanged
4. Gifts or Awards \$3500 decreased by \$1500
5. Graphics \$6000 unchanged
6. Marketing \$2000 decreased by \$3000
7. Pledge Form Processing \$5000 unchanged
8. Postage and Delivery \$2000 unchanged
9. Print or Reproduction \$20,000 unchanged
10. Retirement System Campaign \$500 unchanged
11. Strategic Planning \$500 increased to allow for a Focus Forum
12. Business Supplies \$300 unchanged
13. Travel \$750 unchanged
14. Clerical Support \$5000 unchanged
15. On-Line Giving – remove line item  
Contingency Reserve 10%

Theresa Adams asked if we needed to change the language in #4 regarding the increase for 2014.

#5 CMS will not charge us for the Graphics (Denise) Gail said to leave it, we can adjust later in case they decide to charge us.

# 9 Do we need to increase it

#11 Do we need to take out the language about travel reimbursement for state employees

Denise has asked Tim Blair to put a blurb about SECA in the SRS newsletter

Michelle approved the budget with changes. Sally seconds.

Jennifer will make corrections and send out. Next Finance Committee meeting is March 4<sup>th</sup> and will work on Charity Assessments. Emily will provide information on why the assessments are at \$20,000. (Linda) will get invoices by Mid-March. (John K) encourage the Board to approve the \$20,000 assessment. Jennifer makes a motion, Michelle seconds, all approved.

**D. Accountability and Review:** Denise is gathering documents for the audit which will go out in May. Any questions can be brought up at the next Board meeting. Accountability and Review needs to meet to approve using the same auditor.

**E. Charities:** (John K) Today, Feb 11 is national 211 Day. This is an information & referral service. Illinois was next to last to get this service. Dial 211 to get information about free services (311 in Chicago). He passed out cards with carriers to all present in Springfield location.

**VI. Old Business:** None

**VII. New Business:** None

**VIII. Next Meeting Date:** April 1, 2014

**IX. Meeting Adjourned before 12 noon**