



**State and University Employees Combined Appeal (SECA)  
Advisory Board Meeting Minutes  
April 1, 2014**

I. **Call to Order:** 10:05 a.m.

II. **Attendees:**

**Board Members:**

Denise Reed, Susan Caimi,

**Via Teleconference Line:** Gail Hankins, Lesa Myers, Jennifer Varner, Judy Wyatt

**Charity Representatives:**

Contessa Gibson (AHA), Calvin Cook (BUFI), Susan Bramlet-Lavin (Community Shares of Illinois), Thomas Jacks (Earthshare), Janis Robinson, Clarence Booth (UNCF), Emily Rabin (United Way of Central IL), Danny Wilson (United Way of Chicago Met), Jenny Connors (American Cancer Society)

**Via Teleconference Line:** David Selzer (Community Health Charities), Regina Hendrix (America's Charities), Shelley Chenoweth (Special Olympics), Tom DeCoursey (Global Impact), Cathy Miller (ICA)

III. **Approval of Minutes:** There were no corrections to the February Board Meeting Minutes. Jennifer Varner made a motion to approve. Gail Hankins seconded and all approved.

IV. **SECA Chair Designee Report:**

- We need to make a change in the December minutes even though they have already been approved. Theresa Adams from BUFI was present on the phone. Calvin Cook stated she (Theresa), along with Henry English and himself, will attend meetings and events. Theresa is, VP and in charge of Communications at BUFI.
- 2014 SECA Campaign Dates are **September 12 – November 7, 2014.**
- Denise was notified by the Comptroller's Office that there is another charity applying as a Federation, Entrepreneurs of America (FEOA). Their start date to get 500 signatures is March 11, 2014. They have one year from the start date to submit their signatures to the Comptroller.
  - Jennifer Varner asked why they were applying as a federation instead of choosing to be under one of the established federations.
  - Dave Selzer has some concerns regarding the lowering of the number of signatures required to become a federation from 4,000 to 500 and it can be done electronically. Anyone with a face book page can qualify. Dave mentioned Indiana's campaign and that this change has hurt their campaign.

- Denise stated that the charity was given the two options for becoming a qualified SECA charity and they chose to apply as a federation. We inform everyone that contacts us that they can come under one of the Umbrella Federations, but it is their choice to apply as a standalone.
- Next on the report is the Charity Booklet. Denise will send out the template with a deadline for completion to all the charities. All Federations need to make updates to ensure all charities under their jurisdiction are still qualifying charities and their information is correct. We have contacted Donna's House of Type to see if she is available again this year.
- A question came up (Thomas) regarding attendance at the Board Meetings. Denise – From the Dec 4, 2012 Board Meeting, it is stated and all agreed, some of the attendance requirement at the Board meetings should be in person and at least 2 events are required which of course, must be in person. Denise will send out a copy of JCAR and reference the part that discusses attendance.
- Denise will send Jennifer the minutes from the last Finance Committee meeting for review and then they will be sent out to everyone.
  - A question arose regarding the surplus budget we have every year.
  - Jennifer reported that every year we do eat away at that budget and we do need to have a surplus amount for any unforeseen charges that may come up. If we continue with this trend, in a few years the surplus will be eaten up.
  - Denise met with CMS Fiscal and Legal. It was determined, SECA should not have that large dollar amount in our Reserve. They suggested two things: First, we can allocate more of the budgeted items that the state used to pay for items like Graphics, etc. and pay CMS for those services. Second, the eleven (11) Federations would be credited for their assessments until the Reserve amount is reduced. The Assessments will still be calculated as we normally would and then credit the Federation and deduct that amount from the Reserve. Denise asked each Federation what was their recommendation for the Reserve amount. Each of the eleven (11) Federations present stated they would agree to be credited their Assessments in order to reduce the Reserve amount. Denise will report this information back to CMS Fiscal and Legal and send a confirmation to the eleven (11) Federations afterwards.
  - Emily stated Assessments are due out this week and wanted to know if the credit will take effect for the FY 2015 amounts.
  - Denise stated this is the target, but she will send a confirmation upon approval from CMS and Legal.
  - There was a lot of discussion about how this will be handled and the charities were in agreement that waiving the Assessments this year would be a way to reduce the Reserve amount.
  - AHA must pay what their expenses are for this year from the formula provided in JCAR.

- Contessa, (AHA) would like to know how the assessments are figured. Dave/ Denise will send her a link to JCAR that references the formula for the assessments.
- Denise- \$10,000 cash reserve should be a reasonable amount to leave in the Reserve and we should get to that amount in about 2 to 3 years.
- Dave- some time ago, offered SECA their graphic designer free of charge and we did use that a few years ago. He is offering them again so that we wouldn't have to pay for a graphic designer. However, this would put the whole budget back into discussion.
- Jennifer – do we need someone from the temporary agency to do clerical? Denise- we may not necessarily need a clerical person, but that line item is on the budget should we need it.

## V. Committee Reports:

**A. Marketing:** Susan Caimi reported on the progress for the Award Ceremony. It will be held May 21, 10:00 -12:00 at the DOT Auditorium. Celebrations will cater a buffet luncheon after the ceremony. The cost will be \$11.00 per person.

Service pins for the Ambassadors have been ordered and will be shipped April 11. The cost was \$341.24 for 100 pins (25 each 5yr – 20yr) and 100 presentation boxes. All Ambassadors will get a certificate. Ambassadors with 5 years and up will also get a pin. Denise will send the current list of Ambassadors with their years of service. Susan will print the certificates.

Some logos have changed so those charities will need to send their new logo. Susan will update the certificates so that the years of service for each Ambassador will be noted.

Gail Hankins has been looking into ribbons to put with the pins that have the SECA logo printed on them. We are also looking into lanyards with SECA printed on them so the Ambassadors can put their pins on the lanyard.

Emily will have the awardees figured out and Denise will order the plaques soon.

**B. Finance:** The only change since last meeting is the cost of the service pins, \$341.24. Our balance is \$49,853.89. Expenses for last year are \$20,242.82. The luncheon and the award plaques will be paid for out of 2015 budget.

Jennifer is reaching out for an Accountant to work on the Finance Committee. Denise is working on that. Jennifer will send out the updated budget.

- C. Accountability and Review:** Denise is gathering all documents to send to the auditor.
- D. Technology:** BCCS, IT will post the Leadership Givers on the website and update the website with pictures from the 2013 SECA Campaign.
- VI. Charities:** Dave Selzer (CHC), reported that across the country, numbers are down 20-60% in some areas and we are one of the only campaigns that did not decrease funds last year. He appreciates all of our hard work.
- VII. Old Business:** None
- VIII. New Business:** Susan- Ambassador Training. We have a menu from Celebrations for the breakfast that she will send out to everyone.
- Susan will reach out to everyone for ideas for this year's theme. Emily's suggestion is "Better Together".
- IX. Next Meeting Date:** June 3, 2014
- X. Meeting Adjourned:** at 11:17am