



**State and University Employees Combined Appeal (SECA)
Advisory Board Special Meeting Minutes
April 10, 2014**

- I. **Call to Order:** 10:05 a.m.
- II. **Attendees:**
Board Members -
Via Teleconference Line: Denise Reed, Gail Hankins, Jennifer Varner, Susan Caimi, Michelle Silver, Charles Good, Sally Petrone, Charles Gibbons
Charity Representatives -
Via Teleconference Line:
Regina Hendrix (America's Charities), Contessa Gibson (AHA), Calvin Cook (BUFI), Cali Praner (Community Shares of Illinois), Thomas Jacks (Earthshare), Janis Robinson, Clarence Booth (UNCF), Danny Wilson (United Way of Chicago Met), Shelley Chenoweth (Special Olympics), Tom DeCoursey (Global Impact)
- III. **SECA Assessment Credit Vote:**
- Denise explained the purpose of the meeting was the credit against FY 2015 State and University Employees Combined Appeal (SECA) Assessment for SECA Membership dues based upon surplus in the SECA Operating Account resulting from overpayment of SECA Members in prior years based upon over-estimated dues assessments. Credit is being applied pro rata to each Member based on its share of contributions to the surplus. The credit is being applied pursuant to a vote of the SECA Advisory Board on April 10, 2014.
 - Michelle Silver wanted to confirm that we are not writing a check to the charities for the credit.
 - Denise advised the credit is not a check written to the charities, but will be a form sent to the charities with their Assessment amount and reflecting a credit on the form.
 - Jennifer wanted to confirm that American Heart Association (AHA) is aware the credit is for the eleven (11) Federations who contributed to the Reserve in prior years and that their Assessment is due per the invoice they shall receive and is reflected in the minutes of the April 1, 2014 SECA Advisory Board Meeting.
 - Denise agreed with Jennifer.
 - The SECA Advisory Board Voted unanimously to credit the eleven (11) Federations for Assessments due FY2015.
 - Calvin Cook, BUFI wanted to confirm the credit is for the current year Assessments.
 - Denise agreed with Calvin.
- IV. **Meeting Adjourned:** at 10:12 am