

October 6, 2015 SECA Advisory Board Meeting Notes
Call to Order: 10:00 a.m.

Attendees: Wendy Butler (CMS), Tina Scott (CMS), Susan Caimi (HFS), Jennifer Varner (DOT), Lenore Roth (Aging), Tom Dede (HFS), Sara Wooley (Comptroller), Charles Gibbons (DOC),

Charities: **Shelby Darnell (AHA), Theresa Adams, (BUFI), Lizzy Selzer (Community Health Charities), Cathy Miller (Independent Charities of America), John Kelker (United Way of Central IL) Michelle Jenson (Special Olympics), Lisa Rollins (UNCF)**

Lenore Roth made a motion to approve the June 2, 2015 meeting notes. Jennifer Varner seconded and all approved.

SECA Chair Designee Report: Tina reported that the Training/Award Ceremony went well. She received many positive comments. We will tweak a few things for next year but all went very well.

We may look at getting better attendance at the award ceremony for next year.

The Chicago Training on September 18 also went well. There were 12 guests. Tina and Jennifer conducted the training and made some good contacts while there.

The Kick Off was canceled due to low interest. There were only 6 RSVPs. We will work on something for next year and discuss promoting better participation and how to achieve this.

Tina will send a booklet and pledge form to the charities so they can see how they turned out.

Tina will send out emails periodically to help support all of the Ambassadors. If the Charities get any comments throughout the campaign, share with Tina so she can respond if needed.

Tina will schedule a mid-campaign conference call with all Ambassadors to re-engage the Ambassadors, give a pep talk and/or just touch base. Renee Tabor will give a little inspirational speech for this also to help keep everyone motivated. Tina will put this out on the calendar by the end of the week for October 20 or 21.

John Kelker suggested 30-45 minute Coordinator Trainings on the phone for those who can't make it to the training sessions or a once a month sessions. Theresa Adams suggested a Webinar training also.

Also, Tina thought we may do an end of campaign call to see if anyone had any questions, let Ambassadors know what reports they will be getting, etc.

Tina reported that so far, ten days into the 2015 SECA campaign, she has received \$1600 in pledges, \$8800 from on-line giving for a total of \$10,446.00.

Tina reported that University employees must have their ID# on their pledge forms and IDOT was one agency that had to have original signatures on their pledge forms. The Comptroller's office is specific about the original signatures. There is nothing in their manual stating that digital signatures were acceptable.

There was some discussion about whether or not the payroll offices could only accept original signatures or whether they could accept digital signatures. Sarah from the Comptroller's office expressed some concern about how the on-line giving could work without original signatures and said they (the Comptroller's Office) did not approve the on-line giving.

There was also some discussion on whether or not contractual employees, who are not paid through our payroll system, could complete a pledge form for a one-time donation. Jennifer reported that IDOT is not able to accept donations of any kind from contractual employees. However, we have always been told to let our employees know that contractual, consultants and temps could offer a onetime donation. IDOT has an issue with this because of ethics. John Kelker pointed out that the consultant or contractual employee is writing the check out to the charity so there should not be an ethical issue here. Tina will check with CMS legal on this point.

Susan Caimi asked that there be a change in verbiage with JCAR that even though we cannot have charities or other entities come in and hold an event during SECA unless it is a SECA approved charity participating in SECA, we could allow an office or bureau hold a fund raiser in their specific area for a colleague in need of help. Denial of these small events has caused a negative impact on SECA because then the employees who want to help one of their own then does not want to participate in SECA.

Tina will see about a change in JCAR for this and let us know.

Committee Reports

Finance: Jennifer reported that we were issued a debit card from PNC bank which has made purchasing on-line and paying for items much easier than in the past when the SECA Designee had to drive across town to get two signatures for each check issued which generally caused a delay in securing items needed for SECA.

We have stayed under budget or right at budget for all line items for this campaign.

The SECA polo shirts that we ordered for the kick off are ready so we will keep them until the next SECA event.

Marketing: Susan reported that the Training/Award Ceremony went well, food was good, and speakers were motivating. The Kick Off – not so good. One deterrent was cost and maybe because it was on a weekend.

Susan brought up the kick off that State Police used to put together at the Armory that was well organized and well attended and a lot of fun. We would need to start putting this together as soon as this campaign is over if we do something like this.

Technology: Tom is updating the website. If anyone has any pictures they want posted, send them to him. Videos can also be added and if they are too large he can at least put them on the SharePoint site.

Jennifer asked about the Facebook page. Tom offered his assistance and Tina is concerned because of the time involved to keep it up to date.

This would be a good place to keep everyone updated throughout the year on charity events and during SECA campaigns, for events going on during SECA.

Wendy Butler contacted Alex Goodwin from WTAX radio station and sent him dot point information and an edited script from the Lt. Governor. He said that is exactly what he needed to get started. He also needs Tom to resend his email that had historical SECA information in it.

Wendy also reached out to the Lieutenant Governor's office again to see if they would reconsider putting the honorary chairs message on the website. Initially it was thought not to be a good idea with the budget impasse.

Charities: No comments from the charities.

Old Business: No old business

New Business: No new business

Next Meeting Date: December 1, 10:00- 12:00

Jennifer made a motion to adjourn at 11:07. Susan seconds.