

June 13, 2017 SECA Advisory Board Meeting Notes
Call to Order: 10:00 a.m.

Attendees: Tina Scott (CMS), Tom Dede (DoIT), Lenore Roth (Aging), Jennifer Hogan (HPA), Sarah Wooley (Comptroller's Office)

Charities: Cathy Miller (America's Best Charities), Kari O'Brien and Katie Champion (American Cancer Society), Jennifer Watkins (America's Charities), Lizzy Selzer (Community Health Charities), Tom Jacks (Earthshare), Renee Crews (Global Impact), Jessica Becker (United Way of Central IL), Michelle Jenson (Special Olympics)

This Board Meeting began at 10:00.

Meeting notes from the April 18, 2017 Board Meeting will be reviewed and voted on for approval at the August Board meeting.

SECA Chair Designee Report:

There was a discussion on the verbiage for the Release of Information piece on the pledge form. Jessica Becker would like to see the default option change from an "opt in" to an "opt out" selection. We should recognize the different options and allow the donor to opt out of one or all of those options. Send suggestions for the Release of Information should be sent to Jessica Becker. Jessica will send out a request for suggestions by Friday, send the selections by survey out by Monday for a vote and the results to Tina by Wednesday.

New Committee Reports:

Ambassador Training Day Committee:

Lenore reported on the June 5 committee meeting. They discussed shortening the Training part of the day similar to what U of I has done in the past. Possibly simplifying the training by only highlighting the updates, emphasize best practices, invite 1 or 2 speakers and allow time for a Q and A.

For next year, we should look into video conferencing the training for Chicago Ambassadors who can't make it to the training. (just a thought, this could be for any Ambassador that can't travel or make it to the training for various reasons)

Tina has reserved the Capital City Training Center for the Training/Award Ceremony at a cost of \$250. Nelson's is the caterer we have to use but we have used them in the past.

The next Ambassador Training Day Committee meeting is June 20.

Board Planning Committee:

There has not been a committee meeting at this time. Charles Good cannot chair a committee at this time and has asked to step down from the Board due to his work demands.

Campaign Committee:

There has not been a meeting at this time. Michelle Silver has also asked to step down from the Board due to work demands.

Federation Committee:

There was no chair appointed to this committee since no state employees sit on this committee. Tina has suggested that one of the Federations be appointed as chair for one year and pass it on to the next Federation each year.

Renee suggested a Chair and a Co-Chair. The Co-Chair would step up as Chair after one year, with another Co-Chair to follow, and so on.

Also, Renee suggested a federation chair each month on a rotation so all have the opportunity to chair the meeting.

Tina will send out an email to the federations to ask for a volunteer to chair and co-chair.

Jessica would like the federations to meet soon to discuss any updates to the Training Manual.

Jessica asked Tina for a copy of the training manual to be sent out with the email asking for volunteers.

The Training Manual is printed here in town so we do have a little more time before that has to be finalized.

Finance Committee Meeting:

Tom is still waiting for information from Jennifer Perry so he doesn't have much to report.

The Federal Tax ID has been filed for and we are waiting for the tax exempt #.

Tom suggested we make a list of the different vendors where we have a tax exempt # filed for anything we need to purchase for SECA.

Marketing Committee Meeting:

Tom reported for Susan who was absent for this meeting.

We chose a theme for the 2017 SECA Campaign. It is 'SECA – Your Campaign Your Choice'.

CMS Graphics is working on some samples to send and Tom will forward them to the committee for approval as soon as he gets them.

He also reported that we were looking into several options for Donor and Leadership gifts and will meet and make some choices soon.

There is still a concern about choosing gifts that would not be appropriate for employees at DOC.

Tina will look into that with someone she knows from DOC and get back to us.

Renee will be in contact with Senator Hastings from the 19th District (Chicago area) with date, times for the Training Award Ceremony. He may be interested in serving as Honorary Chair.

Tom has a contact that has a little girl with disabilities if we wanted to stay away from the political aspect this year. Tina mentioned that she could be a recipient speaker.

Tina brought up having a video of the Honorary Chair to put on the website. Renee will check on that for us.

Old Business:

Jessica and Tina will work on how to process donations that go to the UW code 100-0000 which was created 2 years ago. Donations going to that code would be distributed based on the donor's zip code but that is not happening. This will need to be corrected in the processing of the donations so they go where they were intended to go.

New Business: Tina noted that we will be using a new version for on-line giving. The employee names will need to be pre-loaded onto the site and she will work with Sarah Wooley to get that accomplished.

Lenore asked if they have someone who wants to serve on a committee, could we allow that. Lenore has a person and so does Tina. Renee just asked that we give them clear expectations from the start.

Jessica Becker would like to add something to their newsletter inviting any state workers who might be interested in serving on a SECA committee to contact UW.

In addition, something should go out in the retiree newsletter asking if any retirees might want to serve on a committee.

Tom asked if there might be an easier/quicker way to process checks that are written for donations that do not get processed timely. Tina suggested that we let them know there are options to writing the check. They could send a cashier's check, use a credit card or debit card for an on-line payment. Lizzy noted that money orders are like cash and there is a down side to using money orders same as if you sent cash.

Next Meeting Date: Next meeting is August 1 at the Capitol City Training Center at 10:00. Afterwards we will be stuffing goodie bags for the Training. Tina will have hotel rooms available for Board Members who will need to stay the night.