

February 3, 2015 SECA Advisory Board Meeting Notes

Call to Order: 10:00 a.m.

Attendees: John Starr, Susan Caimi, Michelle Silver, Jennifer Varner, Charles Gibbons (DOC), Lenore Roth (Aging), Tom Dede (HFS), Gail Hankins (Retiree), Charles Good (Aging), Tom Dede (HFS),

Charities: **Contessa Gibson (AHA), Thomas Jacks (Earthshare), Emily Rabin and John Kelker (United Way of Central IL), Jenny Connors (ACS), Dave Selzer, Lizzy Selzer, Rick Mesi – (Community Health Charities), Renee Tabor (Global Impact), Kerri Hathhorn (Community Shares), Regina Hendrix (Americas Charities), Shelley Chenoweth (Special Olympics),**

Introduction: John Starr (CMS) introduced himself as the SECA chair designee to replace Denise, at least temporarily.

Jennifer Varner made a motion to approve the minutes from the December 2, 2014 SECA Advisory Board Meeting. Gail Hankins seconds and all approved.

SECA Chair Designee Report: The pledge form processing is almost completed and should be done this week.

Committee Reports

Marketing: Our last committee meeting was spent discussing the Marketing Committee Budget which Jennifer will report on this morning.

Leadership gifts have been distributed.

We will need the Comptrollers report that we get from the Comptroller showing headcount and payroll deductions from each agency. We use this to figure our awards for this year.

We will hold a marketing committee meeting soon to discuss dates and locations for the award ceremony as soon as we get the report with the figures we need. John Starr said the report Denise sent out had each agency, the headcount, one-time donations, payroll deductions, etc. probably comes from the SECA data base that he has. Susan will send last year's report up to John so he can see what we need to view on this report.

Susan is updating the contact list for our board members and list of committees and members, and will send it out as soon as all corrections are made.

Technology: Denise headed this committee. Dave Selzer had a conversation with our previous Comptroller about on-line giving. There is a way we can make it work without integrating state payroll systems by using an outside site where reports are then sent to each agency. Dave will follow-up with John Starr and get a committee together to work on this. John Kelker was asked to join.

Finance: Jennifer Varner – There have been no expenditures since the last Advisory Board Meeting. It has been decided that the Finance Committee will calculate the numbers for the awards.

David Selzer – will work with Jennifer to figure the assessments for FY16. Jennifer is waiting for all the numbers to come in.

Budget for FY 16:

#1 – Ambassador Training – unchanged at \$2,000

#2 – Audit Financial Review – increase to \$800 (from \$400) - this needs to cover audits for FY14 and FY 15 to be completed in FY 16.

#3 – Conference Training – Increase to \$3000 (increase of \$2000) this provides for the chair designee and two board members to attend a national or regional conference.

#4 – Gifts or Awards – increased to \$4,000 (increase of \$500) due to anticipation of an increase in donors based on a positive trend in donations.

#5 – Graphics - \$6,000 – unchanged – John Starr will follow up on bills from CMS since they need to be paid by 3/31/15.

#6 – Marketing – increased to \$5,000 (increase of \$3,000) to be used for more marketing strategies to increase the number of donors. (Kick-off, motivational speakers, etc)

#7 – Pledge Form Processing - \$0 (decreased by \$5,000) this will be moved to clerical support to allow for more flexibility in the use of this budget line item for all clerical support. Rick Mesi suggested this needs to show a decrease of \$5000 instead of “moved to clerical”.

#8 – Postage and Delivery - \$2000 – unchanged

#9 – Print or Reproduction - \$25,000 (increased by \$5, 000) to allow for the RFP process and use of a new vendor this year

#10 – Retirement System Campaign – \$500 – unchanged (Look into a website for on-line giving for retirees)

#11 – Strategic Planning – \$500 – unchanged (Focus Forum)

#12 – Business Supplies – \$300 – unchanged - John will check with PNC bank re: \$33.00 charge on the account. And he will need to contact the bank to change access to the account. Dave thought the check book should be in Springfield and John will check with legal to make sure it is ok to send it down.

#13 – Travel - \$750 – unchanged – this is for travel from Chicago to Springfield or for travel by board members to attend conferences. The state travel budget has been tightened so this line item needs to be available.

#14 – Clerical Support - \$10,000 (increased by \$5,000) pledge form processing was moved to this line item. See #7

Contingency Reserve - \$5,985

Total Budget for FY 16 \$65,835

Current balance is \$27,785.29. \$38,000.00 is needed to meet the budget.

Dave Selzer will work out the formula for figuring the assessments and he and Jennifer will get the assessments for each charity for FY16.

Susan Caimi made a motion to approve the FY16 budget as presented to the Board. Michelle seconds the motion, all approved. Budget passed.

Accountability & Review: Michelle Silver reported that they haven't met since Cindy Dixon left. She will check to see what was sent in FY13 and let John know.

Charities: Shelley Chenoweth reports that this is her first year and thanked all of the board members. She also announced Daniel Olson's Polar Plunge on March 7 and will send everyone the information. It would be nice for some Board Members to attend to cheer him on.

Also: U of I is the only university that allowed charity access. SECA chair designee needs to reach out to the universities to make them part of SECA. The pledge reporting is off base because we are missing the numbers from the universities.

Dave said this should be an action item for the next Finance Committee meeting. Jennifer scheduled this for February 24 at 10:00 at DOT. Susan Caimi will also attend.

Shelley would also like to get a list of the comptroller's agency codes. This helps her identify where the pledges are coming from.

Old Business:

New Business: The Board needs to contact the Governor's Office to get a new board member from here.

Susan will send the Mission Statements from each committee to John Starr.

The charities will draft a letter to extend an invitation to the Governor to appoint an honorary chair. We will also invite the Governor to our April Board Meeting. Emily Rabin will send an email address that she can look up for this.

David suggested we appoint a co-chair designee to work with John Starr so we are not in a void when these transitions occur in the future.

Next Meeting Date: April , 2015

Adjourn: Jennifer made a motion to end the meeting at 11:25. Gail seconded. All approved.