

December 1, 2015 SECA Advisory Board Meeting Notes
Call to Order: 10:00 a.m.

Attendees: Tina Scott (CMS), Susan Caimi (HFS), Jennifer Varner (DOT), Tom Dede (HFS), Sara Wooley (Comptroller), Michelle Silver (DNR), Gail Hankins (SUCSS)

Charities: Katie Champion (American Cancer Society), Shelby Darnell (AHA), Theresa Adams (BUFI), Lizzy Selzer and Rick Mesi (Community Health Charities), Linda Moses (Community Shares), Thomas Jacks (EarthShare), Cathy Miller (Independent Charities of America), Lisa Rollins (UNCF), Jessica Becker (United Way of Central IL),

Susan Caimi made a motion to approve the October 6, 2015 meeting notes. Tom Dede seconded and all approved.

SECA Chair Designee Report:

Tina reported that the 2015 SECA campaign ended November 18. There were generally approvals all around regarding the campaign as a whole. Ambassadors appreciated the checks and balances for the transmittal forms that were sent out. And Tina received positive feedback regarding the yard signs.

Pledge forms are continuing to be processed and a temp will be hired to help with this. December 16 is the last date to postmark pledge forms. Giving Matters will shut off December 16 also.

U of I Champaign reached their goal of \$1.3 Million.

The Marketing Committee will be working on an on-line survey that will go out to the Ambassadors to complete.

And also, the Most Creative Fundraiser Award will be in the works for this award ceremony.

2016 SECA Advisory Board Meeting Dates:

March 1 (February date was changed to allow time to create a budget for the Finance Committee
April 5
June 7
August 2
October 4
December 6

Committee Reports

Finance: Jennifer reported that there were no expenditures since the last Board Meeting. Interest has accrued but being held until we get the new IRS tax #. We will be working to get this done.

There is one bill left and it is for the Polo Shirts.

We will be looking at our budget for FY2017 which begins April 1, 2016.

Marketing will look at leadership gifts, donor gifts and any other items for the 2016 campaign so we can plan for the Marketing budget.

The Finance Committee will meet the end of January or early February to put the budget together before the March Advisory Board meeting.

Marketing: Susan reported that we will meet next week to work on the questions for the on-line survey for Ambassadors, to discuss the new award and work on the budget.

Technology: Tom would like photos of events sent to him for the web site.

Gail asked if the pledge form could be the same for retirees. Tina said those numbers are separate and retirees can only donate to the federation, not individual charities.

Gail also asked if the transmittal form could be completed on-line. Tina said it would still need to be printed out to send with the batches of pledge forms.

Charities: Shelby Darnell has officially replaced Contessa Gibson for American Heart Association.

Old Business: Tom asked if someone looked into whether or not consultants could donate to SECA. It was determined that it is fine for the individual to donate but not the company they represent.

New Business: No new business

Next Meeting Date: March 1, 2016 10:00- 12:00

Jennifer made a motion to adjourn at 10:51. Michelle Silver seconds.