

**King County Combined Fund Drive
Steering Committee Minutes**

Tuesday, December 6, 2016 Greenlake Conference Room
9:00 a.m. – 10:30 a.m.

In Attendance: Curtis Bronson (WSDOT Alaskan Way Viaduct), Mike Morris (DSHS), Jolyn Mason (UWCDF), Kerri Everly (UWCDF)

Attendance via phone – Philip Kerrigan (Washington State CFD)

- **Welcome**
- **Action Items Follow-up**
 - Per Mike's request, Philip will check with Matthew about conferencing systems we might be able to use. **Jolyn will follow up with Matthew to set this up going forward.**
 - Philip to send supervisor names of current coordinators for us to reach out to about nominations for recognition awards. **Philip will send this to Jolyn and she will send nomination forms to supervisors.**
 - Kickoff Breakfast for 2017? **Philip says the state is able to support this with funding and staffing. He has asked us to come with a budget and they will review it. The target date for the breakfast is September 7. Jolyn will begin calling venues.**
- **February D/C Event in Shoreline**
 - Reserved a table at the event. State will staff. 2 people should be there each day so they can sit in on sessions to see if it makes sense for us to present a session there next year. There are typically 300 state employees per day at the event.
- **Recognition Event**
 - Theme: Western
 - Date: March 15, 2017 @ UW Tower
 - Ideas/Awards
 - One vote for Polar, one vote for Atom for awards
 - State CFD can bring corn-hole and a western backdrop
- **Campaign – your updates**
 - Curtis updated the committee – his events are done and they were very successful this year. He appreciated having the support of an employee committee this year.
 - Kerri reported that the UW has already hit \$2.1 million dollars – we are ahead of where we were last year at this time.
- **Meeting date/time/locale**
 - The committee reviewed the responses we had to our survey. At this time, we will stay where we are but can revisit moving the meeting in the future. Mike did offer the use of the regional DSHS office for Snohomish County training next year.
- **Budget**
 - Added copy charges for November & December and the cost of lollipops. We will be adding the cost of meeting refreshments.

- **Subcommittee Reports**
 - *Training, Recognition, Agency Fairs, Procurement*
 - We reviewed the survey results from training. They were fairly good and we appreciated the feedback!
 - Philip offered to help with procurement next year if the state CFD office gets the new staff person they have asked for.

- **State Report**
 - *Marketing, Development, Volunteer Outreach & Overall News*
 - Working on last week to give activities
 - Updated recognition event forms and will send them out this week
 - Overall, the campaign is up \$70K from last year

- **Member check in**
 - Philip – nothing to report
 - Curtis – had 18 days off and spent them with family. Had a great time
 - Kerri – joined the Grandparents club – Mason John is 1 month old!
 - Jolyn – busy with stuff with the boys, and enjoying the bustle of the season
 - Mike – took a week off at Thanksgiving and spent time with his sister and they made their mom’s fruitcake and huckleberry treats.