**King County CFD Steering Committee Minutes**

University of Washington Tower – T22 Ballard Conference Room

4333 Brooklyn Ave NE, Seattle WA, 98195

January 7, 2014, 9:00 a.m. – 10:30 a.m.

**In Attendance:** Miriam Castro (UWCFD Staff), Kerri Everly (UWCFD Staff), Philip Kerrigan (CFD State Office Staff), Brianne Kegley (Committee Chair, UW Patient Financial Services), Mike Morris (DSHS), Leslie Rothbaum Attorney General’s Office, Seattle), Liz Jackson, Attorney General’s Office, Seattle) and Lauren Lane (Ronald McDonald House Charities of Westen WA & AK).

**Review Minutes/Action Items:**

**Action Items Completed (prior month):**

Kris agreed to make an inquiry to Chateau Ste. Michelle for discounted or in kind wine donations. Kerri will send Kris a solicitation letter to use when discussing the recognition event. UPDATE: Chateau Ste. Michelle only provides discounts for wine for purchase, not in kind donations. The committee was asked if they would like to participate and donate bottles of wine for the event. Miriam will follow up with an official email request.

Kerri will follow up with Philip to see about getting our event on Kim Wyman, Jay and/or Trudi Inslee’s schedules. UPDATE: Philip has a meeting scheduled with Jay Inslee and should have a response by the end of the week. Kim Wyman’s attendance is tentative.

**Recognition Event on 2/11/14:**

* Currently have 21 bottles of wine from committee members
* Have 146 RSVPs will expect 25-30 percent no shows
* Kerri read the full menu, ¼ of the items will be prepared for vegetarians
* Will buy our own cake and cookies from Costco
* Reviewed the event logistics
* Dawn created our certificates and Brianne will sign
* Passed out the volunteer sign-up sheet
* Have allotted time in the presentation for Philip to present a couple of state awards

**Budget:** Still under budget for the recognition event. To date, have spent $4,500 on the recognition event, which Includes paying for the catering, room deposit and some decorations. Still need to include printing charges when those occur. The state office is paying for our awards this year.

**Upcoming Annual Meeting:** March 4 is our newly developed annual meeting. It will be held from 9:00 a.m. to 11:00 a.m. at the UW Tower. We will recap the volunteer appreciation event and review and assign committee members to newly developed subcommittees. We will have refreshments available.

**New membership Recruitment Baskets:** The state office is making our committee five welcome baskets for five new committee members. Last year we had more than five people join and were able to give them a welcome basket at later meetings. This year we will only have five baskets. The committee suggests placing the names of the people that sign up into a drawing and pulling five winners. Mike, Liz, Lauren, Leslie, Kerri and Miriam have agreed to personally welcome each new member that joins the committee that night.

Also, the state office has ordered coffee mugs for another county committee to use for new members and has ordered extra. Philip will be able to give our committee some extra mugs to use to welcome new members.

**Condensed State Report:**

*Marketing:* Developing ideas for the upcoming 30th Birthday of the CFD. To celebrate, will have a donor contest where current donors will be eligible for special CFD 30th birthday items. Philip is also coordinating a special marketing video that will feature a meeting with CFD founders, former Governor Spellman and former Secretary of State Sam Reed. Current Secretary of State Kim Wyman will also be in the film.

Currently developing ideas around hosting a 30th birthday party for the CFD to take place sometime in July. Philip indicates that the Seahawks may be interested in partnering for the birthday event. The King Co. committee expressed interest in having an event in King County at some point.

*Procurement:* Twinstar Credit Union is back on board as a 2014 campaign sponsor, WSECU has tentatively agreed to a $10,000 sponsorship for 2014. Working with a new contact at Liberty Mutual, will present a sponsorship package soon. State office will open a new account for sponsorship money and will use that fund to offset support requests for the various campaigns.

*Overall campaign notes:*

* Posted the 2013 campaign report to the website and have sent the report to the campaign volunteers. Raised $5.2 million, down from $5.3 in the previous campaign.
* Continuing to develop new employee and retiree engagement strategies
* Attending Thurston and Whatcom County volunteer recognition events later this month

**Next Meeting:**

March 4, 2014 9:00 a.m. – 11:00 a.m. at the UW Tower – Ballard Conference Room