**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), Curtis Bronson (WSDOT, Alaskan Way Viaduct Replacement Program), Kris Raftis, (United Way of King County), and Leslie Rothbaum Attorney General’s Office, Seattle)

**Review Minutes/Action Items:**

Kris has 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.

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

Kerri will email the Swedish Cultural Center menus to the committee for review.

Philip will check with Stephanie to see if our committee can get more welcome baskets made for new members that join the night of our recognition event. UPDATE: Philip has requested five welcome baskets for coordinators that volunteer the night of the event.

Miriam will create a spread sheet to use/print King Co. nominations for the January meeting for determining winners.

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

* Kerri is working with the caterer for the event to develop an authentic Swedish menu. There will be options for vegetarian guests.
* Philip will ask Dawn to she would be able to volunteer to be our bartender. We will apply for the banquet permit. Miriam will also follow-up with Karen on the keg donation.
* Miriam will follow up with charity speaker, Officer Bruce Richards from the WA State Fish & Wildlife Karelian Bear Dog program. He is a fantastic, high energy speaker that will do a great job expressing thanks to the volunteers and donors.
* Kerri will send out a volunteer signup sheet next week
* Philip agreed to be our master of ceremonies
* Philip will ask Dawn if she can assist the committee in assisting with printing our award nominee certificates
* Considering a couple of special activities for guests such as people bingo and an arts and crafts type of activity

**Award Nominations:**

The committee determined the award winners. There were a total of 28 nominees, and 18 award winners/winning teams etc.

**Condensed State Report:**

***Overall Campaign Report & Updates:*** The CFD online Volunteer tracker was very popular this past campaign. The UW won an award for the most volunteer hours logged by a large institution! WSCJTC also won an award and potentially an agency from Snohomish County. Philip would like to make a special presentation at the awards event to recognize these agencies. The UW also won one of the five days to give contest prizes!

**Next Meeting: February 4, 2014 9:00 a.m. – 10:30 a.m. at the UW Tower**