



Compassion of Individuals, Power of Community

Minutes

October 9, 2013; 2:00-4:00 p.m. at L & I - Rm. S129

Dial in # (360) 407-3780; Pass code 188110 #

Documents Provided:

Invitees:		☐ Peggy Miller	⊠ Randy Ryan	Melissa Van Gorkom	SOS Staff:
	Ryan Betz		☐ Cheryl Sattelberg		⊠Stephanie Horn
	Addie Candib		☐ Pam Scott	Art Mead - FTE	☐Phillip Kerrigan
	☐ Kelli Dixon	⊠ Julia Ojard	Sherry Thomas	☐ Guest	☐Heather Lucas
	☐ Evelyn Hinken		☐ Lori Tranmer	☐ Guest	□ Dawn Sanquist

Agenda:

Time	Agenda Item	Presenter	Notes/Action Items
2:00 - 2:05	Announcements	Melissa /Cindy	No TCSC October Birthdays to report.
	For more information, please see the attached TCSC eNewsletter.		Deadline for articles to the FTE are Wednesday, October 30. Art would like your articles about your agency charity fairs, and the Walk for DSHS. SOS will supply an article for the Golf Tourney and we'll also include a mention about Recognition Nominations.
	TCSC_E-Newsletter_ Oct_2013.doc		Announcements from the SOS Office:
			2013 "I Give" Photo Contest
			Please vote by 10/21/13 for your favourite "I Give" Photo. On 10/22/13, the top three choices will be available for voting.
			"Friday Flix"
			The Combined Fund Drive has put together a set of videos on the CFD Videos webpage that highlight some of the higher profile donors, member charities, and different causes related to our program. Each week, CFD will be sending our volunteers a copy of the video of the week, or our "Friday Flix". Please feel free to use these videos however you see fit. Each week, a new video will be sent to you and uploaded to our site.





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2:05 - 2:15	Charity Fairs Update:	Sandy	On 10/31/13 – Cindy will have a 3 building wide blow-out for DSHS-DVR & DDDS. On 10-10-13 – L&I will be hosting the Bite of L&I come and enjoy some great food! Anyone can request the <u>SOS Popcorn Popper</u> from the Secretary of State's Office, just email Dawn Sanquist to ask it's availability for your CFD event. (DES used the popcorn popper and sold hotdogs. They made about \$500 dollars for this event!). On 10/4/13 the Liquor Control Board and WA State Patrol did a Charity Fair
	 October 4th – LCB Charity Fair in Olympia October 4th – Health Care Authority Charity Fair in Olympia October 10th – The Bite of L&I, 11:30 AM – 1:30 PM in the auditorium October 15th – WSDOT Charity Fair in Tumwater October 26th – CFD Masquerade Ball 7-11 PM (\$50 per person, \$75 per couple) at the Capitol Rotunda November 13th – WSDOT HQ Charity Fair in Olympia 		On 10/4/13 the Health Care Authority also held their Kick-off and Charity Fair events. They had a photo boot that was a big draw for the crowds. The charities were very happy that people were stopping by and asking them a lot of questions. Sandy's next steps are to send out 'Thank You Notes' to the charities for attending the fairs and also a survey asking them what changes they'd like to see for next year. SOS has an intern, Mari Houck, until the end of December 2013 that would love to assist you in your events. Karen attended the Department of Ecology Charity Fair Event. It was well attended. She is reaching out to agencies to give them assistance with their charity fairs. Cindy asked Karen to please track her outreach so that we can include this in our annual report. Karen said that she is available to assist us with agency outreach through the end of December 2013. She is currently working in a temporary position with United Way.
2:15 - 2:35	2014 Events Discussion Results of the Survey re: Motorcycle Ride & further discussion regarding fundraising events	Melissa/Cin dy	2014 Events Discussion Results of the Survey on the Motorcycle Ride are in! The committee voted to move forward with this event for next year. Stephanie stated that "Bikers like to have a purpose." She suggested making this event something like the annual Toy Run, with "Bikers, Buses and Backpacks." The committee discussed options, for the three counties that are included on our annual motorcycle ride. One option provided was 'Homeless Backpacks,' for high school students since there are lots of "Fill the bus" and drives for supplies for children throughout the Puget Sound,





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			such as The Little Red School House Project.
			The committee discussed whether or not we'd like to spear head any other fundraisers for next year. We had consensus that we'd like to move forward with the motorcycle ride and get more participation. Through the discussion the point was made that it may be better to have one signature event rather than adding new event(s).
			Cindy will be the lead for this event for 2014. The plan is to send out letters within the next week letting businesses know that we'll be asking them to sponsor our event and that we'll be in touch early in January to speak with them more about this. She plans to get the ball rolling early, so that we can capture more participants.
			Cindy stated that she had been in contact with the LeMay Vintage Car Museum. She is working on getting them registered as a charity with CFD prior to our event next August for the motorcycle ride. The LeMay Vintage Car Museum is having an event the following weekend after our motorcycle ride. They would like to promote their event at our event, and bring a draw to our participants by bringing some of their vintage bikes to the Lucky Eagle Casino, for display in the parking lot. This will also provide more for our participants to look forward to for our event.
2:35 - 3:05	2014 Handbook &	Melissa/Cin	Melissa discussed the officer roles in our TCSC Member Handbook.
	Elections Discussion	dy	All members provided nominations for the officer roles through the survey. Please officially throw your name in the hat, by emailing Melissa which role you're interested in being considered for, by October 31, 2013. She asked that you please include a brief blurb of why you're interested in running for the position, to add to the ballot. The SOS will put together a ballot for voting.
			The handbook and revisions will be included with the distribution of the October TCSC Minutes. Please review the handbook to make certain that we have everything covered.
			We will consider adopting the subcommittee roles into the 2014 TCSC Membership Handbook:
			Motorcycle Ride
			Charity Fairs
			Recognition Event
			Adding - Agency Outreach





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			The finalized handbook will be added to the TCSC Website.
3:05 - 3:10	BREAK		
3:10 - 3:20	2014 Subcommittee Sign-ups	ALL Members	A list was routed around for members to sign-up for those events that they'd like to participate or lead.
3:20 - 3:50	Recognition Event Results of the Survey re: theme & next steps	Julia	Membership voted by survey, on next year's TCSC Recognition Event theme. Two themes received the most votes 50/50 split:
			1. Thurston ROCKS, Thanks to you and
			2. Thanks to you, Thurston ROCKS.
			The winner is "Thanks to you, Thurston ROCKS!" Our results were accomplished through a survey, due to not having a quorum at the last meeting in September.
			The TCSC Handbook states that we will follow <i>Roberts Rules of Order</i> to conduct our committee business. However, there will be occasions where we'll need to send out a survey for membership to vote, when a quorum is not physically present at the meeting. The survey results will be adopted, instead of by a in person vote.
			Cindy would like to provide two tickets to our sponsors that give \$300 dollars and above, so that they're able to see what their contributions go toward, in providing recognition for state employees.
			Last year, the SOS donated beer for the recognition event. The committee donated wine. Stephanie suggested contacting Fish Tale, to ask for sponsorship/donations for this event.
	Action: Philip, please provide contact names for last year's caterers to Julia by 10/30/13.		Julia researched some catering options on-line and provided Peggy Miller, (our volunteer coordinator) contacts for solicitation letters to Bayview Catering, Paprika Catering and Pellegrino's Catering. Julia is waiting for contact names from Philip to complete this assignment.
			We have budget of \$3,000 dollars for this event. We'll add a few caterers for our RFP and give them a parameter of the type of items we'd like on the menu (such as sugar free, gluten free). Peggy will send out the initial letters no later than the end of November, for consideration of the bid for the RFP.
			Cindy will help with language on the phone calls. Karen offered her assistance in negotiating with the caterers.
			Julia will schedule a time to meet with Philip, Melissa and Cindy for further discussion on this event and the venue for the Lacey Community Center.





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			Kelly Wilson mentioned that may be able to look up layouts on-line.
3:50 - 4:00	Roundtable	ALL Members	Melissa discussed whether or not the committee would like to change the structure of the times for this committee meeting, by changing our main meeting to 1-hour. The general consensus was to keep the 2-hour block of time so that we have time to complete projects as we move closer to events.
	Action: Please email		Melissa and Cindy would like to include the committee leads in the discussions with the SOS Office. This meeting would happen once a month, outside of the committee meetings. The purpose is to mentor leadership within the committee.
	Melissa and Cindy your ideas for 'fun' at our first annual Christmas Party by November 15.		December TCSC Meeting – We will change our meeting time from 2:00-4:00 p.m. to 3:00-5:00 p.m., so that we may have time for the Christmas Party at Melissa's house. We will have a voluntary 'White Elephant' gift exchange for those who wish to participate. Please stay tuned for more information.

Next Meeting: November 13, 2013; 2:00-4:00 p.m. @ L & I - Rm. S216 (by the Cafeteria)