



# Combined Fund Drive Thurston County Steering Committee

**April 11, 2018**  
**2:00 p.m. to 4:00 p.m.**  
**State Library 6880 Capitol**  
**Blvd. SE Tumwater**

## Attendees:

<b>x</b>	Evelyn Hinken, L&I—Co-Chair	<b>x</b>	Keri O'Connell, DOR		Philip Kerrigan, SOS
	Jennifer Inman, HCA—Co-Chair	<b>x</b>	Donna Cole, L&I		Jerika Ferguson, SOS
<b>x</b>	Jane Nesbitt, L&I -Administrator	<b>x</b>	Tanyah Williams, WSP	<b>x</b>	Dawn Baker, SOS
	Sandy Mitchell, HCA—Treasurer	<b>x</b>	Kelly Wilson, DSHS—		
	Sharmin Hawley, LOT Comms Liasion		Art Mead, FTE Magazine		
<b>x</b>	Denise Clark, DSHS				

## Please Review & Bring:

Dial in: 1-888-407-5039 Participant PIN: 95523097-58337464

Action Item	Assigned To:	Date Due:	Action Taken:
April FTE article	Denise	<b>March</b>	<p>Write article about event for the April edition of FTE.</p> <ul style="list-style-type: none"> <li>Denise will use the 2018 planning guide as the topic. Ex. July Local coordinator training.</li> <li>For each month's edition will highlight a charity, and one member of the TCSC/agency. Next month Jen and Evelyn will kick off being highlighted since they are co-chair of the committee.</li> <li>Dawn will ask Jerika to take a picture of each TCSC member.</li> <li>Dawn also will use the picture for the online website <a href="https://www.cfd.wa.gov/cfd/2016-cfd-recognition-awards">https://www.cfd.wa.gov/cfd/2016-cfd-recognition-awards</a></li> <li>Had a discussion regarding the communication people for the FTE of each agency.</li> </ul>
Broadcasting	SOS	<b>4/11/18</b>	<p>Philip will look into broadcasting options for training events.</p> <ul style="list-style-type: none"> <li>No update yet</li> </ul>
Coordinator resources	Members	<b>4/11/19</b>	<p>If you want to help develop coordinator resources, please contact Keri</p> <ul style="list-style-type: none"> <li>Evelyn, Kelly, and Jane have volunteered</li> </ul>



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Coordinator resources (continued)			<p>to be resources to Keri</p> <ul style="list-style-type: none"> <li>Possibly using a pamphlet to hand out</li> <li>Solicit ideas to all the lead volunteers to bring information that is relevant to use as a resource</li> </ul>
TCSC calendar	Jenifer	<b>5/9/18</b>	<p>A draft calendar with tasks, due dates, and development time will be created.</p> <ul style="list-style-type: none"> <li>In process</li> </ul>
Handbook	Evelyn	<b>5/9/18</b>	Bring copies for everyone to put in their binders
Update Handbook	Evelyn	<b>N/A</b>	Kelly, Eveyln and Jen will work on this together.

Agenda Items		Lead	Informational or Decision Needed?	Summary Meeting Notes
	<b>Welcome</b>	Evelyn	NA	Welcome members and guests. Fill out name tents. Enjoy treats!
1.	March minutes	Evelyn	Decision	<p>Review minutes and action items. <b>See handout.</b></p> <ul style="list-style-type: none"> <li>Shawn Castkin and Jessica Larson, are no longer on the team</li> </ul>
2.	Updates from SOS	SOS	Informational	<p>SOS related updates.</p> <ul style="list-style-type: none"> <li>Marketing materials, last photo is done Dawn expressed excitement.</li> <li>SOS approached Little Creek regarding the VIP treatment for the masquerade ball. Little Creek is happy to participate.</li> <li>Campaign leaders- 75% list is completed.</li> </ul>
3.	Leadership breakfast	SOS	Informational	<p>TCSC volunteers needed for set up, tear down, and registration. The space will be available the night before or first thing in the morning. Notify Jennifer and Evelyn if you are interested in volunteering.</p> <ul style="list-style-type: none"> <li>Leadership Breakfast Menu is done, this year there will be a buffet in order to accommodate everyone, and tables of 8 to avoid cramping.</li> <li>Theme for breakfast will be <b>GO FOR THE GOLD</b>, as a homage to the Special Olympics games that will be played right here in Washington State</li> </ul>



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				<ul style="list-style-type: none"> <li>Filming of passing the torch with executive leadership has started. Video will play at the breakfast.</li> <li>Keynote speaker- Kim Wyman</li> <li>Name tags will be available on a table, agencies will be seated together.</li> <li>A charity will be seated at each table.</li> <li>TCSC will volunteer on the day to set up and centerpieces has not been completed.</li> </ul>
4.	Communication Liaison role	Shar	Informational	Discuss role and goals of this position <ul style="list-style-type: none"> <li>Postponed for next month</li> </ul>
5.	FTE article schedule	Denise	Decision	Goal- 2 months ahead, assigning specific months topics. <b>See handout.</b>
6.	Provide TCSC binders	Evelyn	Informational	Provide updated copies of materials for everyone <ul style="list-style-type: none"> <li>Suggestion 3 hole punch papers</li> </ul>
7.	Interest Forms	Evelyn	Decision	Vetting. <b>See handout.</b> <ul style="list-style-type: none"> <li>Discussed half sheet vs. full sheet. Evelyn gave Keri the mission and value statement.</li> <li>Brainstormed ideas on advertising about the committee and reaching out to agencies that do not have campaign leaders possible idea having “Cupcakes with Kim”</li> </ul>
8.	Project Update	Keri	Informational	Shar- Annual report, Nomination forms and process. <ul style="list-style-type: none"> <li>Postponed for next month</li> </ul> Keri- Local coordinator resources <ul style="list-style-type: none"> <li>Keri will reach out to volunteers for information on ideas.</li> </ul>
9.	Round Table	Everyone	Sharing	LNI – Will have a CFD event in July 19 <sup>th</sup> - golf and August- car show (details to come later) Kelly is back!!!
	<b>Next Steps and Wrap-Up</b>			Jane will bring treats next time.
<b>Next Meeting: May 09, 2:00pm-4:00pm, State Library 6880 Capitol Blvd. SE</b>				
<b>Adjourn</b>				

Topics for Next Agenda(s)	Meeting Date	Lead	Comments / Notes
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Project Update	5/9/18	Shar	Annual Report, Nomination forms and process
Broadcasting	5/9/18	SOS	Philip will look into broadcasting options for training events.
TCSC calendar	5/9/18	Jennifer	A draft calendar with tasks, due dates, and development time will be created.
Web space	5/9/18	Jane	Update on resource
Offsite Meeting	6/6/18	Denise	Talk about details