



# Combined Fund Drive Thurston County Steering Committee

**February 14, 2018**  
**2:00 p.m. to 4:00 p.m.**

## Invitees:

<b>X</b>	Evelyn Hinken, L&I—Co-Chair	<b>X</b>	Shar Hawley, LOT	<b>X</b>	Philip Kerrigan, SOS
<b>X</b>	Jennifer Inman, HCA—Co-Chair		Jessica Larsen, DOR	<b>X</b>	Jerika Ferguson, SOS
<b>X</b>	Kelly Wilson, DSHS—Administrator	<b>X</b>	Donna Cole, L&I	<b>X</b>	Dawn Baker, SOS
	Sandy Mitchell, HCA—Treasurer	<b>X</b>	Tanyah Williams, WSP	<b>X</b>	Keri O'Connell, DOR
	Jennifer Montgomery, DVA—Comms Liasion		Jane Nesbitt, L&I		Shawn Caskin, DSHS
<b>X</b>	Denise Clark, DSHS		Art Mead, FTE Magazine		
<b>Please Review &amp; Bring:</b>		Dial in:			

Action Item	Assigned To:	Date Due:	Action Taken:
Calendar Update	Evelyn	<b>ASAP</b>	The meeting calendar will be updated to note the new meeting location at the State Library.
New Communications Liaison	Evelyn/Jennifer	<b>ASAP</b>	Contact Jennifer I. or Evelyn if you are interested in this role. Responsibilities include managing our Facebook webpage and our google mail account.
Select Awards	Philip/Evelyn/Jennifer	<b>2/20</b>	Philip will schedule a day/time with Evelyn and Jennifer to go to Tags and select the awards.
Email Charities	Kerri	<b>2/20</b>	Confirmation email sent to charities signed up. Then send "last call" email to Charity List to fill last spots.
Email Interest form	Evelyn	<b>ASAP</b>	Email Jerika electronic copy of ½ sheet interest form.
Email Charity list	Kerri	<b>ASAP</b>	Email Jerika electronic copy of Charity centerpiece donors.
Email Last year's program	Jennifer	<b>ASAP</b>	Email committee members last year's program to see and compare this years to.
April FTE article	Denise	<b>March</b>	Write article about event for the April edition of FTE.
Conference Call meeting	Jennifer	<b>2/27 2pm</b>	Call into conference call meeting to join the final detail decisions for the Recognition Event. Email to come.
Email mission, vision, value statement	Kelly	<b>2/16</b>	Kelly will email Tanyah the most recent copy.
Volunteer Needed	Members	<b>ASAP</b>	Contact Evelyn or Jennifer if you can volunteer to assist with the nomination process or creating a resource list for Local Coordinators.

Agenda Items	Lead	Informational or Decision Needed?	Summary Meeting Notes
<b>Welcome</b>	Jennifer	NA	Kerri was thanked for providing cookies and drinks.



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1.	Meetings at State Library	Evelyn	Decision	Committee agreed that State Library is a good location for meetings.
2.	January minutes	Jennifer	Informational	Minutes were approved. Jane Nesbitt will be transitioning into the role of Administrator.
3.	Collecting ideas	Shar	Informational	Shar will collect any idea sticky notes and input those into a spreadsheet.
4.	Provide TCSC binders	Evelyn	Informational	Updated contact list was provided. Binders were handed out to members that hadn't received one yet.
5.	New Communications Liaison	Jennifer	Informational	Jennifer M. is stepping down from committee. Contact Jennifer or Evelyn if you are interested in the Communications Liaison role.
6.	Updates from SOS	Phillip	Informational	SOS sent invitations to the winners. Invitations to the nominees just went out. RSVP's are already almost at capacity. Philip is working on the Power Point. Capes are in as are the certificates. Dawn brought certificates for Evelyn and Jennifer to sign. SOS will provide a photographer for the photo booth. SOS/TCSC will have room access day of the event at 4:30pm. Centerpieces can be dropped off day off from 4:30-5pm. Philip will schedule a day/time with Evelyn and Jennifer to select awards.
7.	Updates on recognition event projects	Kerri	Informational/ Decision	There are 29 Charity centerpieces so far. We are looking for a total of 35-38. Kerri will send out a confirmation email to those already participating. Then she will send out to the Charity List a "last call" email to fill the last spots. Decided to put sticker on program to designate winners. Also decided the drop off deadline for 3 sites in town will be Thursday, March 1 <sup>st</sup> at 3pm. Kerri will let charities know this.
8.	Updates on recognition event projects	Shar	Informational	Jerika is making program/agendas. She needs ½ sheet electronic "interest form" and electronic list of Charity centerpiece donors. Once program completed it will be emailed to Shar for approval. Shar will email to committee.
9.	Updates on recognition event projects	Denise	Informational	FTE article on upcoming event was published. Art sent committee article deadlines for the next several months. Denise volunteered to write article for April on the event.
10.	Updates on recognition event projects	Tanyah	Informational	Registration closes at noon 2/15. Event check-in will be by clipboard volunteers at the entrance. Nominees will be directed to registration table to get printed name tag. Guests will be directed inside event area. Guests can fill out name tag at their table. We will need to provide name tags and pens at all tables. SOS office is confirming whether drink tickets will be permitted since the event is paid by state funds. Certificates will be handed out to nominees at the exit. Certificates will be alphabetized and sectioned (A-F, G-M, etc.) to speed up handing out. There will be a separate section for TEAM nominations. These will be by team name, not individuals.
11.	Updates on recognition event projects	Evelyn	Decision	A conference call meeting will be set up for Tuesday, February 27 <sup>th</sup> to finish details for event.
12.	Update on other TCSC projects	Tanyah	Informational	Rough draft of Interest form was distributed. Tanyah needs updated copy of TCSC mission, vision & value statement. Shar



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				suggested we add the time commitment. Evelyn suggested we add the next step expected.
13.	Update on other TCSC projects	Shar	Informational	It took Shar a day to compile the list of nominees for the SOS office. Shar shared the process needs to improve and asked for volunteers to help her. Denise and Jerika volunteered.
14.	Update on other TCSC projects	Evelyn	Informational	Local Coordinators were contacted about the upcoming Recognition Event.
15.	Local coordinator resources	Evelyn	Informational	Want to start a resource file for LC. Start with pulling ideas out of nominations. Need volunteer for this.
	<b>Next Steps and Wrap-Up</b>			
	<b>Next Meeting: March 14, 2:00pm-4:00pm at State Library</b>			
	<b>Adjourn</b>			

Topics for Next Agenda(s)	Meeting Date	Lead	Comments / Notes