



Combined Fund Drive Thurston County Steering Committee

March 14, 2018
2:00 p.m. to 4:00 p.m.
State Library 6880 Capitol
Blvd. SE Tumwater

Attendees:

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

Please Review & Bring:

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

| Action Item | Assigned To: | Date Due: | Action Taken: |
|-------------------------------------|--------------|----------------|---|
| Leadership breakfast volunteers | Members | 3/30/18 | Confirm if you want to volunteer by emailing Jennifer and Evelyn. |
| Leadership breakfast menu | SOS | 3/30/18 | Philip to send menu to TCSC |
| Campaign leader training volunteers | Members | 3/30/18 | Confirm if you want to volunteer by emailing Jennifer and Evelyn. |
| Masquerade ball volunteers | Members | 3/30/18 | Confirm if you want to volunteer by emailing Jennifer and Evelyn. |
| Broadcasting | SOS | 4/11/18 | Philip will look into broadcasting options for training events. |
| Binders & name card | Members | 3/30/18 | If you do not have a binder or name card contact Jennifer and Evelyn. |
| Interest forms | Members | 3/30/18 | Send interest form edits/comments to Tanyah. |
| Coordinator resources | Members | 4/11/19 | If you want to help develop coordinator resources, please contact Kerri. |
| FTE article schedule needed | Denise | 4/11/18 | Topic and due date for each month an article will be published. |
| TCSC calendar | Jenifer | 4/11/18 | A draft calendar with tasks, due dates, and development time will be created. |
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| Agenda Items | | Lead | Informational or Decision Needed? | Summary Meeting Notes |
|--------------|------------------|----------|-----------------------------------|---|
| | Welcome | Evelyn | NA | Welcome members and guests. Fill out name tents. Enjoy treats! |
| 1. | February minutes | Jennifer | Decision | Minutes approved. |
| 2. | Updates from SOS | Phillip | Informational | <ul style="list-style-type: none"> This year's theme, "Find your why" materials are in development. WSECU will fund 100% (around \$7,500) of all Starbucks cards offered during the first week to give—this is a major cost savings for CFD. Twin Star is sponsoring _ <p>Leadership breakfast</p> <ul style="list-style-type: none"> May 17th at Great Wolf Lodge. Buffet style menu—SOS will send menu. 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. Speakers will be Executive Director of the Washington Special Olympics, a Special Olympics Athlete (Molly), Miss India of Washington, and Kim Wyman. A demo room with Special Olympics training events will be set up <p>Campaign leader training</p> <ul style="list-style-type: none"> June 6, 13, 19. Tentative time of 8am—1pm. Location TBD. SOS is looking into a few locations including the Olympic Flight Museum and Lacey Senior Center. <ul style="list-style-type: none"> Look around for agency rooms capable of holding 50+ people as plan b. Needs Audio Visual access and internet. Lunch will be provided, details to be determined. TCSC volunteers needed to assist. Details to be determined. Notify Jennifer and Evelyn if you |



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| | | | | <p>are interested in volunteering.</p> <p>Local coordinator training</p> <ul style="list-style-type: none"> • Early August. Four sessions needed. Can do an AM and PM session on same date, or separate sessions on separate dates. Depends on space availability. • SOS will confirm campaign leader training locations can be used. <ul style="list-style-type: none"> ○ Look around for agency rooms capable of holding 30+ people as plan b. Needs Audio Visual access and internet. • A broadcast option was discussed—SOS will look into this. • TCSC will take notes to develop a curriculum to be used next year. • Shar has swag for door prizes <p>Masquerade Ball</p> <ul style="list-style-type: none"> • October 20th. Monthly planning committee starts in April. 2 hour meetings. <ul style="list-style-type: none"> ○ Subcommittees will be formed. ○ Weekly meetings will start in September. ○ Share with your agencies and anyone who might be interested. • Subcommittees might include; procurement, decorations, entertainment and programing. • Casino will be on 4th floor. SOS will look into casino dealer volunteers. • Auction will be on 3rd floor. • Food will be on 2nd floor. • Wine and beer will be on the 1st floor. • Charities will be dispersed across all floors. • TCSC volunteers needed to assist. Details to be determined. Notify Jennifer and Evelyn if you are interested in volunteering. |
| 3. | Provide TCSC binders | Evelyn | Informational | Please contact Jennifer and Evelyn if you do not have a binder or a name card. |
| 4. | Recognition event debrief | Jennifer | Informational | <p>Discussed the event and captured plus/deltas (attached) of:</p> <ul style="list-style-type: none"> • Event overall |



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| | | | | <ul style="list-style-type: none"> • Venue and food • Registration process • Centerpieces • Charity spotlight • Nominations |
| 5. | Interest Forms | Evelyn | Decision | <p>Edits were suggested, including adjusting the half sheet to be double sided, removing the supervisors name and title line, adding a 'required' indicator with the 'do you have management approval' item, and developing a standard "welcome and info" communication to provide when an interest form is received.</p> <ul style="list-style-type: none"> • SOS stated they can develop a web form with a printable option, once the final forms are ready. • Send Tanyah and further suggestions to the forms. |
| 6. | Possible TCSC projects | Jennifer/ Evelyn | Informational | <ul style="list-style-type: none"> • SOS needs volunteers for several events listed above. <ul style="list-style-type: none"> ○ Jennifer will develop a TCSC calendar with these dates and development timelines to help in planning. Other items such as FTE articles, coordinator resources, nomination development will be added. • Evelyn discussed how TCSC can assist during New Employee Orientations and what materials are available. A brown bag lunch with CFD presentation was discussed. SOS confirmed many new donors start donating due to NEO CFD info. SOS confirmed there are training materials. This will be a future project to explore. • Kerri agreed to take the lead on developing local coordinator resources. If you are interested in assisting, please contact Kerri. • FTE article discussed, and agreed that a schedule with suggested content topics is needed. This will be added to the TCSC calendar. |
| 7. | Round Table | Everyone | Sharing | |



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| | Next Steps and Wrap-Up | | | |
| | Next Meeting: April 11, 2:00pm-4:00pm, State Library 6880 Capitol Blvd. SE | | | |
| | Adjourn | | | |

| Topics for Next Agenda(s) | Meeting Date | Lead | Comments / Notes |
|----------------------------|--------------|------|---|
| Communication Liasion role | April 11 | Shar | Discuss role and goals of this position |
| | | | |
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