



# Combined Fund Drive Thurston County Steering Committee

May 09, 2018  
2:00 p.m. to 4:00 p.m.  
L&I HQ Room S127  
Tumwater

## Attendees:

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

## Please Review & Bring:

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

Action Item	Assigned To:	Date Due:	Action Taken:
May FTE article	Denise	June	Write article about event for the May edition of FTE. <b>June- highlighting leadership breakfast, soliciting TCSC member</b>
Broadcasting	SOS	5/09/18	Philip will look into broadcasting options for training events. <b>(ABSENT PSRW Event)</b>
TCSC calendar	Jenifer	5/09/18	A draft calendar with tasks, due dates, and development time will be created. Look over

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	Review minutes and action items. <b>See handout. Approve</b>
2. Updates from SOS	SOS	Informational	SOS related updates. <b>(ABSENT PSRW Event)</b>
3. Leadership breakfast	SOS	Informational	TCSC volunteers needed for set up, tear down, and registration. The space will be available the night



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				<p>before or first thing in the morning. Notify Jennifer and Evelyn if you are interested in volunteering.</p> <p>Leadership Breakfast Menu</p> <p>List of volunteers- for Phillip</p> <p>Evelyn will reach out to SOS to get exact times and a head count on how many people will be needed.</p> <p>- Wednesday volunteers to start at 3pm</p> <p>- Thursday volunteers needed at 6-7 am</p>
4.	Communication Liaison role	Shar	Informational	<p>Discuss role and goals of this position</p> <p>(Absent)</p>
5.	Website	Keri	Sharing	<p>Two options</p> <p>Handbook- not updated (Evelyn will work with Keri)</p> <p>Evelyn/Jen will reach out to Shar to receive admin privileges to Facebook CFD page</p>
6.	Interest Forms	Evelyn	Decision	<ul style="list-style-type: none"> <li>Vetting. <b>See handout.</b></li> </ul> <p>No acronyms example FTE</p> <p>Short form needs mission statement</p> <p>Evelyn- will do the long form</p> <p>Denise will update the short form</p>
7.	Project Update	Shar, Keri	Informational	<p>Shar- Annual report, Nomination forms and process.</p> <p><b>ABSENT</b></p> <p>Keri- Local coordinator resources</p> <p>Keri- will reach out to SOS for potential material.</p> <p>Also asked for people to provide her information on what kind of resource they can be to her.</p>
	Round Table	Everyone	Sharing	<p>Evelyn – August 10 and 13 LNI HQ Auditorium training local coordinator : Keri, Jane and Evelyn will work on succession planning.</p> <p>Keri and Evelyn- June 19 campaign leader training with SOS</p> <p>August 4- LNI Car show</p> <p>August 14- LNI HQ Plant sale</p> <p>July 19- Golf Tournament (FORMS ON SOS)</p> <p>KUDOS- Keri- procurement got CFD masquerade</p> <p>ROCKING IT. Woo!!! (Go Keri)</p> <p>FYI-Denise and Evelyn will be absent- for June 13<sup>th</sup></p>



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				Denise- July's offsite meeting location is still good to go.
	<b>Next Steps and Wrap-Up</b>			
	<b>Next Meeting: June 13, 2:00pm-4:00pm, Library</b>			
	<b>Adjourn</b>			

Topics for Next Agenda(s)	Meeting Date	Lead	Comments / Notes
Annual Report	June 13, 2018	Everyone	Committee member's to think about: Current structure of report Is the report required Communication regarding the report
Broadcasting	June 13, 2018	SOS	
Communication Liaison role	June 13, 2018	Shar	
Project Update	June 13, 2018	Shar	Annual report, Nomination forms and process
July planning	June 13, 2018	Everyone	