



Combined Fund Drive Thurston County Steering Committee

November 14, 2018
2:00 p.m. to 4:00 p.m.
State Library Tumwater

Attendees:

	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
	Jane Nesbitt, L&I - Administrator	X	Tanyah Williams, WSP		Dawn Baker, SOS
	Sandy Mitchell, HCA—Treasurer	X	Kelly Wilson, DSHS		Art Mead, FTE Magazine
	Sharmin Hawley, LOT Comm Liaison		Natalie Roberts – DOL		Shannon Glenn
X	Denise Clark, DSHS		Kimberly Hall - DOC		Melissa Kornmann – AG

Please Review & Bring:

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

Action Item	Assigned To:	Date Due:	Action Taken:
December FTE article	Denise	Nov 16	Write an article about nomination forms for December FTE.
Annual Report	Keri & Evelyn		Keri will talk to Evelyn about completing the Annual Report.
TCSC calendar			

Agenda Items	Lead	Informational or Decision Needed?	Summary Meeting Notes
Welcome		NA	Welcome members and guests (Ms. Kathy McPherson – UTC; and Ms. Tammy Swilley – DSHS). Enjoy treats!
1. October minutes		Decision	Reviewed October minutes and action items. - Approved by committee
2. FTE article	Denise	Information	There was no article published in the November edition of the FTE. Denise will write an FTE article which will include congratulating agencies for as they close out campaigns, nomination forms and asking that they include pictures with their forms, and remind everyone of the upcoming recognition event.
3. Updates from SOS	SOS	Informational	No one from SOS was in attendance.



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4.	TC Annual CFD Recognition	Shar		<p>Nominations forms are available on the CFD website and are due no later than December 14. Keri will contact SOS to verify:</p> <ul style="list-style-type: none"> - When they will send out a notice that the nomination forms are available on their site. - Ensure all nominees are contacted and invited to the recognition event. - Who will be attend next month's meeting to answer questions. <p>Keri will contact Shar about adding the nomination forms or a link to the TCSC Facebook page.</p>
5.	November planning	Everyone		<ul style="list-style-type: none"> - Have officer nominations. So far we have a nominations for Keri O'Connell as a Co-Chair, Denise Clark as Communication Liaison; and Kelly Wilson as Treasurer. - Holiday Party
6.	Round Table	Everyone	Sharing	<p>Denise's office had an online auction last week and made \$6,000. Keri's office had change wars which made close to \$5,000. Donna noted L&I's last CFD event is tomorrow (11/15/18). Reminder upcoming events:</p> <ul style="list-style-type: none"> - Stuff the Ruck - Honor Flight Society
7.	Facebook Page and Gmail Account	Everyone		<p>It was mentioned that we need to verify who has administrative rights on the TCSC Facebook page and Gmail account; and who will continue to make updates and changes to the Facebook page and clean up and maintain the Gmail account.</p>
Next Steps and Wrap-Up				
Next Meeting: December 12, 2:00pm-4:00pm, Library				
Adjourn 3:25				



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Topics for Next Agenda(s)	Meeting Date	Assigned	Action Taken:
January FTE Article	December 12, 2018	Denise	
Officer Nominations	December 12, 2018	Everyone	
Annual Report	December 12, 2018	Evelyn & Kerri	
January Planning	December 12, 2018		