



Washington State Combined Fund Drive
6880 Capitol Boulevard South
PO Box 40250
Olympia, WA 98504
www.cfd.wa.gov

MEETING MINUTES
WASHINGTON STATE COMBINED FUND DRIVE
ADVISORY COUNCIL

April 12, 2013
10:00 a.m. – 12:00 p.m.

Welcome and introductions:

Secretary of State Kim Wyman called the meeting to order, welcomed all in attendance and began the round of introductions.

Attendance:

Council Members present:

Kim Wyman, Robert Coit (Thurston County Food Bank), Kerri Everly (University of Washington CFD), Paul Knox (United Way of Thurston County), Melanie Manista (United Way of Pierce County), Joyce Turner (Department of Enterprise Services), Sara Wilson (Western Washington University), and Polly Zehm (Department of Ecology).

Staff Members present:

Stephanie Horn, Philip Kerrigan, Heather Lucas and Dawn Sanquist

Staff changes:

Stephanie Horn reported the following staff changes;

- Program Manager Randy Ryan has retired and Philip Kerrigan has been promoted to fill that position.
- Development Director Kelsey Hulse has accepted a position at the Thurston County Food Bank and that position will not be filled.
- IT Specialist Don Quach has moved on to the Department of Licensing, the Secretary of State Webmaster has taken over his duties so the position will not be filled.
- Dawn Sanquist has been promoted to Resource Coordinator.



Secretary of State

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CFD Advisory Council Charter:

Philip Kerrigan went over the Council Charter document provided in the council member packets.

CFD Budget:

Stephanie presented the council members with the official 2012 expenditures and administrative costs, the first quarter 2013 budget expenses and the budget outlook for 2013. She indicated that the administrative costs for 2012 ended up being around 14% and the administrative costs for 2013 are looking like they will be between 9 and 11%.

Roundtable topic:

Stephanie opened up the discussion to council members for suggestions on how to help keep Washington State University (WSU) in the CFD. The following suggestions were made:

- Sell the importance of payroll deduction
 - It's convenient for donors.
 - Donors tend to give more than if giving once a year directly to the charity.
 - Employees who donate tend to be happier and healthier.
- Have local charities speak on how they benefit from the CFD.
 - They reach donors they might not normally have access to.
 - CFD money can help them get additional grants/funds.
- Get the local community to talk/advocate on behalf of the CFD.
- Provide them with campaign models that have worked to help make it easier for WSU to run their campaign.

Annual Plan presentation:

Philip reviewed the Executive Summary and council members suggested the following change:

- Total collected donations and participation increases projected are too high, would be better for a four year plan and not just two.

Next meeting is June 14th, 2013, 10:00 am – 12:00 pm in Secretary Wyman's office.



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