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**WASHINGTON STATE COMBINED FUND DRIVE  
ADVISORY COUNCIL MEETING**

June 11, 2021  
10:00 AM – 12:00 PM  
Via WebEx

**Welcome and introductions:**

- Robert called the meeting to order and welcomed all in attendance. Re-introduction of new and current CFD team members. Robert Lane is the new CFD program manager (replaced Philip), Erin Aquino is the new program coordinator (replaced Dawn). Stephanie Horn and Heather Hirotaka introduced themselves.

**Attendance:**

Council Members Present:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Imelda Ang (WFSE Union Rep (L&I))          | <input checked="" type="checkbox"/> Seth Miller (Dept. of Retirement Systems)          |
| <input checked="" type="checkbox"/> Robert Coit (Thurston County Food Bank)    | <input checked="" type="checkbox"/> James Reddick (Retired State Employee & PARC Fnd)  |
| <input checked="" type="checkbox"/> Jim Cooper (United Ways of the Pacific NW) | <input checked="" type="checkbox"/> Bonnie Jacques (Dept. of Social & Health Services) |
| <input checked="" type="checkbox"/> Jolyn Mason (University of Washington)     | <input type="checkbox"/>   |
| <input type="checkbox"/> Chris Wells (United Way of Thurston County)           | <input type="checkbox"/>   |

Staff Members Present:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Erin Aquino | <input checked="" type="checkbox"/> Stephanie Prentice            |
| <input checked="" type="checkbox"/> Robert Lane | <input checked="" type="checkbox"/> Heather Hirotaka              |
| <input type="checkbox"/> Fiscal (Vacant)        | <input checked="" type="checkbox"/> Secretary of State, Kim Wyman |

**Minutes review:**

The minutes from the April 22, 2021 meeting were reviewed and accepted.

**CFD Status Updates:**

- CFD has a current job posting for a Fiscal Specialist 2 (Heather’s old position).
  - Listing is open/continuous. Robert requested possible leads to potential candidates.
- OSOS is going through a website migration. CFD website is a home grown system and will be migrating to a platform called DRUPAL (similar to Word Press)
  - Robert and Stephanie reviewed 606 CFD webpages and archived the majority
  - CFD will shift design concept so that visitors don’t have to click on multiple pages and instead have all information on one webpage. More scrolling, less clicking.



Secretary of State

*Kim Wyman*

Making a World of Difference

- CFD has a wish list which includes having forms and calendars integrated into the new website. Process to migrate is under way and project should happen prior to the campaign kick-off.
- System update
  - Legislation approved a budget package of approx 1/2 million to create a new donor management system
  - Package includes having a dedicated IT project manager
  - Hoping to have the new/updated system run concurrently alongside the old to test/identify any weaknesses
  - Kudos to last team that identified many of the system needs in order for it to function for all groups involved
  - Donor Management System will be hosted by a third party so that it will be able to function smoothly during any employee turn overs
- 2021 Budget
  - Donations down approx. \$100,000 so far
    - Trend is attributed to having a few IT hiccups as well as potentially new state employees starting during the pandemic that might not know about the CFD
  - Salary budget is lower since new hires started later in the year and CFD is also not fully staffed so their salaries are also partial
  - Travel is at 0% because of pandemic and conducting all trainings remotely
  - Reimbursement 2021 budget appears high, but we are working on reevaluating reimbursement process to agencies
    - Currently agencies are allowed to do fundraisers and seek reimbursement which is built into our administrative cost
    - One agency had conducted a large fundraiser during the 2020 campaign year, but did not submit A-19's until 2021 which in turn affects 2021 campaign year and our administrative costs
  - Jim suggested having a balance sheet to go along with the budget once fiscal team arrives.
    - Secretary Wyman and Robert Lane agrees and looking to have those details available
- Advisory Council Application Timeline
  - We received a plethora of applications and deadline ended last night
  - Thank you to current council for continuing to serve as well as to those who have reapplied
  - Secretary Wyman and CFD team will review the applications over the next several weeks
  - CFD is looking to have cross representation across the state and plans to announce selected Council Members in July and onboard prior to the next campaign



**2021 CFD Campaign:**

- Theme and Poster: Unity With The Community. Erin thanked everyone for their input and incorporated a large amount of design feedback that was given
- Campaign Leader Trainings
  - CFD has 4 Campaign Leader trainings with the first 2 starting next week. There are approximately 60 people signed up and includes a few charity members.
- Fundraisers Currently Happening
  - Even though the campaign year hasn't officially started there are a few agencies that have already executed/are currently running fundraisers from the following agencies: HCA, OSOS, DSHS, LNI
  - After the trainings the CFD staff will send out a Survey Monkey to assess whether there are any topics that needed more clarification

**Questions?**

- None asked but Robert requested a reintroduction of current advisory council.

**Advisory Council Recognition:**

- Secretary Wyman shared thoughts of first council meeting back in 2013 and reiterated how important and invaluable it is to have the feedback from other members in the community
  - Secretary Wyman stated that we look at this as a partnership. Each of you have helped make us better and been with us through the transition/turnover
  - Secretary Wyman shared with everyone the verbiage that is on each certificate
- Thanks shared from several members of the council
- Robert Coit stated that the CFD has been a great support and became the development arm for the Thurston County Food bank prior to having a Development Director. CFD again has taken a role as being a development arm during the pandemic as all staff was required to assume many hats with being down in volunteers. Secretary Wyman thanked the Food Bank for all that they had accomplished in the community
- Stephanie shared how much has changed over the years and thanked everyone

**Adjournment:**

- Final thank you's from Robert. Expressed appreciation of the Council's commitment and appreciate everyone's feedback and support. Meeting ended early and on a positive note.

