

**King County Combined Fund Drive
Steering Committee February Minutes**

University of Washington
February 7, 2017 9:00 - 10:30
Alki Conference Room**

In Attendance: Curtis Bronson (WSDOT Alaskan Way Viaduct), Lauren Lane (RMHC of Western Washington & Alaska), Alex Stone (Summit Assistance Dogs), Jolyn Mason (UWCFD), Kerri Everly (UWCFD) Hoang Tran (DSHS)

Attendance via phone – Jessica Hatch (DSHS), Mike Morris (DSHS)

- **Welcome**

- Intro'd all at the meeting. Thanks for Mike for the Conference Call line!

- **Action Items Follow-up**

- Jolyn continues to follow up with Matthew to set up conference calls going forward.
 - Jolyn will work on setting up a conference call line through the UW.
- Philip to send supervisor names of current coordinators for us to reach out to about nominations for recognition awards. Philip did not have ready access to that information and is working on having it for next year.
- Jolyn has drafted a catalyst survey for beverage donations and will send it out.
 - Jolyn sent out multiple times. Thank you for your donations!
- Philip will send a copy of the state employee survey re: the CFD to Kerri.
 - Kerri is still waiting for this.
- Jolyn will have the budget information for Kickoff Breakfast available for the next meeting.

- **Kick Off Breakfast**

- Based on facility costs, we will book the event at the Shoreline Conference Center
- Jolyn will follow up with Portage Bay Café, Dayo Sense and Fresh Betty to get bids including coffee and service costs.
- Curtis suggested having the charities out in the hall
- Jolyn reached out to North Seattle CC and they can't give us an answer on their space for at least 3 months and it is very expensive.

- **Recognition Event Planning**

- Had planning meeting last month.
- The polar award is no longer available. We will order a different award.
- Curtis is bringing the music.
- Heater will staff photo booth (per Curtis: the photo printer doesn't take super HD cards. It's best to have 2 HD cards for the printer.)

- **Budget**

- Added Recognition Event costs to budget.

- **State Report**

- *Marketing, Development, Volunteer Outreach & Overall News*

- *There was no report this month.*
- **March Annual Meeting Reminder**
 - See you next month at UW. Our meeting will be 2 hours, so plan accordingly. You can call in, but the meeting is better if you are in attendance. We'll be setting goals for the coming year.
- **Committee Meeting date changes**
 - We reviewed the calendar and made the following changes:
 - No meeting in July
 - Moved September meeting from 9/5 to 9/12.
 - Jolyn will send new meeting schedule
- **Member check in**
 - Jolyn enjoyed the unexpected day off – Snow Days are the best!
 - Kerri is planning for this year's campaign & sending the leadership recognition pins soon.
 - Curtis is taking care of his granddaughter every other weekend.
 - Alex is preparing for their luncheon in April.
 - Huang said it was a very quiet Monday at work with so many people out.
 - Jessica – nothing to report
 - Mike said it was quiet for him too! Webex seemed to work well for the meeting and he can set up the call for us again if we need him to.