



THURSTON COUNTY STEERING COMMITTEE

Compassion of Individuals, Power of Community



AGENDA

January 11th 2017; 2:00-4:00 p.m. @ Department of Health, 111 Israel Rd., Tumwater (TC2) Room 158

Call in number: (360) 407-3780; Pin code 126856#

Documents Provided: None

Invitees:	<input type="checkbox"/> Kim Beckham✓ <input type="checkbox"/> Denise Clark✓ <input type="checkbox"/> Donna Cole✓	<input type="checkbox"/> Alisha Fosset <input type="checkbox"/> Evelyn Hinken✓ <input type="checkbox"/> Jennifer Inman✓	<input type="checkbox"/> Jessica Larsen <input type="checkbox"/> Sandy Mitchell✓ <input type="checkbox"/> Jennifer Montgomery✓	<input type="checkbox"/> Randy Ryan <input type="checkbox"/> Tanyah Williams✓ <input type="checkbox"/> Kelly Wilson✓	SOS Staff: <input type="checkbox"/> Stephanie Horn <input type="checkbox"/> Philip Kerrigan <input type="checkbox"/> Heather Lucas <input type="checkbox"/> Dawn Baker
Time	Agenda Item	Presenter	Notes/Action Items		
2:00 – 2:05	TCSC Announcements	Denise/Evelyn	<p>The 2016 Annual Report draft was presented. Denise and Evelyn thanked Sandy for completing the report. Evelyn has some information to add. It was also decided to add the lists of sponsors for the ball and charity guest speakers from the Local Coordinator Trainings. The report will be reviewed prior to sending the final draft to the committee/SOS office.</p> <p>Denise Clark noted she got permission within DSHS to access our TCSC Google account. She still wants to ensure that TCSC is able to start using SharePoint this year. Philip had stated last year the SOS office would incorporate the fees into the 2017 budget.</p>		
2:05 – 2:15	State Announcements	Philip/Dawn	<p>No one from the SOS office was available for today's meeting due to the Inaugural Ball tonight. It was mentioned that yesterday, Tuesday the 10th; the SOS office staff went to the Washington Performing Arts Center and meet with their staff t about the Thurston</p>		



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			<p>County Recognition Event. Also Evelyn noticed on the SOS calendar that the Thurston County Boys & Girls Club have their fundraising breakfast event coming on January 25th. Evelyn will check with the SOS office whether the B&G Club will need any assistance or if we have a table reserved to participate as in the past.</p>
2:15 – 2:45	<p>Nomination Forms—Where are we? Do we need to extend?</p>	Jennifer/Denise	<p>Jennifer M. stated as of today (1/11) we have 7 Rookie of the Year, 5 Sustained Excellence, 7 Outstanding Excellence (Team/Campaign/Event) and 3 Volunteer of the Year nominations. We also had 6 nominations from the HCA that were completed on last years' forms. Jennifer M. has emailed the submitter and asked them to resubmit on the correct form. HCA was also given an extension to get this action completed.</p> <p>It was also decided that since we have the HCA nominations coming as well as several members saying they've been contacted for assistance finding the nomination forms that we extend the submission date. This was unanimously approved with the date of January 18th selected. Denise will ask Philip to send out another email announcing the date extension and including an easy way to access the link from the CFD webpage.</p> <p>It was also decided that Denise and Jennifer M. will get the nominations out to committee members for scoring by January 20th. The committee will then come together on January 25th at 2PM in the L & I cafeteria to score the nominations. Please NOTE members are requested to review and score received nominations PRIOR to this meeting. This is critical to have completed prior to this meeting. Also note that not everyone will score all nominations. No member can score nominations in a category where nominations from your agency have been submitted.</p>



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2:45 – 3:10	Recognition Event/Field Trip	Evelyn/Denise	Denise and Evelyn both want to arrange a fieldtrip to the WPAC with the SOS office so TCSC can help organize the Recognition Event. The TCSC has questions in how we can use the charity centrepieces, etc. We have been getting calls/emails from charities on the event date and if they can participate again this year as they did last year. Denise will contact Philip to arrange this fieldtrip so we can have the necessary answers for ourselves and the charities.
3:10 – 3:30	FTE Articles	Evelyn	Evelyn noted that she used to write articles for the TCSC to be in the FTE magazine. She recently talked to Art at FTE and he has requested TCSC articles again. We used to submit articles on fundraising events we held which we no longer do. Evelyn provided some ideas on what we could include such as the Recognition Event, committee member spotlights as well as local charity spotlights. During brainstorming it was also suggested to include articles about the Local Coordinator training, and what TCSC is and how to join. We also suggested at the end of each article include a TCSC by line and how to join i.e. contact information. Evelyn noted articles are due to Art at FTE by the last Wednesday of each month prior to printing (i.e. last Wednesday of January to be in the February edition). Kim and Tanyah both volunteered to write articles during the year. Evelyn will write a quick article on the Recognition Event to get in February's edition. It was decided that at each meeting we would decide on the subject for our next article and appoint the writer (Kim or Tanyah, or others as needed).



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3:30 – 4:00	Roundtable	All	<p>Kim – Checked to make sure the DOC nominations had been submitted correctly. It was confirmed by Jennifer M.</p> <p>Jennifer I – Confirmed the 3 dates the DOH building wasn't available for our monthly meeting are available at her worksite of HCA. It was decided she would confirm these bookings. Jennifer will send a link to Evelyn so information can be sent out with the calendar invites for all the 2017 meetings, both at DOH and HCA.</p> <p>Kelly – Passed on the TCSC Co-Chair and Recognition Event notebooks to Evelyn. Also requested the committee take an updated group photo at the Recognition Event. It was suggested to have the photo taken prior to the start of the event.</p>
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Next Meeting: February 8th from 2:00-4:00 p.m. @ DOH, 111 Israel Road (TC2) Room 158