



# THURSTON COUNTY STEERING COMMITTEE

*Compassion of Individuals, Power of Community*



## AGENDA

May 10<sup>th</sup> 2017; 2:00-4:00 p.m. @ Cherry Street Plaza, 626 8<sup>th</sup> Ave SE Olympia 98501 Room Apple 127

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

**Documents Provided: None**

<b>Invitees:</b>	<input type="checkbox"/> Kim Beckham✓	<input type="checkbox"/> Alisha Fosset	<input type="checkbox"/> Jessica Larsen	<input type="checkbox"/> Randy Ryan	SOS Staff: <input type="checkbox"/> Dawn Baker <input type="checkbox"/> Jerika Ferguson <input type="checkbox"/> Stephanie Horn <input type="checkbox"/> Philip Kerrigan✓ <input type="checkbox"/> Heather Lucas
	<input type="checkbox"/> Denise Clark✓	<input type="checkbox"/> Sharmin Hawley✓	<input type="checkbox"/> Kimberly Mathis✓	<input type="checkbox"/> Tanyah Williams✓PI	
	<input type="checkbox"/> Donna Cole✓PI	<input type="checkbox"/> Evelyn Hinken✓	<input type="checkbox"/> Sandy Mitchell✓	<input type="checkbox"/> Kelly Wilson✓	
		<input type="checkbox"/> Jennifer Inman✓	<input type="checkbox"/> Jennifer Montgomery✓		
<b>Time</b>	<b>Agenda Item</b>	<b>Presenter</b>	<b>Notes/Action Items</b>		
2:00 – 2:10	TCSC Announcements	Denise/Evelyn	Evelyn announced that tomorrow, May 11 <sup>th</sup> , is the SOS CFD Leadership Breakfast.		
2:10 – 2:20	State Announcements	Philip/Dawn	Philip recognized his office just wrapped up working on the Public Service Recognition Week.  He also stated that next week will start the big recruitment phase for CFD Campaign Leaders.		
2:20 – 2:40	Leadership Breakfast	Philip/Denise	Philip spoke about the Leadership Breakfast. He stated Ricardo Lockett would be the keynote speaker, several great charity speakers were lined up, and the new 2017 theme “Embrace Your Cape” and video would be rolled out. He also stated that they are set for volunteers. Volunteers were told to dress as they would for work, no special attire needed. The exception was all participants are encouraged to wear their crazy, silly socks for Kim Wyman’s Rock Your Socks campaign. This is a support campaign for Kim during her cancer treatments as well as a		



# THURSTON COUNTY STEERING COMMITTEE

*Compassion of Individuals, Power of Community*



			fundraiser for a cancer treatment charity.
2:40 – 3:00	Update on CFD sponsored SharePoint	Philip/Denise	Philip stated the SOS office has filled the IT position but that person is still training. Philip said he'd need to wait until the new staff has completed his training before he can approach him about the SharePoint. Denise asked if a new SharePoint set-up would have to go thru the SOS office. She stated we could set it up but would need the cost (approximately \$100 month) to be covered by the SOS office. Philip will check but he believed the SOS office already has their own SharePoint set-up so we could run an account from theirs without the monthly cost. Philip will check on this and get back with Denise.
3:00 – 3:30	Nomination Form Plan	Denise	Denise wants the committee to come up with a working plan to revise the nomination forms. We need to find a balance between qualitative and subjective. We need to think about each question and decide what information we are looking for. We also need to prepare a scoring guide to assist members achieve more consistent scoring. Shar provided feedback as a non-committee member who filled out the forms this last year. She found the forms didn't allow for enough narrative for her nominations. She was also disappointed to see the new alignment of categories. After much discussion it was decided that copies of each form would be provided at our next meeting (June 14 <sup>th</sup> ). At that time we would look at the categories and then set a timeline of 1-2 forms per month. The goal is to have all the nomination forms restructured by October.  Philip also mentioned that the SOS office should be able to set up so that all nominations could



## THURSTON COUNTY STEERING COMMITTEE

*Compassion of Individuals, Power of Community*

WASHINGTON STATE  
**COMBINED**  
**FUND DRIVE**

			<p>be filled out and submitted online. The online submissions would be automatic and come directly to whomever we dedicated.</p> <p>Other ideas included a cheat sheet of definitions for CFD terms (i.e. Campaign Coordinator, Local Coordinator, Volunteer, Team, etc.).</p> <p>Jennifer Montgomery stated that it would simplify the forms to have radio buttons for categories such as Event, Team, Marketing, etc. Denise also stated that isolating our target population for nominations should help increase nominations. This would be achieved by emailing the executive leadership for Campaign Coordinator nominations, emailing Campaign Coordinators for Local Coordinator nominations, and emailing everyone for the other awards.</p>
3:30 – 3:40	Summer Celebration	Evelyn/Denise	This meeting will be held at Kelly's and is a potluck of appetizers/finger foods.
3:40 – 3:50	FTE Article Plan	Evelyn/Denise	<p>Evelyn stated she is swamped and even though she's had the best intentions of completing an article for the FTE keeps missing their deadline.</p> <p>Denise stated we could tackle the articles together. The article due date is the last Wednesday of each month. Kim Beckman volunteered to write an article for this month (May). Kim will have a completed article in approximately one week to send to the co-chairs. Evelyn and Denise thanked Kim for volunteering.</p>
3:50 – 4:00	Roundtable	All	Donna stated the L & I CFD Flower Sale committee is already meeting and planning for this event scheduled for August 29th from 7am – 3pm. There are new chairs and leads on the committee. The issue of fragrance sensitivity is



## THURSTON COUNTY STEERING COMMITTEE

*Compassion of Individuals, Power of Community*

WASHINGTON STATE  
**COMBINED**  
**FUND DRIVE**

			<p>being addressed. A display designed to peak interest will be set up in the rotunda two weeks prior to the sale. The sale is open at all state employees. All monies raised will be donated to the CFD general fund. L &amp; I will also be sponsoring a golf tournament again. More information to come on this L &amp; I event.</p> <p>Sandy/Jennifer I. stated that HCA had an Appreciation Day. For \$1 staff could send a note of appreciation and a truffle to a fellow staff member. New this year was 4 different note designs to select from. This has helped boost the sale with over 2,100 notes printed so far.</p> <p>HCA also had a Pie Sale on National Pie Day. Over \$2,000 was raised that will be going to 2 different food charities. And this summer HCA will have an Ice Cream Social fundraiser.</p> <p>Kelly shared that DSHS Development Disabilities Administration had a Star Wars Bake Sale on May 4th National Star Wars Day (May the 4th be with You). Star Wars themed goodies were sold and over \$550 was raised for the charity Old Dog Haven.</p> <p>Shar shared she will be out of town during the next meeting and sorry to miss the potluck.</p> <p>Tanyah reminded everyone of the Postal Food Drive this Saturday. She stated the volunteers are needed this Saturday at the Post Office warehouse on Mottman to help sort the food donations.</p>
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Next Meeting: June 14<sup>th</sup> from 2:00-4:00 p.m. @ 10542 Myra Lane SE, Olympia WA 98501**