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| Attendees: |
| **x** | Tanyah Williams, WSP - Co-Chair | **x** | Keri O’Connell, DOR – back-up  | **X** | Erin Aquino, SOS |
| **x** | Evelyn Hinken, L&I Retired – Co-Chair |  | Jane Nesbitt, L&I |  | Stephanie Prentice, SOS |
| **x** | Kathryn McPherson, UTC - Secretary | **X** | Shannon Jenkins L&I |  | Heather Hirotaka, SOS |
| **x** | Kelly Wilson, DSHS – Chief Historian | **x** | Roseanne Collins, L&I | **x** | Robert Lane, SOS |
|  | Donna Cole, L&I – Comm back-up | **x** | Harvey Means, L&I | **x** | Sally Brown, ECY  |
| **x** | Art Mead, FTE |  |  |  |  |
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| **MicrosoftTeams** | [Meeting Link](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZWY4MWQwY2EtZjkyMC00ZTljLWFlOWItNzY2NzQ5NjdhNjA2%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%2211f83d08-bcab-4f05-8533-073a3b67339a%22%7d) (if Teams does not work, we’ll move to Zoom: [Meeting Link](https://us02web.zoom.us/j/81710061444) or dial 1 253 215 8782, Meeting ID: 817 1006 1444, Passcode: 88714494)  |
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| **Action Item** | **Assigned To:** | **Date Due:** | **Action Taken:** |
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| **Agenda Items** | **Lead** | **Informational or Decision Needed?** | ***Summary Meeting Notes*** |
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|  | **Welcome**  |  | NA | Welcome members  |
|  | March Minutes | Keri | Decision | Approved and accepted by Evelyn Harvey Kathy |
|  | FTE - Spotlight | Evelyn | Informational | Article Friends and Neighbors was sent out. There were issues in the publications – but it is visible out there. Mark from Friends and neighbors and DOT was spotlighted as well and were thrilled. Project Green Bag was suggested for next highlight by Roseanne Collings.  |
|  | Updates from SOS | SOS | Informational | Robert Lane: New gears for 2021 campaign ideas. It is a rebuild, drafting campaign letter from Gov. and Kim W. and to all campaign leaders. Plan leader training in June. Plus Aug. local coordinator training. Purging old files for what they can use, etc… Erin is working on draft of theme for 2021 flyer. Hopefully have draft for counsel next week. They are tad behind but on point to catchup for all activities. Give.wa.gov is being updated with new links for mission critical things. Make sure donor program continues to work. They are still team of two with additional help from Heather and Stephanie. Hold fun Friday videos.2020 annual report is on website. Pledge 5.1 mil during 2020 pandemic and campaign. Erin: no additions.  |
|  | Recognition Event – Debrief | SOS | Sharing | Debrief. Event went well but was not recorded. Evelyn and Tanya both expressed the nominations were so well written. Evelyn did great job on presentation. Keri – first virtual recognition event. Suggestion on revamping language – as there may be additional virtual campaigns for 2021 season. Need more detailed oriented questions. Have positive examples available. Evelyn will work on idea for example.  |
|  | TSCS CFD Website Content | Robert | Decision | Robert – TSCS / CFD websiteCFD – updating content. Carousal images are stagnant – working on new pages. New coding skills. 😊 Looking at counties committee tab – found 2019 page. will be working on update for this page as well. Would like feedback on county page on what they would like to update. Robert showed ideas from the Sno-King pages. Clear out old meetings? Closed to one page… CFD – no planned following large event.  |
|  | Recruiting new TCSC members | Tanya | Decision | Full discussion to have more info online to recruit from other agencies. HR letter? Requesting senior management to request more people to committee. Define where CFD and Steering committee intersect.  |
|  | Local Coordinator Training | Tanyah | Informational | Create a little booklet to put on page for ideas for other agencies to participate more. Breakout session – add more. Divide the sessions up more strategically.  |
|  | Roundtable | Everyone | Sharing | L&I is working on car show… Working on virtual ideas.  |
|  | Next Steps and Wrap-Up |  |  | Add stronger web presence.  |
|  | **Next Meeting: May 12, 2021** |

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| **Topics for Next Agenda(s)** | **Meeting Date** | **Assigned** | **Action Taken:** |
| Who has Steering committee web access?  |  |  |  |
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Harvey L&I Car show should be very big.

Erin Aquino – New program coordinator.

Robert Lane – CFD Manager