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| Attendees: |
| **X** | Tanyah Williams, WSP - Co-Chair | **X** | Evelyn Hinken, L&I Retired |  |  |
| **X** | Keri O’Connell, DOR - Co-Chair |  | Jane Nesbitt, L&I |  |  |
| **X** | Kathryn McPherson, UTC - Secretary |  | Shannon Jenkins L&I |  |  |
| **X** | Kelly Wilson, DSHS – Chief Historian | **X** | Roseanne Collins, L&I |  | Stephanie Prentice, SOS |
| **X** | Donna Cole, L&I – Comm back-up | **X** | Harvey Means, L&I |  | Heather Hirotaka, SOS |
| **X** | Art Mead, FTE |  |  |  |  |
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| **WebEx:** | [Meeting Link](https://watech.webex.com/watech/j.php?MTID=m34e51a84086b02940728305b46686c28) Meeting Number 177 225 3722 Phone number 415-655-0001  |
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| **Action Item** | **Assigned To:** | **Date Due:** | **Action Taken:** |
| FTE Article | Evelyn | 1/25/2021 | Article to focus on soliciting volunteers – highlight state employee and their chosen charity. |
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| **Agenda Items** | **Lead** | **Informational or Decision Needed?** | ***Summary Meeting Notes*** |
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|  | **Welcome**  |  | NA | Welcome members  |
|  | December Minutes | Keri | Decision | Keri reviewed minutes, we had a few discussions about committee position openings. Evenly Hinken agreed to help any way she can, and will fill the 2-year co-chair position and communication as she can. She will have total knee replacement surgery in 3 weeks and will be taking time off for that.Minutes affirmed. |
|  | FTE | Evelyn | Informational | Discussed what to discuss in the next articles – Art suggested to not include charities, as it may be too much. The FTE publication is to acknowledge and praise state employees (and retirees). Articles should focus on increasing awareness of CFD and our committee, and solicit volunteers.Kelly suggested to high-light a state employee who can discuss a charity of choice. Then we get both state and charity angle – perfect!Kelly’s winning streak of great suggestions continued and she suggested highlighting what charities are doing during the pandemic and how we can best support them.Art reminded us to keep to 400 words to keep readers interest. |
|  | Updates from SOS | SOS | Informational | SOS was not able to join us as they had a prior commitment.Heather Lucas and Dawn Baker’s last day was Dec. 30. They currently have no staff on CFD and have 2 positions open.SOS suggested for recognition to have the “Best Virtual Campaign” award. |
|  | Recognition Event | SOS | Decision | Discussed reviewing all awards and see if we need to modify them to fit virtual fundraising:* Rooky of the Year: consensus to keep.
* Rose Pellegrin Volunteer: keep
* Outstanding Service & Commitment (team and individual): keep
* Sustained Excellence: keep
* Virtual campaign: keep

Evelyn recommended that if we scratch one award, we should scratch all and just keep Virtual and Volunteer.Discussed doing gift boxes/care box with: toilet paper, hugs & kisses (chocolates), hand sanitizer (golden mask), life savers, and certificate.Evelyn likes the idea of keeping the plaque for the award. |
|  | Officer Nomination | Everyone |  | * Co-Chair (2 years)
* Co-Chair (1 year) – Tanyah Williams
* Chief Historian – Kelly Wilson
* Communication Administrator – Evelyn Hinken
* Secretary – Keri O’Connell

Decided to hold-off for another co-chair until January meeting. |
|  | Roundtable | Everyone | Sharing |  |
|  | Next Steps and Wrap-Up |  |  |  |
|  | **Next Meeting: February 10, 2021** |
|  | **Adjourn** |
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| **Topics for Next Agenda(s)** | **Meeting Date** | **Assigned** | **Action Taken:** |
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