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| Attendees: |
| **x** | Tanyah Williams, WSP - Co-Chair |  | 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 |
|  | Kathryn McPherson, UTC - Secretary |  | Shannon Jenkins L&I |  | Heather Hirotaka, SOS |
|  | Kelly Wilson, DSHS – Chief Historian |  | Roseanne Collins, L&I |  | Robert Lane, SOS |
|  | Art Mead, FTE | **x** | Harvey Means, L&I | **x** | Leila Anoina SOS |
| **x** | Sally Brown, Ecology |  |  | **x** | Renee Lewis CFD |
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| **Microsoft Teams** | **Join on your computer or mobile app** [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZDVjOTFlZDktNjIxMy00OTU2LTkxNjUtM2VmNGVkMTFmMjkz%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%22812895f2-edce-463b-85f5-8c0ed8a700d3%22%7d) **Or call in (audio only)** +1 564-999-2000,,553692705# United States, Olympia Phone Conference ID: 553 692 705# [Find a local number](https://dialin.teams.microsoft.com/811a9140-4f87-4b3b-b4e5-c0df12d33f3f?id=553692705) | [Reset PIN](https://mysettings.lync.com/pstnconferencing) [Learn More](https://aka.ms/JoinTeamsMeeting) | [Meeting options](https://teams.microsoft.com/meetingOptions/?organizerId=812895f2-edce-463b-85f5-8c0ed8a700d3&tenantId=11d0e217-264e-400a-8ba0-57dcc127d72d&threadId=19_meeting_ZDVjOTFlZDktNjIxMy00OTU2LTkxNjUtM2VmNGVkMTFmMjkz@thread.v2&messageId=0&language=en-US)  |
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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*** |
| --- | --- | --- | --- |
|  | **Welcome**  |  | NA | Welcome members  |
|  | September Minutes | Tanyah | Decision | Tanyah reviewed – accepted by committee Kathy approved, Sally seconded.  |
|  | FTE - Spotlight | Evelyn | Informational | Spotlight for Oct. Turning Point Shelton – state retired employees work for Turning Point – creating journals. Looking for another article for names of people that work for a charity. Highlight their charity and their passion for the charity.  |
|  | Updates from SOS | SOS | Informational | Robert: Campaign kicked off with full staff – Erin, Rene, & Leila. Q & A went well. Erin took lead, Robert backed up. 30 participants first week about 20 subsequently. Mix ideas for virtual fund raising. Building the community. Qtr. three disbursement scheduled on time. Third quarter in a row. First week to give – participation was a little lower. Still had 1,401 indv. Participants Ext $50K pledged. System maintenance still working on updating applications and fix some reporting issues. Working on updating social media platforms – hopefully increase traffic on pages.Erin – she is updating manually the payroll links, updating volunteer hours as well.  |
|  | Newsletter | Evelyn | Informational | Working on second of newsletter. Newsletter trying to get info out in Thurston county area regarding our awards. Highlight details of award. Helpful hints on forms for nominations. General info. Single page. For this month – need a CFD volunteer to share their experience. Not a lot – why cfd volunteer, passion, etc.. opt for new CFD/SOS staff. Highlight them. (mutually agreed)  |
|  | Roundtable | Everyone | Sharing | Eveyln – Start to plan recognition event. Discuss reviewing nomination forms. ADD TO NOV AGENDA – SEND OLD WITH AGENDATanyah had a question regarding virtual technology for events. Some agencies may not have IT support to provide a forum for voting and paying.  CFD office says they can assist but need lots of lead time since they are getting requests from several agencies.  If photos are included like judging a pet photo or pumpkin carvings, it's best for the agency to upload the photos and have CFD set up the form for voting and paying. Sally mentioned their agency uses/used SharePoint.  |
|  | Next Steps and Wrap-Up |  |  |  |
|  | **Next Meeting: November 10, 2021** |

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| **Topics for Next Agenda(s)** | **Meeting Date** | **Assigned** | **Action Taken:** |
| Start to plan recognition event. Discuss reviewing nomination forms. ADD TO NOV AGENDA – SEND OLD WITH AGENDA |  |  |  |
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