



THURSTON COUNTY STEERING COMMITTEE

Compassion of Individuals, Power of Community



MINUTES

September 13th 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"/> Denise Clark <input type="checkbox"/> Donna Cole	<input checked="" type="checkbox"/> Sharmin Hawley <input checked="" type="checkbox"/> Evelyn Hinken <input checked="" type="checkbox"/> Jennifer Inman	<input type="checkbox"/> Kimberly Mathis <input checked="" type="checkbox"/> Sandy Mitchell <input checked="" type="checkbox"/> Jennifer Montgomery	<input type="checkbox"/> Randy Ryan <input type="checkbox"/> Tanyah Williams <input checked="" type="checkbox"/> Kelly Wilson	SOS Staff: <input checked="" type="checkbox"/> Dawn Baker <input type="checkbox"/> Jerika Ferguson <input type="checkbox"/> Stephanie Horn <input type="checkbox"/> Philip Kerrigan <input type="checkbox"/> Heather Lucas
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Time	Agenda Item	Presenter	Notes/Action Items
2:00 – 2:15	TCSC Announcements/Welcome new members	Evelyn	Evelyn welcomed Jane Nesbitt of the Health Care Authority. Jane is interested in joining the committee and we provided her an overview of how the committee is and what we do.
2:15 – 2:20	State Announcements	Dawn	Dawn shared the SOS CFD office has shipped over 10,000 wristbands and is out. CFD is also out of the animal and veteran large size posters. Also the CFD has completed all their coordinator trainings. This weekend is the CFD Golf Tournament. Next weekend is the Run CFD for homeless backpacks.
2:20 – 2:30	SharePoint status update	Evelyn	Evelyn shared that Philip and Denise are working on this but no updates were provided.
2:30 – 3:00	Local Coordinator Training Recap/Survey results	Evelyn	Evelyn shared the trainings went well. She stated that for the first training over 30 participants signed up but about 20 showed up. This was the trend no matter how many reminders were sent to those registered. Ideas were brainstormed on how to ensure those signed up came. Since this training has no cost to participants and is for an added on



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			<p>duty it can easily get prioritized down. Dawn stated this is the main reason for the drawing of a pair of Seahawk preseason tickets to one lucky participant selected from all the trainings. We will continue to brainstorm this issue.</p> <p>Survey results weren't available for all the trainings yet so they will be shared at the next meeting.</p> <p>Evelyn and Dawn on checking on the sign-in lists so we can get make one list of all the new Local Coordinators. Committee members will then divide the list and make personal contact to see if any have questions or need help.</p>
3:00 – 3:40	Nomination Form Review – Rookie of the Year	Evelyn	<p>..\\..\\2017 Nomination Forms Review</p> <p>The committee had a lengthy discussion on the why and how the nomination forms should change. Several new members were willing to help with the changes but weren't sure what we were trying to accomplish. Our goals were stated that the forms needed to contain enough quantitative information to score them accurately. Though we don't want forms so lengthy nominees don't want to fill them out or it puts a burden on committee members scoring them. Kelly shared to find what we want to measure we need to focus on our Mission and Vision Statements. These are both listed in our annual report and Kelly will email the report out to all committee members again. This will help new members that may not have seen it. Evelyn also suggested she contact a colleague who is a Organizational Psychologist to see if he'd be willing to meet with committee members to help us decide the goals/questions for the forms. Evelyn spoke highly of his ability to focus down and put in writing simple points. The committee agreed this would be helpful. Evelyn, Shar, Jennifer M, Jennifer I and Jane all volunteered to participate. Jennifer I also</p>



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			suggested having a professional form maker format the nominations. At her work site they have a group of professional form makers who then can make forms easy to use through thoughtful formatting. The committee agreed that if they were willing to assist us this would be very helpful.
3:40 – 3:50	FTE Article Ideas	Evelyn	<p>Jennifer I agreed to head the FTE article writing. She also stated it would be helpful if we had a Communication Plan including timeline so the articles could be tied in. Shar shared that she had just written a Communication Plan for her worksite and she was willing to help write for our committee. Jennifer M also has experience with writing Communication Plans. The committee decided that Shar and Jennifer M would partner to write the TCSC Communication Plan. Shar let the committee know she would be sending out emails to members seeking information as they put the plan together. The committee members appreciated the inclusion and it was made noted in the minutes so all committee members are aware. Jennifer I will then write FTE articles in synch with the Communication Plan.</p> <p>Evelyn shared with Jennifer I, and all committee members, that the FTE is available on-line only. Articles are due to Art Mead the last Wednesday of each month. FTE is on-line printed monthly.</p> <p>Jennifer M suggested that Jennifer I send her the monthly articles so she can post them on our TCSC Facebook page. This was agreed to and new members were made aware we do have a TCSC Facebook page.</p>
3:50 – 4:00	Roundtable	All	Jennifer M shared we received an email in our account from the Boys & Girls Club sharing their



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		<p>upcoming fundraiser “Born to be Wild” dinner and auction. It is scheduled at St. Martins University September 29th starting at 5:30pm. Cost is \$200 per person.</p> <p>Several committee members shared office fundraiser ideas. Jane stated they were about to start their Breakfast Cart. They travel around their offices with a cart filled with breakfast options such as hard boiled eggs, bagels, doughnuts, etc. Items are all \$1. Another idea shared was staff could buy for \$1 a cheesy/bad joke their superintendent would go tell to any designated staff. This was great as there was no cost and involved top management participation. A third idea was for \$1 you could buy a Trick or Treat for another staff. The treat could be a cookie or piece of candy while the trick could be an old pencil with the eraser gone (or something similar).</p> <p>Jennifer M stated she would like to see the committee focus shift towards supporting and mentoring Local Coordinators.</p> <p>Jennifer M proposed that we bring treats to meetings. Everyone was in agreement. Kelly and Jennifer M volunteered to provide for the next meeting.</p> <p>Several committee members asked Dawn if TCSC could have an Outlook email address so Local Coordinators can ask us questions. It was stated that if there was an address, permissions could be granted to members so they could access the emails. Dawn will check on this.</p>
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Next Meeting: October 11th 2017; 2:00-4:00 p.m. @ Department of Health, 111 Israel Rd., Tumwater (TC2) Room 158

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