



Combined Fund Drive Thurston County Steering Committee

January 10, 2018
2:00 a.m. to 4:00 p.m.
LNI TC room 405

Attendees:

X	Evelyn Hinken, L&I—Co-Chair	X	Sharmin Hawley, LOT	X	Philip Kerrigan, SOS
X	Jennifer Inman, HCA—Co-Chair		Jessica Larsen, DOR		Jerika Ferguson, SOS
X	Kelly Wilson, DSHS—Administrator		Donna Cole, L&I		Dawn Baker, SOS
X	Sandy Mitchell, HCA—Treasurer	X	Tanyah Williams, WSP		Suzanne LaVoie, LCB—Guest
	Jennifer Montgomery, DVA—Comms Liaison		Jane Nesbitt, L&I	X	Keri O'Connell, DOR—Guest
X	Denise Clark, DSHS		Art Mead, FTE Magazine	X	Shawn Caskin, DSHS—Guest
Please Review & Bring:		Please register for the meeting webinar at: https://attendee.gotowebinar.com/register/3325135756028157955 Dial in: 1-888-407-5039 Participant PIN: 95523097			

Action Item	Assigned To:	Date Due:	Action Taken:
Update Committee Member Contact List	All	2/14/18	Send Evelyn and Jennifer any updates to your contact information.
Idea Board	Shar	2/14/18	Shar volunteered to put together an Idea Board to use at meetings.
Update Interest Form	Tanyah	2/14/18	Jennifer shared both a current and past Interest Form. Members present were asked to provide feedback on forms. Tanyah has volunteered to update form.
State Library	Evelyn/Jennifer Philip	?	Evelyn & Jennifer will go with Philip to check out State Library meeting room as possible TCSC meeting site.
Volunteers needed	Committee	ASAP	Volunteers needed to update Handbook and assist Sandi with Annual Report.
Recognition Event	Evelyn/Jennifer	ASAP	Decided to form sub-committee to organize the Recognition Event. Meeting set for afternoon of 1/25. Contact Evelyn/Jennifer ASAP if you're interested and/or need the meeting date changed.
4 Areas of Focus	Evelyn	2/14/18	Evelyn asked all committee members to think about which of the 4 Areas of Focus they are interested in participating in this year.
Leadership Breakfast Speaker or location	Philip	ASAP	Email Philip ASAP if you have a suggestion for a guest speaker or location for the Leadership Breakfast scheduled May 15 or 16.
Snacks for 2/14	Keri	2/14/18	Keri volunteered to bring snacks to our next meeting.
Schedule nomination scoring meeting	Jennifer I	1/12/18	Schedule meeting on 2/2.
Send scoring instructions	Jennifer I	1/24/18	Jennifer will send committee members the instructions for how to score the nominations.
Recognition event planning	Jennifer I	1/12/18	Schedule planning meeting on 1/25. Get SOS planning materials and task lists.



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Update TCSC work plan	Evelyn	TBD	Update with SOS and project items.
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Agenda Items		Lead	Informational or Decision Needed?	Summary Meeting Notes
	Welcome	Evelyn	NA	Welcome members and guests. Fill out name tents. Enjoy treats!
1.	Updates from SOS	Phillip	Informational	<p>SOS had an annual retreat to develop a five-year strategic plan—required to remain relevant as a state agency. The WA CFD program is one of the best in the nation!</p> <p>SOS selected a theme for 2018, “Find Your Way” which will focus on telling the stories of charities, volunteers and donors. SOS is nearly done with the 2018 goals and strategic plan, and will share that soon.</p> <ul style="list-style-type: none"> SOS will stop printing large campaign posters, and is developing marketing material packets in small, medium, and large sizes. WSECU will pay for all Starbuck cards for the 1st Week to Give campaign in 2018. Leadership Breakfast scheduled for either May 15th or 16th. Theme will likely be “Go for the Gold” or Olympics inspired. Considering all venues—location may require limiting # of guests. Had trouble with breakfast & parking last year. Have charity speaker—a Special Olympian and still need a keynote speaker. Send location and speaker ideas to Philip. Masquerade Ball scheduled for October 20th. TCSC Recognition Event. Nominations due 1/26. Nominations down so far. Little Creek Casino contract \$3500 includes room, food, one drink. Starts 6pm. SOS wants a 15-20 minute slot in agenda/program and 5-10 minute slot to recognize and thank Little Creek/ Squaxin Tribe. SOS will help with whatever TCSC needs. Local Coordinator Training: SOS campaign materials will be ready before the training.
2.	CFD TCSC Elections	Phillip	Informational	<p>Evelyn—Co-Chair Jennifer—Co-Chair Sandy Mitchel—Treasurer Kelly Wilson—Administrator Jennifer Montgomery—Communications Liaison</p>
3.	December minutes	Jennifer	Decision	Minutes handed out and reviewed. Jennifer will pull action items from previous month to keep on track.
4.	New Logo	Jennifer	Informational	New logo distributed. Electronic available JPEG & Word.
5.	Update Contact List	Evelyn	Decision	Contact list distributed and members asked to check/update their information. Please send updates to Jennifer and Evelyn.
6.	2018 TCSC Meeting Schedule	Evelyn	Informational	<ul style="list-style-type: none"> Meeting schedule distributed to members. Philip offered meeting space at the State Library. Evelyn & Jennifer will go with Philip to check it out.



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				<ul style="list-style-type: none"> Used Webinar for this meeting. Sandi & Tanyah liked how it worked.
7.	Idea Board	Shar	Informational	Idea board information shared with members on what it is and how it works/helps. Use board as forum to capture ideas and facilitate decision making. Shar will come up with a TCSC board for our next meeting and facilitate its use.
8.	TCSC Binders	Evelyn	Informational	Binders were handed out to members present. Members should use them to contain/organize TCSC information. Handbook and Annual Report need updating to include in binders. Volunteers are needed to assist with updates.
9.	Volunteer Nominations Posted	Jennifer	Informational	Posted on SOS CFD website; nominations due 1/26/17.
10.	Volunteer Nomination Scoring	Jennifer	Decision	Nominations are due 1/26. Jennifer M. will send out nominations to committee members 1/29. Members will score them individually and then we will meet 2/2 to share scores and select winners.
11.	Annual TCSC Work Plan	Evelyn	Decision	Review draft work plan distributed. January discussed then due to time constraints this will be continued next month. SOS items will be added once they are finalized. "Project" items such as updating nomination forms, TCSC interest form etc. will be added.
12.	Contacting Local Coordinators and Campaign Leaders	Evelyn	Decision	Moved to next meeting.
13.	TCSC Interest Form	Jennifer	Decision	Current and past Interest Form distributed. Volunteer needed to update form. Members asked to look over and make suggestions. Moved to next meeting.
14.	Annual CFD Recognition Event	Evelyn	Information	Theme decided "Superhero's of CFD" with Embrace your cape – Everyone's a hero! Due to time it was decided a subcommittee would be needed to organize/plan for this event. A meeting was set for the afternoon of 1/25. Member's interested need to contact Jennifer I. ASAP. Jennifer will get planning materials/tasks list from SOS and members for use in planning meeting.
	Next Steps and Wrap-Up			
	Next Meeting: February 14, 2:00am-4:00pm, DOH Room 145 111 Israel Rd Tumwater			
	Adjourn			

Topics for Next Agenda(s)	Meeting Date	Lead	Comments / Notes
Contact List	2/14/18	Evelyn	Distribute updated list
Idea Board	2/14/18	Shar	Share and facilitate CFD Idea Board
Interest Form	2/14/18	Jennifer I	Share ideas/new Interest Form



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4 Areas of Focus	2/14/18	Evelyn	Sign up members in Focus Areas
Recognition Event	2/14/18	Evelyn/Jennifer	Share information from 1/25 subcommittee meeting