

& Bring:

Combined Fund Drive Thurston County Steering Committee

June 28, 2018 2:30 p.m. to 4:00 p.m. L&I HQ Room S129 Tumwater

Attendees:						
х	Evelyn Hinker	n, L&I—Co-Chair	Х	Keri O'Connell, DOR		Philip Kerrigan, SOS
х	Jennifer Inman, HCA—Co-Chair		Х	Donna Cole, L&I		Jerika Ferguson, SOS
	Jane Nesbitt, L&I -Administrator			Tanyah Williams, WSP	х	Dawn Baker, SOS
						Natalie Roberts – DOL
	Sandy Mitchell, HCA—Treasurer			Kelly Wilson, DSHS—		(Guest)
X	Sharmin Hawley, LOT Comms Liaison			Art Mead, FTE Magazine		
х	Denise Clark, DSHS					
Please Review Dial in: 1-888-407-5039 Participant PIN: 95523097						

Action Item	Assigned To:	Date Due:	Action Taken:
Annual Report	Keri & Evelyn		
Local Coordinator Trng.	Dawn & Keri		
Communication Role	Jennifer & Shar		Shar emailed Jennifer Montgomery to see who can post.

Agenda Items		Lead	Informational or Decision Needed?	Summary Meeting Notes	
	Welcome	Evelyn	NA		
1	SOS Updates	Dawn	Information	Campaign marketing materials: Sent to printer. If you would like to help with packaging stop by the SOS office Monday's in August and September from 10-2, you don't need to stay the entire time. Contact Dawn for more info. Masquerade Ball: The Governor has opened his office for the first time, it will likely be the location of the silent auction items. Trivia Night: Jerika is working, looking for a venue. Train the Trainer will happen in July.	



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Food Bank Breakfast: Scheduled for July 25 th in Lacey (see attached flyer) let Philip or Dawn know if you would like to join their table. Campaign Leader Training: Went well. John Rapp won the preseason tickets. Looking into portions being online. Decision All Decision Decision: Decision: Keri will draft a document that summarizes the year links to articles. Evelyn will find out if there is a requirement. The role hasn't been fully defined, should include the following: Updating Facebook or other social media sites Coordinate with SOS for updating website Tracking anything that is published Annual report FTE articles – coordinate and be final check before publishing Centralize information we gather – this included a discussion about where to store documents. Decision – we will use Google Drive. Jennifer will send the log-in information to the team. Shar will check in with Jennifer about Facebook page permissions All Informational Nomination forms are complete and look good. Let I has space August 10 & 13, Philip and Evelyn are out on the 13th. Keri will check for space in her building. Dawn will check Philip's available dates/times. Training Coordinator is responsible for: Training Coordinator the SOS for Qates and		T		1	
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					Coordinating with the SOS for dates and
times					times
Getting a list of attendees from SOS and					Getting a list of attendees from SOS and
sending email reminders.					sending email reminders.
Coordinating charity speakers					Coordinating charity speakers
6. Jennifer, Evelyn and Dawn are not available on the	6				
July Meeting Denise Decision 11 th . Friday, July 13 th and Friday, July 20 th were the	-		Denise	Decision	
suggested dates.		, ,			



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				Event will be a potluck at Denise's house. Denise will		
				provide beverages.		
				Address:		
				7547 Marvin Road NE		
				Olympia, WA 98516		
7.	FTE Article	Denise	Informational	Next article is due July 25 th and will be about		
	TTE AI ticle	Dellise	IIIIOIIIIatioilai	training and highlight Donna.		
8.				Evelyn is retiring from state service and will be		
	Round Robin	All	Sharing	stepping down from the committee at the end		
	7 iii Sharing Stepping as iii the sommittee at					
	of August.					
	Next Steps and Wrap-Up					
	Next Meeting: June 13, 2:00pm-4:00pm, Library					
	Adjourn					

Topics for Next Agenda(s)	Meeting Date	Lead	Comments / Notes