



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:

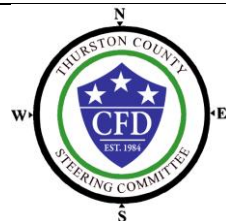
x	Evelyn Hinken, L&I—Co-Chair	x	Keri O'Connell, DOR		Philip Kerrigan, SOS
x	Jennifer Inman, HCA—Co-Chair	x	Donna Cole, L&I		Jerika Ferguson, SOS
	Jane Nesbitt, L&I -Administrator		Tanyah Williams, WSP	x	Dawn Baker, SOS
	Sandy Mitchell, HCA—Treasurer		Kelly Wilson, DSHS—		Natalie Roberts – DOL (Guest)
x	Sharmin Hawley, LOT Comms Liaison		Art Mead, FTE Magazine		
x	Denise Clark, DSHS				

Please Review & Bring:

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
1. Welcome	Evelyn	NA	
SOS Updates	Dawn	Information	<p>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.</p> <p>Masquerade Ball: The Governor has opened his office for the first time, it will likely be the location of the silent auction items.</p> <p>Trivia Night: Jerika is working, looking for a venue.</p> <p>Train the Trainer will happen in July.</p>



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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.
2.	Annual Report	All	Decision	Discussion: Who is the audience? Is it required? Decision: Keri will draft a document that summarizes the year links to articles. Evelyn will find out if there is a requirement.
3.	Communication Liaison Role	Shar	Sharing	The role hasn't been fully defined, should include the following: <ul style="list-style-type: none"> 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
4.	Project Update	All	Informational	Nomination forms are complete and look good.
5.	Local Coordinator Training	All	Sharing	L&I has space August 10 & 13, Philip and Evelyn are out on the 13 th . Keri will check for space in her building. Dawn will check Philip's available dates/times. Training Coordinator is responsible for: <ul style="list-style-type: none"> Coordinating with the SOS for dates and times Getting a list of attendees from SOS and sending email reminders. Coordinating charity speakers
6.	July Meeting	Denise	Decision	Jennifer, Evelyn and Dawn are not available on the 11 th . Friday, July 13 th and Friday, July 20 th were the 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 training and highlight Donna.
8.	Round Robin	All	Sharing	Evelyn is retiring from state service and will be stepping down from the committee at the end 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