

Minutes of LFCC Meeting March 5, 2010

The 1st Quarter meeting of the LFCC convened on March 5, 2010 at 10:00 a.m. at Community Health Charities of Florida – Training Room at Tallahassee, Florida. Those attending the meeting were:

William McCool, US District Court, Chair
Richard Mildenberger, US Bankruptcy Court, Treasurer
William Blevins, US Bankruptcy Court, Giving Back Coordinator
Jill May, US District Court, Secretary
Judy Miller, US Bankruptcy Court, LFCC
Alan Burbee as proxy for Lydia Burns, US Health & Human Svcs., LFCC
Brian Wiggins, Bureau of Prisons, LFCC
Perry Laycock, Social Security Admin., LFCC
Gwen Cooper, Community Health Charities, PCFO
Ashley Kontos, Community Health Charities, PCFO
Alison Dodson, United Way Big Bend

Members unable to attend and with no proxy representative:

Steve Wyman, US Postal Service, LFCC
Michelle Mitchell, US Dept. of Agric./Forestry, LFCC

1. Welcome/Thank You's

The meeting was called to order. Participants were welcomed and introductions were made. New members for 2010 are Michelle Mitchell, Steve Wyman, Brian Wiggins, and Perry Laycock and will serve for 2 years. A motion was made and seconded to re-nominate all current members and approve all new members. A quorum exists.

2. Treasurer's Report

- **2008 Campaign:** The final agency disbursements have been made for the 2008 campaign. LFCC needs to grant \$10,778.35 as expenses of 2008 campaign to close it out based on amounts provided by UWBB. OPM reported that one charity ceased doing business, and therefore that contribution needs to be returned. Since it was such a small amount, a motion was made and seconded to write off the amount. The cost for 2008 audit has been budgeted for \$2500, and discussion ensued on whether the \$10,778.35 requested by UWBB includes the audit amount or not. Richard Mildenberger will follow-up by email confirming the breakdown of amounts left for the 2008 campaign. A request was made for UWBB to provide the LFCC with an official memo for their remaining 2008 expenses along with a separate request to pay the auditors the \$2500 once the auditor's invoice is received. As the last quarterly agency disbursement was made prior to the meeting in contrast to what was requested by the LFCC, any shortage in funds after the \$2500 is deducted will need to be absorbed by UWBB. United Way was reminded that when the 2009 audit report is finished, it and the auditor's invoice should come directly to LFCC with a copy to UWBB.

- **2009 Budget to Actual:** All expenses are on track, except for printing costs which were in the negative. We should be able to stay within the budget for our next campaign. It was recommended and approved (NOTED BELOW) that the expense payments for 2009 forward will be split up and paid three times during the year, with the disbursements to the PCFO as follows: 1st and 2nd quarter combined for approval at the 2nd quarter meeting and approval for the 3rd and 4th quarters at those quarterly meetings. CHC will provide treasurer with request prior to the LFCC meeting. Discussion regarding percentage of 10% costs. Currently ours is 17.22%. We should continue to try to get costs as low as possible, but with hopes of increased pledges in 2010, the cost percentage should go down.
- **Proposed 2010 budget:** A motion was made and seconded that the 2010 proposed budget be approved.
- **1417 distribution to agencies:** The 1417 report is completed. The first distributions for the 2009 campaign to charities will be made by April 1st.
- **2009 audit process:** Gwen Cooper reported that the bids have gone out to do FY10 audit. However the auditor needs to look at previous audits, and some of the previous reports were not sufficient for OPM requirements. A fee of \$2800 has been set aside for the 2009 campaign audit. The 2010 audit process will include 2008 campaign related disbursements (UWBB) and 2009 campaign compliance with OPM regulations (CHC).

3. LFCC Calendar

- **Applications:** Annual review of applications will take place on April 12, 2010 at 9:30 a.m. at CHC training room. Persons volunteering to review applications were Bill McCool, Jill May, Judy Miller, Perry Laycock, and Bill Blevins.
- **Dates of 2010 campaign:** Bill McCool suggested that the campaign dates be staggered this year. September is usually busy for most federal agencies since it is the end of the fiscal year, however it is a perfect time for the Post Office. Lengthy discussion on how to stagger the kickoff and the campaign dates to accommodate everyone. It was decided that the kickoff lunch will be held on August 31st, with training to begin that morning. Each agency can do their own campaigns for any 6-week period between September 7th and November 30th. Once an agency starts handing out pledge forms, then their 6-week campaign formally starts.
- **Other campaign issues:** It was agreed that a Campaign Coordinator of the Year award be added to the awards criteria. Bill McCool encouraged all to be thinking about a campaign theme for 2010. The Kickoff luncheon on 8/31 will include an agency fair so participants can have direct access to local agencies that the monies will be helping.

4. Report from PCFO

- All deadlines have been met and the 1417 submitted. Bookkeeping is ready for the first disbursements. Photos from the victory celebration of award recipients will be posted to the web page in the near future. Gwen and Bart Cooper will try to recruit corporate sponsorships for some of our activities. A CFC member from Tampa Bay suggested combining group buys on incentives and awards to get a better price for everyone.

- The draft updated pledge form was discussed; FCI offered to get a bid on printing the customized forms through their printing house; could also piggyback on Tampa or Fort Walton Beach's order.
- **Survey status:** Only one response was received, possibly due to the email being caught in spam filters. All email addresses should be checked and updated.
- **Awards:** A handout of different eagle selections for the new leadership givers was discussed. Ashley will email out the colored brochure for further review, and a final selection will be voted on at a later meeting.

5. Chairman's Report

- **Governance Document:** This was emailed prior to meeting for all to review. No changes needed, but comments are still welcomed.
- **Meeting with Postmaster Keith Perle:** This was a very positive meeting and Keith is very interested in getting his employees actively contributing. The regional USPS has over 400 employees, many in outlying areas, and their involvement will be crucial to increasing our fundraising for 2010. It was Keith's suggestion that their campaign be staggered to take advantage of their slow time in September. Even though he couldn't attend the LFCC meeting, he is still willing to help in outreach efforts.
- **Vice Chair Vacancy:** Bill McCool has sent out invitations, but has no commitments yet.
- **Report on CFC Conference in Tampa:** Very worthwhile and productive event; recommendation that PCFO/LFCC send someone to attend every year. Bill was able to discuss directly with OPM his concerns about their compliance regulations, and the need for more advanced web applications, i.e. E-giving options. One of the topics discussed at the conference was mergers between the smaller LFCCs. Bill felt it would not be advantageous for us to merge with another LFCC because we are more organized.
- **Giving Back event:** Bill talked to other groups at the conference who held creative giving back events. Discussion ensued regarding the success of our canned food drive in the past campaign. It was agreed that the food drive will continue in conjunction with the campaign, but Bill Blevins will present ideas for service projects at the next meeting.

6. Next meeting:

The next meeting will be held on May 21st at 10:00 a.m. at the CHC Training Room.

The meeting adjourned at 12:00 p.m.