

Minutes of LFCC Meeting May 21, 2010

The 2nd Quarter meeting of the LFCC convened on May 21, 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
Lydia Burns, US Health & Human Svcs., LFCC
Bryan Wiggins, Bureau of Prisons, LFCC
Perry Laycock, Social Security Admin., LFCC
Gwen Cooper, Community Health Charities, PCFO
Barton Cooper, Earthshare
Steve Wyman, US Postal Service, LFCC
Faye Wayland, Federal Public Defender, LFCC
Michelle Robertson, US Forestry Service, LFCC

1. Welcome/Thank You's

The meeting was called to order. Participants were welcomed and introductions were made. A quorum exists. Corrections to March minutes made, and approved.

2. Treasurer's Report

- **2008 Campaign:** Ending bank balance with the CFC account held by United Way is \$10,882.29. The outstanding balance to be paid to UWBB for 2008 campaign expenses is \$10,778.35. The remaining \$103.94 is to be transferred from UWBB to CHC, on behalf of CFC. There are two outstanding checks that were paid to the American Sudden Infant Death Syndrome and Leon Advocacy & Resource Center charities that total \$69.57. If these funds haven't cleared the CFC/UWBB account by 7/31/10, UWBB will transfer these funds to the CFC account held by CHC, and the checks will be reissued to the charities or payment stopped. Written CFC Financial Notes by Richard Mildenberger is attached.

3. Theme for 2010 Campaign

- **Logo Graphics:** Two graphics choices were narrowed down, discussed and voted on. The iCare graphics was chosen but will be modified to include tag words "I make a difference." PCFO staff will modify the graphics and email out to members.
- **Eagle Selection:** A motion was made and approved to retain the current eagle for leadership award.
- **Dates of Campaign:** The Fall campaign will run from Wednesday, 9/1/10 to 12/2/10. The USPS' campaign will be from 9/1/10 to 10/15/10. All other agencies will campaign from 10/18/10 to 12/2/10. PCFO staff will coordinate directly for USPS at all sites and outlying

areas. The kickoff event at CFC will be on 8/31/10, starting with training for keyworkers at 10:00 a.m., and luncheon for keyworkers and agency heads at noon. Richard's catering will provide the meat and beans. The CFC will invite all local charitable agencies to come and have booth displays. The BOP event will be held on 10/19/10, and the Courthouse event will be held on 10/20/10. The USPS is invited to speak at the event on the outcome of their campaign.

4. Re-approval of Budget

- An additional \$50 will be added to the postage line item to cover certified mail costs.
- CHC requested payment for expenses in 1/3 installments, instead of quarterly installments. After much discussion, a motion was made/approved for expense disbursements to be made in 1/3 installments. CHC will tender an invoice in the amount of **\$5762.26** in June, September and December. The invoices will have the cost of the audit withheld, since that expense will come at a later time.

4. Report from PCFO

- A motion was made/approved for minor corrections to be made to March minutes. Gwen will coordinate with Jill re: corrections.
- The 2010 Big Bend CFC Approved Agencies list (attached) was distributed. After discussion, it was agreed that the United Way agencies will be listed first in the campaign booklet, followed by the CHC agencies, then the local independent agencies.
- The BOP/FCI cannot print the pledge forms as previously offered. It was agreed that we will use the same pledge forms as last year, and the keyworkers will be trained on how to fill out.
- Printing costs of the campaign booklets were reviewed. After further discussion, it was agreed that the USPS will collect and recycle unused booklets from their campaign to pass on to the other agencies. That way the printing costs will stay the same at 1,200 books.
- Recruitment is underway for new campaign coordinator position due to resignation of Ashley Kontos. PCFO staff will email out a position description; salary is set at \$31,000 with benefits. It was also suggested that we solicit for a loaned executive to help out during the fall campaign. PCFO staff will write a formal solicitation to send out to agency heads.
- Keyworkers at agencies need to be identified, and names forwarded to the PCFO.

5. Giving Back

- Three ideas for a giving back event were discussed: 25th anniversary Breast Cancer Walk held in October; Creaky Bones Run/Walk on October 31st for the Arthritis Foundation; and a Cystic Fibrosis football tailgate event. It was agreed to focus on one formal giving back event, but posting all local events to calendar on our website and encouraging all employees to volunteer or participate. We will still continue the canned food drive in conjunction with

the fall campaign. Bill Blevins will update us with more information after he looks into the proposed events.

- 6. Next meeting:** The next meeting will be held on Friday, August 13th at 10:00 a.m. at the CHC Training Room.

The meeting adjourned at 11:30 a.m.

Big Bend Combined Federal Campaign 2009 & 2010 Budget

	2009 Approved	2009 Actual	over/ under	2010 Proposed
Campaign Staff				
Costs-includes salaries, occupancy, taxes, travel	10,250.00	9,125.00	1,125.00	10,000.00
Finance Staff	2,000.00	2,000.00	0.00	2,000.00
Audit	2,800.00	2,800.00	0.00	2,800.00
Processing	500.00	0.00	500.00	0.00
Campaign Supplies	300.00	148.73	151.27	300.00
Postage/Shipping	200.00	0.00	200.00	100.00
Printing	1,900.00	2,022.97	-122.97	2,200.00
Events	1,050.00	881.32	168.68	1,000.00
PR.Ads	85.00	0.00	85.00	50.00
Awards	1,500.00	1,184.99	315.01	1,500.00
Website	200.00	141.60	58.40	50.00
PCFO Conference-2	1,875.00	1,782.18	92.82	995.19
Expense Totals	22,660.00	20,086.79	2,573.21	20,995.19
Sponsorships for events	0.00	200.00	200.00	250.00
				\$
TOTAL Pledges	116,447.68			\$117,000.00
				\$
Total Income		116,647.68		\$117,250.00
Cost Percentage		17.22%		17.91%

*Proposing increase from \$100 to \$150 -
based on current postage usage & possible raising of
prices

2010 Local Charity Listing FINAL

United Way of the Big Bend, Inc.

United Way of the Big Bend, Inc.
2-1-1 Big Bend, Inc.
A Life Recovery Center, Inc.
The Alzheimer's Project, Inc
American Red Cross Capital Area Chapter
America's Second Harvest of the Big Bend
Big Bend Cares
Big Bend Habitat for Humanity
Big Bend Homeless Coalition, Inc.
Big Bend Hospice
Big Brothers Big Sisters of the Big Bend
Boys & Girls Club of the Big Bend, Inc.
Boy's Choir of Tallahassee
Boy Scouts of America
Brehon Institute
Capital Area Community Action Agency
Capital Area Healthy Start Coalition
Capital City Youth Services, Inc
Catholic Charities of Northwest Florida
Capital Region YMCA
Ability 1st
Children's Home Society of Florida
Dick Howser Center for Childhood Svs.
Elder Care Services, Inc.
ECHO Outreach Ministries
Epilepsy Association of the Big Bend
Fellowship of Christian Athletes
Girl Scout Council of the Apalachee Bend
Kids Incorporated of the Big Bend
Legal Aid Foundation
Legal Services of North Florida, Inc.
Lighthouse of the Big Bend
Literacy Volunteers of Leon County, Inc.
Lutheran Social Services of North Florida
Mothers in Crisis
Consumer Credit Counseling Services
Neighborhood Health Services
Office of Public Guardian, Inc.
PACE Center for Girls
Planned Parenthood of North Central FL
Pregnancy Help and Information Center
Refuge House
Special Olympics Florida Big Bend Area
The Shelter
Turn About, Inc.
Wakulla County Senior Citizens Council,

Community Health Charities of Florida

Community Health Charities of Florida
ALS Association Florida Chapter
Alzheimer's Association
American Cancer Society
American Diabetes Association, Inc
American Heart Association
American Lung Association in Florida
Arthritis Foundation
Autism Speaks Florida
Camp Boggy Creek
Childrens Tumor Foundation
Cystic Fibrosis Foundation-Florida
Dan Marino Foundation Inc., The
Easter Seals Florida Inc
ARC/Florida
Florida Breast Cancer Foundation
Florida Hospices and Palliative Care
Florida SIDS Alliance
Hemophilia Foundation of Florida Inc.
JDRF
La Amistad Foundation Inc
Leukemia & Lymphoma Society,
Lupus Foundation of America FL Chpt.
March of Dimes, Florida Division
Muscular Dystrophy Association, Inc.
National Kidney Foundation Inc
Prevent Blindness Florida
Sickle Cell Disease Association
Special Olympics Florida

Local Independent

Air Compassion Florida
Bethany Christian Services of Florida
Child's Play Foundation
Covenant Hospice
Eckerd Youth Alternatives
Florida Council Against Sexual Violence
Florida Governor's Council on Indian Affairs
Florida Wildlife Care, Inc.
Florida Wildlife Federation
Gainesville Fisher House Foundation
H.O.R.S.E. Inc
Isiah Foundation Inc.
Jefferson Sr. Citizen's Center,
Kids Beating Cancer
Lupus Support Network
Operation Home Front - Florida
Ronald McDonald House Charities North &
Tampa
Senior Citizens Council of Madison Cty
Shriner's Hospital for Children
United Negro College Fund
Volunteer Way