

## **Minutes of LFCC Meeting December 11, 2009**

The 4th Quarter meeting of the LFCC convened on December 11, 2009 at 9:33 a.m. at Community Health Charities of Florida – Training Room at Tallahassee, Florida. Those attending the meeting were:

William Blevins, Chair  
William McCool, Vice Chair  
Richard Mildenberger, Treasurer  
Faye Wayland, Giving Back Coordinator  
Judy Miller, Secretary  
Sarah Carraway as Proxy for Marlena Hopkins, LFCC  
Kathy Cochran, LFCC  
Lawanda Dean-Jones, LFCC  
Perry Laycock, Social Security Admn.  
Gwen Cooper, Community Health Charities, PCFO for 2009  
Ashley Kontos, Community Health Charities  
Sue Marshall-Jones, United Way Big Bend  
Barton Cooper, EarthShare

Members unable to attend and with no proxy representative:

Warden Paige Augustine, LFCC  
Lydia Burns, LFCC  
Captain Roniece VanDyke, LFCC

### **1. Welcome/Thank You's**

The meeting was called to order. Participants were welcomed and appreciation was expressed for the members' time and diligence in attending LFCC meetings recognizing busy workloads and schedules. A quorum exists.

### **2. Follow-Up Items**

- **2007 Campaign Audit:** The 2007 audit and 2008 campaign compliance information was completed and submitted to OPM on September 4 along with United Way's feedback. As of this date, OPM has not asked any questions or requested any clarifications. United Way was reminded to assure that the 2007 items noted in the audit are appropriately handled for the 2008 campaign. Bill Blevins will provide Bill McCool with a full copy of the September 4 submission package. Information and instructions relating to the audit process will be provided to CHC as FYI.
- **Model Pledge Form Suggestions:** Prior to the meeting the LFCC was asked for suggestions for any changes needed for the 2010 Pledge Form. It was suggested that a change be made regarding Leadership Giving to add check boxes to include information for: New; Current; 1%; and \$1,000 Leadership donors. CHC will provide a draft Pledge Form to the LFCC for final approval.

- **2010 Application Forms:** Gwen noted that changes to the IRS Form 990 could cause some confusion during the application process in 2010. A checklist will be provided to the LFCC to assist in reviewing the new 990 form during the review process. As the PCFO, Gwen recommends that 20% of all applications from agencies that are recertified each year by their Federation be reviewed by the LFCC to assure compliance with the new 990 form requirements in line with OPM's recommendations. The LFCC requested more information on this recommendation which will be provided by Gwen and submitted to the LFCC for final decision.
- **2010 Application Forms:** Ashley reports that the 2010 application form is ready to post today. A memo explaining the changes will be posted and will be included with any mailed applications.
- **Website:** Up and functioning well.

### 3. **2009 Campaign/Reporting**

- **Initial Status and Feedback:**
  - While final totals are down, some agencies were significantly up and some who have not participated in the past did so this year.
  - It was noted that nationwide, the Post Office is down in most areas and very significantly in many due to early retirements and job insecurity. All out-lying post offices in our area were contacted this year and the expectation is that they can be cultivated in upcoming years. (They do not fall under the same unit executive as Leon County Post Offices.)
  - Per person giving was up
  - Deadlines were met.
- **Budget:**
  - Richard distributed a spreadsheet for expenses. All expenses are expected to be at or below projections except printing for campaign booklets.
  - Campaign booklets: Prior to the campaign, the LFCC had voted to print the majority of the campaign booklets without the 25 word description in an effort to cut printing costs. The original order was for 1000 booklets without the 25 word description plus 60 with the description. When more employees were located in our area, an additional 50 booklets were printed in-house with the 25 word description for a total of 1130. At the next LFCC meeting, CHC will report on the number of booklets purchased in 2008 versus 2009 and provide a cost comparison.
- **Survey by CHC:** It was suggested that CHC sent out an email survey to keyworkers regarding the 2009 campaign. A PDF draft will be forwarded to the LFCC prior to sending out to keyworkers. The results will be reported at the February meeting. Some suggested survey topics are:
  - Feedback from keyworkers on the campaign booklets without the 25 word statement – like, dislike, complaints, etc.
  - What did you like about the campaign; dislike?
  - Events

- **Recognition/Celebration Event: date, theme, criteria for main award**
  - The recognition event will be held at the CHC Training Facility on February 17 or February 18 (depending on availability). Gwen will confirm the date based on availability. [Ashley has confirmed that the meeting room is available for February 17.] The LFCC will have its first quarter meeting prior to the lunch time event.
  - Theme: tropical/Hawaiian
  - Traveling trophy: Bill will work with CHC on selecting 3-5 agencies based on items such as increased giving, percentages of employees giving, Leadership Giving and will send the proposed list out to the LFCC for vote. Judy will develop a list of criteria for consideration at the February LFCC meeting, so that the 2010 criteria can be decided upon and this award will be promoted at keyworker training and during the campaign.
  - Leadership Giving: The Eagles currently being used are purchased locally. The PCFO noted that the CFC awards catalog has four pages of various eagles that we might be able to select from that could save money for these purchases. It was noted that we like the current size/shape of the eagle which provides space on the base to add additional years of recognition for leadership giving. Ashley will email the pictures so that the LFCC can vote whether to select an alternative eagle or continue with the same one currently being used.

#### 4. **2008 Budget with United Way Big Bend**

- Reminder that last quarter expenses for the 2008 campaign need to be requested and authorized at the February meeting.
- No transfers can take place without LFCC approval.
- Auditor – assure billing and audit is addressed to LFCC with a copy to the UWBB. The items should not be billed or addressed directly to UWBB in line with OPM regulations.

#### 5. **2010 LFCC**

- *New Chair and Vice Chair:* Bill McCool will become Chair of the LFCC on January 1. Bill reports that he is actively recruiting a Vice Chair and should have someone by January 4.
- *Transition:* Bill Blevins and Bill McCool had a transition meeting and plan to hit the ground running.
- *Members Leaving and Joining:* Terms for Lawanda Dean-Jones, Kathy Cochran, Marlana Hopkins and Paige Augustine end on December 31.
  - Perry Laycock has agreed to serve 2010-2012. This is greatly appreciated and fulfills the Committee's desire to have representation from a large agency like the Social Security Administration.
  - Sarah Carraway, U.S. Post Office, is expected to fill the vacancy of Marlana Hopkins and she will confirm her availability ASAP.
  - Derrick Brown, FAMU ROTC, has been approached regarding serving on the LFCC; but no confirmation yet.
  - Lydia Burns has another year on the LFCC. The Committee requests that a proxy representative attend when Ms. Burns is out of town and unable to attend.
  - A motion was made, seconded and carried to remove Roniece Van Dyke for lack of participation in accordance with the Governance Document for the LFCC.
  - We have at least two openings on the LFCC that need to be filled and Bill McCool and Gwen Cooper will discuss options for filling them prior to the February meeting.

- It is requested that the PCFO provide recognition at the February Celebration for the service of Lawanda Dean-Jones, Kathy Cochran and Marlena Hopkins for their support, time and service to the LFCC Committee.
- *1<sup>st</sup> Quarter Meeting:*
  - Officers will need to be elected at the 1<sup>st</sup> Quarter Meeting of 2010.
  - The Governance Document will be reviewed at the February meeting and necessary changes will be made.
- *Calendar of Events:*
  - Applications will be submitted from March 1 through 5 p.m. on April 1.
  - The LFCC will review applications on April 12. [Availability of the CHC Training Room has been confirmed for April 12.]
  - Submit budget proposal by February 1 so that it can be considered and approved at the February meeting.
- *CFC Workshop:* Funding was provided for the LFCC Chair and a CHC representative to attend the 2009 Workshop which was deemed to be very beneficial. Bill Blevins recommended that two people attend again in February of 2010 and that this be added to the 2010 budget. Gwen suggested that Barton Cooper attend and that EarthShare, CHC and CFC share his expense along with the LFCC Chair. A motion was made, seconded and carried. Bill McCool will work with Gwen on the details and arrangements.

## **6. Executive Session**

The LFCC went into Executive Session to determine PCFO Selection/Continuance for 2010. Sue Marshall-Jones, Gwen Cooper, Ashley Kontos and Barton Cooper were excused.

During the 2009 bid solicitation for a PCFO, the advertisement allowed for either a one year or a three year PCFO service period which required annual LFCC approval for continuance. Community Health Charities submitted a three-year application and was selected on February 10, 2009 to serve as PCFO through the 2011 campaign. We recognize and believe that many positive campaign strategies were implemented in this first year with the new PCFO and that this was a successful campaign, especially considering the unique challenges we faced in 2009. The LFCC also recognizes that the percentage of administrative expenses to funds raised is a little higher than hoped due to the extreme economic conditions in our community combined with numerous agency keyworker changes, early retirements and the fear of agency layoffs which combined to produce lower participation at some agencies.

A Motion to continue Community Health Charities as the PCFO for 2010 was made, seconded and unanimously approved. Bill Blevins, Bill McCool and Gwen Cooper will meet to discuss goals and expectations for 2010.

Verbal notice of PCFO selection will be provided to Community Health Charities immediately following the meeting to be followed up by formal written notification.

## **7. Next Meeting:**

The next meeting will be held on February 17 at 9:00 a.m. at the CHC Training Room.

The meeting adjourned at 11:45 a.m.