

Minutes of LFCC Meeting August 13, 2010

The 3rd Quarter meeting of the LFCC convened on August 13, 2010 at 10:00 a.m. at Community Health Charities of Florida – Training Room at Tallahassee, Florida. Those attending the meeting were:

Perry Laycock, Social Security Administration, 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., Vice Chair
Bryan Wiggins, Bureau of Prisons, LFCC
Vanessa Cobb, US Postal Service, LFCC
Gwen Cooper, Community Health Charities, PCFO
Ginny Lioon, Community Health Charities, PCFO
Barton Cooper, Earthshare
Alison Dodson, United Way

1. Welcome/Change of Command

The meeting was called to order. Participants were welcomed and introductions were made. A quorum exists. Perry Laycock will take over as the new chairperson due to Bill McCool's transfer to Seattle, WA. Vanessa Cobb will be taking over for Steve Wyman at USPS. All other positions will remain the same for continuity's sake. The May 2010 minutes were approved with no changes.

2. Treasurer's Report

- 2008 Campaign: The two outstanding checks that were paid to the American Sudden Infant Death Syndrome and Leon Advocacy & Resource Center were reissued and have now cleared the bank. The remaining \$103.94 was transferred from UWBB to CHC. There are no more funds being held by UWBB on behalf of CFC.
- 2008 Audit Report: The audit report from the 2008 campaign has been received. The report needs to be sent to OPM by 9/15/10 with the following attachments: a letter from UWBB indicating what the findings are and their response; report from Richard Mildenberger on the 2009 campaign, cover letter from Perry Laycock.
- VA employees had to resubmit their contributions because the checks weren't going through for the 1st quarter distributions, but this was resolved in 2nd quarter. Richard and Gwen will meet re: distribution problems.
- Funds were held aside to pay for the auditors. Richard will follow-up with Nelson regarding payment of the bill. The audit findings from the '07 campaign were repeated again in the '08 campaign.

- Gwen indicated that the technology report was due to OPM in June. She will find out from OPM if they still need the report, and if so she will use last year's form and send it to Perry.
- The 1/3 distribution to PCFO was made in the amount of \$5762.26. The other two installments will be invoices in September and December.

3. PCFO Report / Campaign Updates

- Through an e-mail vote, the campaign kickoff was moved to September 17th. Flyers have been sent out to last year's agency keyworkers. Training for keyworkers will start at 10:00 am, with speakers from Earthshare and Leukemia & Lymphoma Society. Keynote speaker for the kickoff luncheon will be from Angelflight. Five agencies have RSVP'd to have tables set up for the agency fair. Richard Mildenberger's BBQ catering will provide pulled pork, beans, for cost plus \$20 for supplies. GEICO has been contacted to be a sponsor for either this year's kickoff or next year.
- The local charity list has been received back from OPM with 4 charities needing to provide the required IRS affirmation letter. The letters have been received from 3 charities, but one is still outstanding from Alzheimer's Project. The deadline to send the complete list to OPM for final approval before printing is 9/17/10. Motion was made and approved that if the letter has not been received from Alzheimer's Project by 9/20, then they will not be included in this year's list of local charities. When the initial call for applications in 2011 goes out, we need to have an affirmation letter on file for each agency so we don't run into this same problem again.
- The PCFO is meeting with USPS on 8/16 to set up contacts, keyworkers, campaign plan, etc. The campaign for the USPS will run from 9/20 thru 10/29. The other agencies' campaigns will run from 10/18 thru 12/2. The pledge forms are due to arrive today; the charity booklets will be recycled from the USPS campaign for use at the other agencies' campaigns. Elite Printing is again printing the booklets for us this year; 1200 will be distributed without the 25-word charity description. We will be provided a master booklet and CD with the 25-word descriptions. Text will be added to the back of the booklet directing employees to go to the website and review descriptions if desired. Three different choices of graphics for the booklet were presented, and it was decided to use the sky background on #2 and have the iCare logo added. Ginny will modify and send out a draft to review.
- For publicity, local media will be contacted. It's important for media to portray instances of federal government employees giving back. Gwen will create some posters for each agency to print out and use. A video from Tampa Bay will be shown at the kickoff.
- The following motions were made and approved regarding the 2010 campaign: The goal for the 2010 campaign is 10% increase for 2010 ("10 for 10"). We will not post per-capita giving per agency on our website. Guidelines regarding agency eagle award were voted on. Each agency will be subjectively ranked according to 1) number of overall campaign events, 2) percentage of increase in giving over last year; 3) percentage of employee participation; and 4) participation in campaign events. The agency eagle award will be voted on prior to the Victory luncheon via e-mail.

5. Giving Back

- The Cystic Fibrosis tailgate is set for 10/28 at the Antique Car Museum for the FSU v. NC State game. This is a fundraising event, however the charity may need volunteers and this would be a perfect giving back event to encourage agency employees to participate in. Bill Blevins will forward more information via email.
- We will start promoting the Second Harvest canned food drive at the kickoff event, and it will conclude on Nov. 5th. All cans should be delivered to CHC on Friday, Nov. 5th, and Second Harvest will pick up on Monday, Nov. 8th. Last year's amount was 670 pounds. Our goal for 2010 is 1,000 pounds.
- The Big Bend Coastal Cleanup opportunity will be promoted on our website and at the kickoff event.

6. Next meeting: The next meeting will be held on Friday, December 10th at 10:00 a.m. at the CHC Training Room. A motion was approved for Bryan Wiggins to take over new member recruitment.

The meeting adjourned at 12:00 p.m.