

## **Minutes of LFCC Meeting May 23, 2011**

The 2<sup>nd</sup> Quarter meeting of the LFCC convened on May 23, 2011 at 1:00 p.m. at Community Health Charities of Florida – Training Room at Tallahassee, Florida. Those attending the meeting were:

Perry Laycock, Social Security Administration, Chair  
Lydia Burns, US Health & Human Svcs., Vice Chair  
William Blevins, US Bankruptcy Court, Giving Back Coordinator  
Jill May, US District Court, Secretary  
Faye Wayland, Federal Public Defender, LFCC  
Sarah Carraway, US Postal Service, LFCC  
L Fay Dean-Jones, Social Security Administration, LFCC  
Michele Robertson, US Dept of Agric., Forestry, LFCC  
Bryan Wiggins, Bureau of Prisons, LFCC  
Shirley Rozar, Dept. of Homeland Security, Guest  
Gwen Cooper, Community Health Charities, PCFO  
Barton Cooper, EarthShare

### **1. Welcome**

The meeting was called to order. Prospective member, Shirley Rozar, Department of Homeland Security, was introduced. Ginny Lioon's grandfather passed away and will not be at the meeting today; Gwen and Barton Cooper will attend in her place. Corrected minutes from the February 23, 2010 meeting were approved. Quorum exists.

### **2. Treasurer's Report**

- Proposed 2011 budget as sent to OPM was presented by Gwen Cooper. The proposed budget is very similar to last year, but the biggest difference is the actual cost of National CFC conference which doubled. Last year the cost was shared between CHC and Earthshare and the PCFO. This year CHC and Earthshare didn't attend the national conference, but the LFCC had already approved the conference for two people without knowing what the actual costs were going to be. The actual cost for the two people to attend the 2011 conference only included cost for one hotel room; Ginny stayed with friends. Since the conference is an expensive item, will need to be revisited for 2012 budget. Three line items on the proposed budget for printing were adjusted because it is unknown what the costs will be for 2011 campaign. Did not want to budget money for a sponsorship because we don't have a prospect secured.
- Total budget represents 18% administrative costs. Comparative budgets of other campaigns were shared. Biggest difference in the Greenville County (SC) and Jefferson County (AK) budgets was those are only covering one county; our CFC campaign covers multiple counties. The 2011 budget shows that the PCFO has 420 documented manpower hours, but Gwen and Barton's time is not charged, and not all of Ginny's time is charged. The amount of manpower is the same regardless of a \$500,000 campaign or \$100,000 campaign. We will need to have serious discussions going into 2012 regarding budget. Perry Laycock has discussed the 18% budget with OPM, and they are comfortable with that, especially in favor of us picking up another county. Motion to approve minutes as corrected passes.

- Further discussion re: cutting costs from the 2011 budget including cutting printing costs for the charity booklets and going mainly to PDF electronic access. Last year's booklets were shared with the Post Office, and we will want to do that again this year. Some agencies don't have computer access for all employees, and those will need to be taken into consideration for this year's campaign. Gwen Cooper will look at the breakpoint for printing costs, and then some agencies can send employees a link to the PDF and/or print the booklets inhouse for their employees.
- The 2009 external audit is due to start between May and August 2011, budgeted cost of \$2800. Gwen Cooper will ask Richard Mildenberger to participate in the 2009 audit since he was the treasurer during that time period. The internal LFCC audit for 2010 can be done at anytime, will be set up with Ginny Lioon and Lydia Burns, and involves testing the pledge forms with the receipts.
- Motion to accept proposed 2011 budget passes.
- Treasurer Lydia Burns has prepared letters to solicit auditor bids for the 2010 external audit. LFCC will communicate with PCFO for solicitation.
- Discussion regarding bill in Congress to require all federal employees under the FERS system to contribute 5% into their retirement (graduated at 1% per year). This will impact CFC contributions, along with cuts to COLA increases.
- Recommended goals for 2011 campaign: No increase in monetary amount, but an increase in campaign participation. PCFO will work with the individual agencies to decide how to increase that participation rate. There are new contacts in some of the agencies that PCFO will connect with to get their participation for 2011 campaign. **GOAL for 2011:** 50 new participants for the 50<sup>th</sup> anniversary; yielding a 6% monetary increase.
- Discussion re: budgeted amounts for awards. Our LFCC is one of the only campaigns that give out eagles for 1% contributions versus \$1,000. Many of the LFCCs give out smaller less expensive eagles. For the next meeting, need to discuss possibility of limiting eagle awards to \$1,000 contributions.
- Discussion re: disbursement schedule. The 2010 campaign has not been closed out yet; not all expenses are in yet. Distributions from 2010 campaign to charities will be made by 3/28/11 for first quarter. The remainder quarterly distributions will be made by 7/1/11, 10/1/11, and 3/1/2012. Payments to PCFO for 2010 work will be disbursed in three amounts as follows: \$5,000 in July, \$5,000 in October and the remainder paid in March 2012. Motion to pay \$5,000 on 7/1/11 to PCFO passed.

### 3. **Chairman's Report**

- Cultivation calls: Ginny prepared a list for Perry to review of agencies who contributed last campaign versus new agencies. Priority will be given to targeting bigger agencies that had lower participation in past campaigns, and then next contacting agencies that didn't participate at all. Cultivation calls to ODAR will be made in late summer due to administration changes.
- No one else has come forward to take over the vacant treasurer position. Lydia will be glad to stay as treasurer for the remainder of 2011. Motion made for Lydia Burns as treasurer thru 2011 passed.
- Discussion was held about merger with NWCFC; so far no response on request for presentation. OPM is aware of our interest in taking over Marianna BOP; the warden is very supportive of CFC. A carton of books were delivered to Marianna BOP for last year's campaign, but no instructions or follow-up by NWCFC. Both the PCFO and Bryan Wiggins will be glad to do the legwork to get Marianna BOP involved in CFC; if there was no

solicitation made in the past, then OPM will give our LFCC/PCFO permission to solicit them. Perry will make contact with BOP warden in Marianna. NWCFC's website has more of a United Way presence than CFC, and this was pointed out as well to OPM.

#### **4. LFCC Calendar Updates**

- Next quarterly meeting will be August 9th at 1:00 p.m.
- LFCC kickoff will be held on September 16<sup>th</sup>; Bryan Wiggins will check to see if BOP is available to hold training/kickoff from 9:00 to 1:30 p.m.
- 2011 campaign will once again be staggered six-week time periods, with the post office campaign starting on September 19<sup>th</sup>, and the courthouse and other agencies starting on October 19<sup>th</sup>.
- Discussion was held about using social media (i.e. Facebook) to promote kickoffs and campaign.

#### **5. PCFO Report / Campaign Updates**

- PCFO and Lydia Burns will confer regarding the 2010 audit.
- 2011 Campaign Theme: "50 Years of Caring" is the theme that OPM wants all campaigns to use. Motion made and passed to approve theme.
- 2011 Pledge forms will stay the same except for the new 50 year logo and year change (2011). Additionally, OPM has changed the acknowledgement portion of the form to new "Information Release" wording on the pledge form.
- 2011 Charity Appeals: Only one appeal was received out of the five denials, from Red Cross. The appeal has already gone to OPM, and OPM pushed it back for more information. Red Cross did provide supplemental information, even though it was after the deadlines, and OPM is likely to allow them into the 2011 campaign.
- 2011 Charity List/Registry will be submitted by May 30<sup>th</sup> to get the agencies listed. OPM has denied local participation for Florida Holocaust Museum; they will participate as a national organization instead.
- CredAbility's information came back incorrectly; submission for name change wasn't done by United Way as part of their federation application. PCFO fixed it, but the LFCC needs to approve the correction in order for them to be part of the 2010 campaign. Motion to approve CredAbility passed.
- The Second Harvest Food Bank was thrilled with our participation of 1,000 pounds in 2010. LFCC wants to continue with this giving back event during the 2011 campaign.
- LFCC chooses the order that the local charities are listed in the 2011 book. Random drawing: UWBB will be listed first in the local section, followed by CHC, and then local independents.

#### **6. New Business:** Motion made and passed for Shirley Rozar to start as new member of the LFCC in August 2011 for 2 years.

- Gwen has contacted Richard Mildenberger about attending the 2009 external audit.
- The 3rd quarter meeting of 2011 will be held on Tuesday, August 9th at 1:00 p.m. at the CHC Training Room.
- There being no new business, the meeting was adjourned at 2:33 p.m.