

Minutes of LFCC Meeting April 24, 2009

The second quarter meeting of the LFCC convened on April 24, 2009 at 9:35 a.m. at the Offices of Florida Hospice in Tallahassee, Florida. Those attending the meeting were:

William Blevins, Chair
Richard Mildenerger, Treasurer
Judy Miller, Secretary
Faye Wayland, Giving Back Coordinator
Marlena Hopkins, LFCC
Allen Burbey, Proxy for Lydia Burns, LFCC
Gwen Cooper, Community Health Charities, PCFO for 2009
Rhachel McKown, Community Health Charities, CFC Campaign Manager for 2009
Alison Dodson, United Way

Members unable to attend and with no proxy representative:

William McCool
Warden Paige Augustine
Kathy Cochran
Lawanda Dean-Jones
Captain Roniece VanDyke

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.

2. Follow-Up Items

- **Fiesta/2008 Awards Event:** The Awards Ceremony was held at BOP's Training Facility on February 27 and was catered by Moe's Southwest Grill who provided a discount on their Taco Bar for the event. Festive decorations were used to go along with the Fiesta Theme and the event was fun and will hopefully build on excitement heading into the 2009 campaign year. A letter of appreciation will be sent to Moe's for the discount provided for this event.
- **Charity List Review/ 2006 Campaign Audit:** At the recent CFC Workshop in New Orleans, Bill received word that these matters should be concluded by May. Bill noted that everything looks good, we're just awaiting the official OPM response.
- **Budget Reconciliation with UWBB:** Questions have been resolved. Thanks was expressed to Richard Mildenerger and Jennifer Chester for their diligence and work on this project.
- **Form 1417:** This form was completed and posted timely by Jennifer. Alison was asked to convey thanks and appreciation to Jennifer for both of these matters.

- **PCFO Transition:** Transition matters are completed. The primary remaining United Way responsibilities are the 2007 audit and remaining 2008 distributions of funds.
- **Giving Back Event:** Ten CFC Volunteers representing several different agencies participated in the April 11 Lung Walk providing assistance in setting up for the event, preparing and serving refreshments, taking photos, etc. A group photo will be posted to the CFC website. Thanks Faye for your time and efforts in coordinating this Giving Back event. Faye is trying to coordinate another Giving Back effort to assist with the MDA Telethon in September.

3. CFC Regional Workshop – report

Bill provided a report for his recent attendance at the CFC Workshop held in New Orleans. He noted that the workshop was very beneficial and provided LFCC members a handout representing some of the highlights. He further noted that his expenses for the workshop were about \$130 less than previously approved and budgeted. Rhachel noted that her expenses were also less than budgeted.

Some discussion occurred regarding Employee Express which allows some agencies to donate to CFC on-line. It was reiterated that while we might pursue this option in 2010 it will not change the way we run our campaign and would only be an additional way for employees to complete their pledge forms – not the only way.

Regarding the suggestion that the LFCC should be involved in the hiring of the auditing firm and that some CPA societies donate time/effort to non-profit organizations -- Allen Burbey noted that Lydia Burns might be able to offer some assistance with selection of an auditing firm as she has numerous contacts in this field.

An idea was mentioned at the conference that the Post Office has a major food drive every year (Marlena confirmed the food drive will be in May this year) and that we might be able to tie a future Giving Back event in with that effort which would provide an easy way for our employees to Give Back without having a scheduled weekend event.

4. 2009 Campaign/Reporting

- **Website Updates:** Our website is up and running. Bill provided a quick demo of the site and noted that it works well with IE, but some of the pictures do not render properly when using Firefox. Rhachel will check this out. Some changes are being considered such as the addition of a separate LFCC page and Bill will meet with Rhachel to provide direction.
- **Agency Application Review:** Bill, Judy, Faye, Gwen and Rhachel met on April 10 to review applications. Several applications were determined to need minor corrections or additional clarifying information.
 - Rhachel notified those agencies of the needed information and all responded with the necessary information.
 - One application had a significant omission. That agency was notified of the problem with their application and they chose to withdraw the application.

Rhachel provided a list of applications to the LFCC which were reviewed on April 10:

Motion was made and seconded to approve the applications submitted and approved by the review committee. Motion carried.

Rhachel will prepare letters and forward them for Bill's signature by April 28. The letters will be emailed to the agencies as allowed by OPM which will result in a savings of CFC funds; a confirmation receipt is not required. [Note: This was completed on April 29.]

- **Technology Report:** This report is due on June 2 and will be completed on or before that date by CHC.
- **Audit Report Requirements:** United Way must provide the 2009 Campaign Audit Report to the LFCC by August 3. This will allow sufficient review time for the LFCC prior to the September 15 deadline for filing the audit with OPM.
- **Theme Ideas:** Bill had requested theme ideas for the 2009 campaign. During the workshop in New Orleans, he suggested that a national theme be sponsored each year which could save individual campaigns a lot of time. Suggestions were:
 - Neighbors Helping Neighbors
 - It's Our Campaign
 - Other suggestions will be considered if submitted and a list presented at the next meeting for a vote.
- **Dates:** OPM states that campaigns should run between September 1 and December 15 of each year. Key dates for our 2009 campaign period are:
 - **2009 Campaign:** The 2009 campaign will begin on September 21 and end on October 23.
 - **Keyworker Training/Kick-Off** meeting will be held on September 16 at either BOP's Training Facility or CHC's new office at 3333 W. Pensacola Street. Rhachel will contact BOP to see if the Training Facility is available. If not, the training will be held at CHC.
 - **Pre-Planning:** Pre-campaign planning meetings will be held on July 10 and July 20 at CHC's new offices at 3333 West Pensacola St., Suite 240 at 9:30 a.m.
- **Pledge Form:** OPM allows a larger pledge form than what we have used in past campaigns which would allow us to provide additional information. Gwen noted that if only a 3 copy NCR form is needed, those can be printed in-house which should result in significant savings.

5. 2009 Budget

- **Status Report:** Gwen noted that CHC has a prepared form for budget expenses which can be forwarded to Richard either monthly or quarterly. Richard noted that he would prefer to receive the reports quarterly, about a week before each LFCC meeting to allow time for review prior to the meetings. Gwen noted that a Quick Books printout will also be provided. For Reimbursement Requests:

Motion was made, seconded, and carried that Richard Mildenberger, as LFCC Treasurer, will approve and authorize reimbursement of quarterly expenses submitted within the approved budget.

➤ **Campaign Wrap-ups**

- **2007:** The only remaining item for 2007 is the Audit which is to be provided to the LFCC by August 3. The \$2500 fee for this item was budgeted from 2007 campaign funds and has already been transferred to United Way.
- **2008:** The LFCC will need to approve the first distribution of \$10,000 for United Way's 2008 campaign expense reimbursement at the 3rd quarter LFCC meeting. The remaining 2008 campaign expenses (approximately \$11,000) will be submitted for reimbursement at the 1st quarter meeting for 2010 which will allow greater distribution of funds to the agencies during the first and second quarters of 2009.

6. 2009 LFCC

- **2009 Member Terms:** Bill noted that the terms of four LFCC members will end in 2009: Marlana Hopkins, Lawanda Dean Jones, Kathy Cochran, and Paige Augustine. These members represent three of the larger federal agencies: U.S. Post Office, Bureau of Prisons, and Social Security Administration. It is hoped that a replacement from each of these agencies can be found to serve on the LFCC and members are encouraged to begin working now to find a replacement within your agency that is committed to the Combined Federal Campaign and who will be an active participant of the LFCC. Names should be submitted to the LFCC Chair with the hope that the replacement can be on board in time to attend our December meeting.
- **2009 Calendar of Events:** Rhachel provided an updated 2009 Calendar of Events to all attendees and will post the update to the website.

7. Campaign Catalog

Bill provided a campaign catalog to Rhachel that has various CFC merchandise and ideas that may be useful during the 2009 campaign.

8. Next Meeting

The next meeting will be held on August 7 at 9:30 a.m. The meeting will be held at CHC, 3333 West Pensacola Street.

The meeting adjourned at 10:55 a.m.