

## **Minutes of LFCC Meeting August 7, 2009**

The 3<sup>rd</sup> Quarter meeting of the LFCC convened on August 7, 2009 at 9:35 a.m. at Community Health Charities of Florida – Training Room at Tallahassee, Florida. Those attending the meeting were:

William Blevins, Chair  
Richard Mildenerger, Treasurer  
Judy Miller, Secretary  
Ruth Buse as Proxy for Marlena Hopkins, LFCC  
Kathy Cochran, LFCC  
Perry Laycock as Proxy for Lawanda Dean-Jones, LFCC  
Gwen Cooper, Community Health Charities, PCFO for 2009  
Carrie Henriquez, Community Health Charities  
Alison Dodson, United Way,  
Barton Cooper, EarthShare

Members unable to attend and with no proxy representative:

William McCool, Vice Chair  
Warden Paige Augustine, LFCC  
Faye Wayland, Giving Back Coordinator  
Lydia Burns, LFCC  
Captain Roniece VanDyke, LFCC

\*We have received notification from Marlena Hopkins that due to a change in her position at the U.S. Post Office, she will no longer be able to serve as a member of the LFCC. Marlena's long-term service and support of the CFC is greatly appreciated.

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

The meeting was called to order. Participants were welcomed and introductions were made. Appreciation was expressed for the members' time and diligence in attending LFCC meetings recognizing busy workloads and schedules. We are especially pleased that Perry Laycock has agreed to serve on the LFCC for a two-year term beginning in 2010 as he brings extensive experience working with the Jacksonville NE Florida & SE Georgia Executive Committee of the CFC. We look forward to Perry sharing new and exciting ideas with us.

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

- **Charity List Review/ 2008 Campaign Audit:** The July 2 letter was forwarded to the LFCC notifying us of a couple of issues with United Way of the Big Bend's list for the 2008 campaign. Gwen prepared a response to Mark Lambert at OPM stating that CHC will make applicable and appropriate efforts so that the 2009 list is correct.

- **2006 Campaign Audit:** We are waiting on the OPM response which is expected next week. [Response received from Mark Lambert on August 10 thanking us for our response and additional documentation and noting that the responses were sufficient to clear all concerns.]
- **Tech Report:** Submitted on May 20, before the OPM deadline.
- **Giving Back Event:** There was some discussion at the last meeting about possibly having another Giving Back Event this fall. Faye Wayland has communicated that she does not have the time to devote to this project. Gwen and Alison can let people know of volunteer opportunities that occur during the campaign.
- **CFC Website:** Gwen communicated that the website is currently down and she is working with GoDaddy to resolve the problems. She also has a meeting set up for Tuesday with another vendor if needed, but expects this issue to be resolved shortly.

### 3. **2007/2008 Audit and Report:**

The annual audit report from the auditor was timely provided with regard to the 2007 campaign. Some audit related issues specifically noted were:

- Audit guidelines require that audit reports should come to the LFCC chair and the PCFO. The 2007 audit that was just received went to United Way only and they forwarded a copy to the LFCC Chair. Alison was asked to contact the audit firm to reaffirm this requirement for the 2008 campaign.
- There are 12 procedural findings noted in the 2007 audit with only one of those relating to the LFCC regarding notification of the PCFO by the Chair. This item was correctly handled in both 2008 and 2009. The other 11 items are compliance issues for United Way which will be corrected for 2008.
- The biggest concern noted in the audit was a sample of 15 pledge cards where one of the donors designated five agencies for distribution but their donations went into undesignated funds. Alison confirmed that these are handled “in-house.” A motion was made, seconded, and carried that Richard Mildenberger, as LFCC Treasurer, work with United Way to review a larger sample – 100 random forms – to make sure money is going to the correct agencies for 2008. It was noted a higher percentage of forms from the Post Office, Social Security and Bureau of Prisons should be pulled since those are the larger agencies. Richard will work with Jennifer Chester on this project.
- Disbursements didn’t track with bank statements and United Way made up the difference.
- An \$89 shortage was noted and United Way made up the difference.
- Ceiling amount – amounts under \$100 be paid out in lump sum – now officially authorized by the LFCC.
- The bank charged a service charge some months and not others. Alison was not aware of why this would occur – Richard will ask Jennifer Chester for clarification at their meeting scheduled for August 17.

A draft response to the Audit findings and statement of compliance to the LFCC is due to the LFCC by September 3. Final copy of all items is to be to OPM by September 15. Alison reported that Jennifer has a copy of the OPM Audit Guide.

#### 4. 2009 Campaign

Gwen reported that Rhachel is no longer with CHC and she will be assuming a more hands-on role with the campaign. A search for a new CHC staff member is underway, but may take some time.

##### *A. Approval/Review Items*

- **Theme:** At a preliminary campaign planning session, the theme **iCAN** was considered and decided upon to present to the full LFCC. Promotional items are available through the CFC, plus this theme is something that should be easy to build on within our area. A motion was made, seconded and carried for the 2009 theme: **iCAN**.
- **Promotional Items:**
  - Gwen presented colored posters with the **iCAN** theme which can be purchased for \$28 per 100. The posters have room for agency personalization. Gwen was authorized to order 100 posters.
  - Bottled water: Gwen presented bottled water with labels printed by CHC with the **iCAN** theme. Great idea especially to hand out at presentations at post office, BOP, and others.
  - Payday candy bars and other types were discussed where a label with the **iCAN** theme can be attached. Perry Laycock offered to check on the possibility of a donation of peppermint patties. [Donation of a case of peppermint patties has been confirmed for distribution at campaign events!] We hope to have the candy by Sept. 10 to allow time for adding the labels.
  - Gwen will submit a firm quote for candy, water and labels and submit. Everything must be ready for the September kickoff.
- **Food Drive:** To go along with the **iCAN** theme, a suggestion was made for agencies to coordinate a canned food drive along with their regular campaign this year.
  - Collection bags to be provided by United Way and EarthShare will be given to coordinators at the Kick-Off.
  - Donations should be delivered to the CHC headquarters office by NOON on October 28.
  - If donations are so large that agencies need assistance in transporting, they need to contact CHC ahead of time and Barton Cooper generously volunteered to assist with picking up the food.
  - United Way will put together a list of agencies to receive the food donations.
  - Gwen will arrange for news coverage on October 28 at 4 p.m. when the agencies arrive to pick up food.
- Recognition for ALL agencies who participate in the **iCAN** food drive will be listed on the website. The number of bags donated along with the number of employees within each agency (already on our lists) can also be listed as part of the recognition.
- **Training Manual:** Gwen presented a draft training manual in a completely new format. A decision was made to staple in the middle rather than bind the manual which will significantly lower the costs of printing the manual. Sixty training manuals

will be prepared. Info needed: Alison will send information on “what a dollar buys” by August 20; EarthShare will also send this information.

- **Pledge Cards:** Discussion ensued on the size and number of parts/pages to be used on the 2009 pledge cards. It was determined that printing companies require a minimum of 5000 for the larger 4 part cards. A motion was made to use Elite Printing with the same size, 3 part pledge form as last year. Motion was seconded and carried. Gwen will try to place the order today.
- **CFC Contributor Guide:** Group discussion was held regarding the campaign booklet. Booklets can be printed without the 25 word statements describing the agencies, but including the percentages for administrative fees along with the website and phone numbers for each agency This would significantly reduce the number of pages for each book and thereby reduce overall printing costs. After discussion, a motion was made, seconded and carried that a copy of the full booklet will be posted on the website including the 25 word statement; a copy will also be provided to each campaign coordinator, and 1000 copies of the shorter version of the booklets will be printed for general donor distribution. Gwen will compare the costs of in-house printing for the full brochure compared to Elite’s printing cost of those brochures.
- **Blind Draw:** Each year a “blind draw” must occur to determine the order for Local Agencies. This occurred and the results were:
  - **First:** Community Health Charities
  - **Second:** United Way
  - **Third:** Unaffiliated Local
- **Kick-Off:** Gwen presented a draft invitation. Some suggestions were made and she will revamp the invitation and email.
- **Events/Food:** While donations/sponsorships for events has not worked out with the economy being what it is these days, Barton has received a \$200 donation from a dentist’s office as partial sponsorship for the Kick-Off event. Bill will send an acknowledgement letter on behalf of the CFC and this sponsorship will be posted to the website. The event budget was \$1050, so this bumps it up to \$1250.
  - **Kick-Off – September 16:** This is being scheduled for an afternoon event. We will need food for 75. Subway was suggested as something different with chips, dips, salsa, drinks, etc.
  - **Leadership – September 29:** Schedule for 4:30 p.m. to try to attract people leaving from work. Wings/finger foods.
  - **October 28 – Turn in Day/iCAN Food Drive:** Ice cream, cake and soda/water. Brewster’s will be contacted to request donations of ice cream.
  - **Video:** None this year.
  - All food issues and expected expenditures need to be locked down by Sept. 1.

### ***B. Key Worker Training***

- **September 16:** Training scheduled for 2:30 to 4:30 p.m. at CHC-FL Training Room.
- **United Way:** Needs to identify an agency speaker (approx. 5 minutes)
- **EarthShare:** Needs to identify an agency speaker (approx. 5 minutes)
- **Perry Laycock:** Will speak from a family/recipient standpoint (approx. 3-5 minutes)

- **Gwen:** Check with National Guard Jr. ROTC for Color Guard; Bill will also forward info from Postmaster swearing in ceremony for Color Guard.
- **Agency Fair:** Eight tables will be provided for local agencies – 2 each from United Way; Community Health Charities, EarthShare, and Independent Local Unaffiliated..
- **Role Playing:** Gwen will be focusing on some role playing with seasoned key workers during the training session. This should be worked out ahead of time.

### C. *Kick-Off*

- Color Guard to open kick-off
- Once speakers are identified, CHC will make sure speakers have all necessary information for making a great presentation.
- Discussion of **iCAN** theme. Distribution of collections bags and information on turn in. Listing on website – agencies collecting food with numbers of bags collected
- Judy will talk about some of the things we have done to raise funds: Dessert Auction; B-Bay; casual days, luncheons, etc.

### D. *Courthouse Event*

**October 7:** The Marshal has confirmed that they will grill the hamburgers and hotdogs. Judy has reserved the Jury Assembly room for 11 a.m. to 1 p.m. and will send out the announcement to agencies about the event and the dessert auction. CHC has been provided a list of supplies purchased last year.

## 5. **Budget**

- **Status Report 2009:**
  - Question regarding the \$500 for software. CHC had planned to use MD firm to process pledges and would have needed \$500 for software to do this. They now recommend an adjustment for in-house processing by Elite. Gwen needs to prepare a formal request to the Treasurer to move this line item from software to the appropriate budget item. Gwen assures the LFCC that this change will not be more expensive and is expected to cost even less and that the level of service will be the same.
  - **PCFO Conference:** Expenses are taken care of.
  - **Website:** Fees are paid.
- **Prior Campaign wrap-up 2008**
  - A partial payment of \$10,000 was requested by United Way for 2008 campaign expenses. Motion was made for payment, seconded and approved by the LFCC. A request for the remaining money due United Way for managing the 2008 campaign will be submitted for approval at the February LFCC meeting. What we have now is an estimated amount – final total will be after shrinkages are known.
  - We need a separate request broken down for the 2008 auditing fee so the LFCC can handle that disbursement separately as required by OPM guidelines.

**6. 2009 LFCC**

- **2009 Member Terms:** Several members are scheduled to rotate off the committee. The largest agencies in the Tallahassee area are the U.S. Post Office, Bureau of Prisons and the Social Security Administration. We are fortunate to have Perry Laycock agree to serve beginning in 2010 from Social Security Administration and anticipate that Perry will attend the December LFCC meeting also. With Marlana Hopkins leaving early (term was ending in December 2009), we need to get a firm commitment from someone at the Post Office right away. Possibilities: Mrs. Perle or Sara. We are also hopeful of getting someone from BOP who can be an active LFCC member to replace Warden Paige Augustine. *While we recognize that everyone has their regular duties to perform – the LFCC needs member commitment. Please try to attend all meetings as a quorum is needed for official LFCC actions, and if you are unable to attend, send someone to serve as a proxy.*
- **2009 Calendar of Events:** Will be updated and posted.

**7. Next Meeting:** The next meeting will be held on December 11 at 9:30 a.m. at CHC Training Room.

The meeting adjourned at 12 noon.