

**CONNECTICUT STATE EMPLOYEES'
CAMPAIGN COMMITTEE MEETING MINUTES
Tuesday, February 14, 2012
MDC Center Maxim Road Hartford CT
1:32 p.m. – 2:35 p.m.**

Members Present

Joseph Duberek (*Emergency Services & Public Protection*)
Martha Gallagher (*Admin. Services*)
Kathleen Gensheimer (*Judicial*)
Burt Gold (*State Retiree*)
Bryan Gunning (*Environmental Protection*)

Claudia Helfgott (*Banking*)
Charles Kistler (*State Retiree*)
Tim Newton *CHAIR (Correction)*
Ina Wilson (*Education*)

Members Absent/Excused

Carlos Bonilla (*DCF*)
Richard Emonds (*CT Culture & Tourism*)
Peggy Gray, *VICE CHAIR (Comptroller)*

Jacqueline Henry-Rafiq (*Transportation*)
Christina Taylor (*Legislative Management*)

Federation Representatives

Steve Kirck (*Community Health Charities*)
Errol Bartley (*Community Health Charities*)

Gary Kozak (*Community Health Charities*)
Tom DeCoursey (*Global Impact*)

Guests

Kevin Lembo (*Comptroller, State of CT*)

Natalie Braswell (*Legal Counsel, Comptroller's Office*)

Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

Meeting Called to Order – Tim Newton

Tim Newton called the meeting to order at 1:32p.m. A quorum was reached.

Review of January 2012 Meeting Summary – Tim Newton

A motion was presented and unanimously passed to accept the minutes as presented.

PCFO Bid–Gary Kozak, Steve Kirck, Errol Bartley

As an introduction, Steve Kirck explained that due to a restructuring of Community Health Charities of New England, the Chief Financial Officer position previously held by Laurie Dorn has been eliminated; Errol Bartley, Accountant, will be acting in her stead for the meeting. The budget document had previously been disseminated via email to all Committee members a week prior to the meeting. Errol Bartley and Steve Kirck pointed out that the projected budget versus last year's budget has a favorable variance of 16K but that it may change once the actual expenses are calculated at the end of March. They also explained that the proposed budget is less than last year's budget by about 5k.

Tim Newton questioned the change in the amount for postage. Jan Gwudz explained that the CSEC staff purchased a postage machine and that the amount of postage purchased has gone up due to a rise in US Postal fees. Additionally, the CSEC will now have to use the US Postal Service to contact retirees since it can no longer include them in the monthly mailings that the Comptroller's office used to send out.

Joe Duberek asked about the fees for storage. Jan answered that whereas the Norwich office has found storage for no cost in its present location, Campaign Manager, Sharon Brown, who is located in Hamden, still requires it. However, she did state that she is looking into other no-cost office space for Sharon.

There being no more questions, a motion was made and seconded and the budget request was unanimously accepted.

Arrival of State Comptroller Kevin Lembo

At this point in the meeting, Mr. Kevin Lembo, State Comptroller, and the Comptroller's legal counsel, Natalie Braswell arrived. Tim Newton asked him if he wanted to go into Executive Session and Mr. Lembo agreed. This halted the public portion of the meeting at 1:45pm, as Tim Newton called for an Executive Session.

The public portion of the regular business meeting then reconvened at 2:17pm with a motion made and accepted unanimously to continue.

Campaign Update – Jan Gwudz

Jan reported that presently, the Campaign's total to date was \$1,492,317.00. The retirees' portion is at its record highest at \$63,145. She expects the total to go a bit higher because a check from the BJ's November promotion has not been submitted yet. Further, she will send out one last email to see if there are any gifts, pledges or event monies still unreported.

Discussion of Recognition Certificates and gift calendars: Jan outlined the conditions of the Acorn and Beech Club and process of creating and distributing of the calendars and/or certificates to those donors giving \$500 or more annually. Because of comments made over the years by recipients and because of misunderstanding of coordinators, it seems that this program is no longer useful. Further, if the calendars, which cost about .80 cents a piece are no longer ordered, that money can be given to the charities. Kathleen Gensheimer mentioned that it would be more efficient and a better use of time to no longer utilize this form of recognition. As an alternative, a general certificate has been created and can be personalized to each agency with the agency total on it. This can be distributed via email in a .pdf format that will save the Campaign the expense of paper and ink. Therefore, it was decided to discontinue this practice. Certainly, however, should a particular donor request a certificate for him/or/herself, the Campaign staff could easily create and send one.

Random Audit Selection – Tim Newton & Jan Gwudz

Tim Newton randomly selected a folded paper slip with one Federation's name on it in preparation for the Annual Random Audit. That name, however, will not be announced until the May 10th meeting.

Other Business – Tim Newton

Tim Newton asked each present, in turn, for other business, but there was none, except for one announcement by Tim: Committee member Lt. J. Paul Vance will no longer be serving on the Committee since the merger of agencies has created an overlap. Tim read the letter from Gov. Malloy to Lt. Vance, which also recognized the Lieutenant's contribution to the community. Paul also communicated to Tim that should the Committee desire his assistance with any project (such as the television interviews about the Campaign), he will be happy to help make the arrangements. Additionally, Tim and Jan said that it would be nice to send a thank you from the Committee, which Jan will draft.

REMINDERS OF UPCOMING DATES:

Application Review to be held on **April 19th** at the Dept. of Labor.

Recognition Luncheon to be held on **May 17th** at Connecticut Valley Hospital.

Adjournment

There being no more business, a motion was thus made to adjourn at 2:35pm.

Tuesday, March 13, 2012 @ 1:30pm
MDC Center, 100 Maxim Road, Hartford, CT

(Respectfully submitted by Joyce LeBaron)