

Signed: _____

Date: _____

**CONNECTICUT STATE EMPLOYEES' CAMPAIGN
COMMITTEE MEETING MINUTES**

Tuesday, March 12, 2013

Office of the State Comptroller, 3rd floor, Conference Room F
55 Elm Street, Hartford
1:21 p.m. – 2:08 p.m.

Members Present

Cindy Cannata (*OGA/FOI*)

Martha Gallagher (*Admin. Services*)

Kathleen Gensheimer (*Judicial*)

Peggy Gray, *VICE CHAIR (Comptroller)*

Sheila Hummel (*DECD*)

Charles Kistler (*State Retiree*)

Tim Newton *CHAIR (Correction)*

Ina Wilson (*Education*)

Members Excused/Absent

Joseph Duberek (*Emergency Ser. & Public Protection*)

Jacqueline Henry Rafiq (*Transportation*)

Chris Taylor (*Legislative Management*)

Federation Representatives

Errol Bartley (*CHC*)

Steve Kirck (*CHC*)

Gary Kozak (*CHC*)

Ann Pean (*UW*)

Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

Meeting Called to Order – Tim Newton

Committee Chair Tim Newton called the meeting to order at 1:34p.m. A quorum was reached.

Review of January 2013 Meeting Summary – Tim Newton

A motion was presented and unanimously passed to accept the January 8, 2013 minutes as presented.

Budget Review – Steve Kirck, Errol Bartley, Gary Kozak

Steve Kirck asked whether this was the first time all had seen the budget. No one but Tim Newton had seen it. Steve reminded the Committee that no other presentation was necessary; only the budget needed to be presented.

The budget covers the time period from April 1, 2013 through March 31, 2014 and is based on receipts of 1.4M, though it is hoped that this figure will be higher by the end of the campaign.

- Committee members commented that the \$10,000 set aside for potential of an audit was not shown on the budget, and several asked if it was kept in an interest-bearing account or CD. Errol Bartley answered that it is too expensive to keep this fund in an interest-bearing account. The Committee asks that this amount be indicated on the budget, even though it carries over year to year.
- The Committee wants \$500 to be budgeted in Special Events to host the Commissioner Breakfast annually.
- The Committee asked Errol for a copy of the detailed budget. It was stated that the detail would include figures under the Direct, Indirect, and Allocated line items.
- Jan asked and received permission to order only 30,000 Directories instead of 35,000, thus lowering printing costs.
- It was decided to table the budget until next month until the detailed budget could be reviewed.

Campaign Update– Jan Gwudz

- Jan discussed Peggy’s idea of having a Mocktail hour with cheese and crackers (30 minutes) prior to the Annual Recognition Luncheon to give people a chance to mingle, beginning at 11am.
- Jan is to look into getting a Proclamation from the Lt. Governor honoring Bryan Gunning.
- Jan announced Claudia Helfgott’s retirement and subsequent move to Arizona and will look into getting a Proclamation honoring her as well.
- The CT Tigers approached Jan with the idea of a fundraiser offering \$4 for every \$8 ticket sold. It was discussed that we may think about holding the Kick-off at Dodd Stadium.
- At this time, the Annual Random Audit was drawn but that will not be announced until April 15th via an emailed letter sent to the federation that was selected.
- April 2, 2013, from 9-10am will be the pre-application review refresher meeting.
- April 23, 2013 is date for the Application Review.
- May 21, 2013 is date for the Annual Recognition Luncheon.
- It was suggested that the Kick-off and 2013 Campaign motif be movie-themed.

Round Table comments —Tim Newton

- There were no significant announcements.

Meeting Adjournment —Tim Newton

Tim asked for a motion to adjourn, with a reminder that the next meeting would be held on:

Tuesday, March 12, 2013 at 55 Elm Street, Hartford.

The meeting concluded at 2:07 p.m.

(Respectfully submitted by Joyce LeBaron)