

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## CONNECTICUT STATE EMPLOYEES' CAMPAIGN COMMITTEE MEETING MINUTES

Tuesday, March 10, 2015

Office of the State Comptroller, 3<sup>rd</sup> floor Conference Room F

55 Elm Street, Hartford

1:32 p.m. – 3:00 p.m.

### Members Present

Cindy Cannata (*OGA/FOI*)

Jason Crisco (*Admin. Services*)

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

Kathleen Gensheimer (*Judicial*)

Peggy Gray, *VICE CHAIR (Comptroller)*

Jacqueline Henry-Rafiq (*Transportation*)

Charles Kistler (*State Retiree*)

Tim Newton *CHAIR (Correction)*

Ina Wilson (*Education*)

### Members Excused

Valerie Clark (*OPM*)

Sheila Hummel (*DECD*)

Patrick Kilby (*CHRO*)

Kristen Miller (*Legislative Mgmt.*)

### Federation Representatives

Errol Bartley (*CHC*)

Ann Pean (*UW*)

Lorna Sager (*CHC*)

### Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

### **Meeting Called to Order --- Meeting Summary --- Tim Newton**

Chair Tim Newton called the meeting to order at 1:32 p.m. The Minutes from the previous meeting of February 24, 2015 were approved, and were unanimously accepted.

### **Campaign Update --- Jan Gwudz**

Jan Gwudz announced that the Annual Recognition Luncheon will be held May 7<sup>th</sup>, at CT Valley Hospital with a ½ hour Mocktail to start. Previously, Jan had discussed dividing the various agencies into comparable sized groups on which to base awards. Awards could be presented on improvement in either dollars raised or percentage of participation. She presented some names of state agencies for consideration of an award and said she would email committee members two nominations for consideration from the small and medium sized agencies. One award will also be presented from the large and extra large categories. The awards will be referred to as "agency recognition awards." Jan stated that she'd like the Committee to recognize the special efforts of Dept. of Correction employee Kim Benoit as the 2014 Most Outstanding Loaned Employee.

It was further decided that \$20 gift cards be given to the Loaned Employees and that both Mr. Lembo and Ms. Wyman be invited to the recognition luncheon. Peggy Gray said that she would like to recommend Brenda K. Halpin, Director of Retirement Services at the Office of the State Comptroller, for the Carol Carney Appreciation Award.

The 2014 Campaign total thus far was \$1,383,226. Jan shared that BJ's applications so far totaled 464 submissions which is about 9 more than at this time last year.

Jan received approval from the Committee to publish the Campaign Highlights and the Issues & Strategies sections in the 2014 Final Report.

Committee member status on appointments and re-appointments:

1. For Valerie: Still Pending
2. For Joe: Still waiting for his resume
3. For Kathleen: still pending
4. For Ina: still pending
5. For Sheila: undecided as to whether to continue as a member

Discussion then ensued regarding suggestions for the last open position. Committee members will ask and connect with Jan.

For 2015 Statewide Campaign Chair: Mr. Lembo will be asked by Peggy; if not, then DAS Commissioner Melody Currey was suggested as a possible choice.

As to the possibility of holding the Kick-Off in the State Armory, the answer is no since it will be undergoing some construction. Peggy said that in the event of bad weather, the Hall of Flags, inside the Capitol building would suffice. A discussion took place offering suggestions for food donations and methods of requesting these including Press Releases, letters showing who had donated in the past, and using more local celebrities. No date has been picked yet.

#### **PCFO Budget Clarification ---Errol Bartley**

The Principle Combined Fundraising Organization (PCFO) representative, Errol Bartley, Finance Manager of Community Health Charities of New England, had previously emailed all committee members the explanation regarding one area of the budget, as requested at the last meeting. The Committee was in agreement with the way the figures were explained, detailed and itemized. A motion was made and seconded; the 2015-16 budget was approved and passed unanimously by the Committee.

#### **Annual Federation Application Review --- Jan Gwudz**

The annual Application Review and Audit will be held at 8 a.m. on Thursday, April 30 and held over if needed until Friday, May 1. The first day will be on the 2<sup>nd</sup> floor conference room, and if need be for a second day, held on the 3<sup>rd</sup> floor Conference Room F.

#### **Federation Comments---Tim Newton**

Each of the federation representatives mentioned various restaurants, vendors, etc., to solicit for donations. Kathleen offered that restaurants don't necessarily have to staff and serve any donations made; we can provide volunteer servers.

#### **Executive Session --- Peggy Gray**

At 2:30 p.m., Peggy Gray requested that the Committee go into Executive Session at which time the Federations and the Campaign staff were invited to leave.

#### **Meeting Adjournment — Peggy Gray**

As reported by Peggy Gray, at 2:55 p.m., the Committee came out of Executive Session and the meeting ended at 3:00 p.m.

**REMINDER: APPLICATION REVIEW IS THURSDAY, April 30, 2015 at 8 a.m.**

*(Respectfully submitted by Joyce LeBaron)*