



## Connecticut State Employees' Campaign Committee Meeting Minutes

Thursday, October 29, 2009  
1:30 p.m. ~ 2:45 p.m.

Judicial Learning Center  
99 East River Drive, East Hartford

### Members Present

Joseph Duberek (*Emergency Mgmt & Homeland Security*)  
Richard Emonds (*CT Culture & Tourism*)  
Kathleen Gensheimer (*Judicial*)  
Peggy Gray, Vice Chair (*Comptroller*)  
Bryan Gunning (*Environmental Protection*)  
Marilyn Kaika (*Transportation Dept.*)  
Claudia Helfgott (*Banking*)

Charles Kistler (*State Retiree*)  
Tim Newton, Chair (*Correction*)  
Chris Taylor (*Legislative Management*)  
Lt. J. Paul Vance (*Public Safety*)  
Ina Wilson (*Education*)  
Peggy Zabawar (*Admin. Services*)

### Members Absent

Burt Gold (*State Retiree*)  
Denise Worster (*Labor*)

### Federation Representatives:

Debra Hutchins (*Earthshare*)  
Steve Kirck (*Community Health Charities of NE*)

Gary Kozak (*Community Health Charities of NE*)  
Ann Pean (*United Way of Central NE CT, rep. CT United Ways*)  
Judy Weinstein (*Greater Hartford Arts Council*)

### Campaign Staff Present

Jan Gwudz (*Campaign Director*)

#### Meeting Called to Order – Tim Newton

Tim Newton called the meeting to order at 1:30 pm. Peggy Gray made a motion to go into Executive Session. The motion was seconded and approved. A motion to end Executive Session was made at 1:57 p.m. by Peggy. It was seconded and approved. At 2 p.m. a motion was made by Tim to return to the business meeting. It was seconded and approved. Peggy made a motion that committee members authorize legal counsel from the Comptroller's office to write a letter on the committee's behalf to Community Works of Connecticut. The motion was seconded and approved.

#### Approval of Previous Meeting Summary – Tim Newton

A motion was made, seconded, and was carried to approve the September 8, 2009 Meeting Summary as presented.

#### Robert's Rules of Order - Tim Newton

A condensed version of Robert's Rules of Order was distributed. A brief summarization of Robert's Rules that explained obtaining the floor and making, amending and postponing a motion was reviewed by Tim.

#### Campaign Update – Jan Gwudz

Jan explained that campaign pledges were coming in slowly. The total to date in the campaign's database is a little over \$323,000. She said in comparison to the 2008 campaign some of the results that have already been turned in are either lower than last year's total or are about the same amount. She stated that a loaned employee had reported that some employees are using the state's mandated furlough days as a reason for not making a contribution this year. The BJ's promotion has been a successful venture for the campaign, bringing in about \$8,000 since the promotion was started in the fall of 2008. The BJ's West Hartford location offered an open house/appreciation night on October 6<sup>th</sup>. Fifty-five new membership applications were turned in that evening.

The 2009 union campaign chair is Melodie Peters, first Vice President of AFT Connecticut. Melodie is excited and enthusiastic about assisting the campaign this fall. She has sent out a campaign email to all union presidents and has agreed to distribute, in November, a campaign article for inclusion in union newsletters. Her photo and a brief article about her appointment and background can be found on the campaign's web site.

Jan was contacted by a woman who runs a Ribbon Gift program, whereby gift cards in the amounts of \$30 and up can be purchased and spent on line for name brand products such as Sony, Dooney & Burke and Yankee Candle. The profit donated to the campaign would be as follows: 10 gift cards purchased for \$30 each would net the campaign \$60; 100 of the \$30 gift cards would mean \$600 for the campaign, etc. Peggy said the program sounded like something the state was approached about years ago whereby an employee could make a deduction through their bi-weekly pay check and when there was enough money accumulated the employee could purchase a computer or vacation. Peggy explained that the state felt that the program was not in the best interest of its employees. Marilyn Kaika added that she felt the Ribbon Gift program was not something that the campaign committee would have any control over. Committee members decided that the program should not be pursued by Jan.

### Meeting Schedule – Tim Newton

Tim said that he asked for an agenda item to be added that would allow federation representatives to make comments right before the meeting was adjourned. He said that this would enable committee members to conduct business in a timely fashion. A discussion on the next meeting date ensued and it was decided that the December 8<sup>th</sup> meeting date set for 1:30 p.m. at the MDC Center on Maxim Road in Hartford be kept as the date was already filed with the Secretary of the State's office. It was also decided that the committee will continue to meet the second Tuesday of each month. A 2010 meeting schedule will be confirmed at the December 8<sup>th</sup> meeting.

### Discussion on 25% Administrative Fee and Waiver Policy

Peggy said that besides herself the subcommittee that will review the campaign's eligibility requirement of a 25% or less administrative fee, and the committee's current policy pertaining to waivers, will be composed of Claudia Helfgott, Charlie Kistler, Steve Kirck and Jan Gwudz. Tim Newton said that the committee will discuss whether or not the waiver policy needs to be revised as some of the percentages that are being submitted by charitable organizations are either very high or they fluctuate every few years, which often allows them to receive a waiver more frequently.

### Federation Comments

Judy Weinstein thanked the committee for all that they do throughout the year. Ann Pean said that she also has discovered that many people are tightening their belts and are hesitant to commit to a contribution. She said she stresses to people that their pledge is important to helping those in need and is hopeful that her remarks will encourage employees reconsider making a contribution. Debra Hutchins asked why the committee was switching to monthly meetings. Tim responded that the quarterly meeting schedule was not good for all committee members and by meeting monthly everyone would be more informed.

### Other Business

Bryan Gunning said the DEP book sale netted \$921, which is about one-third less than last year's total. Peggy Zabawar reported that DAS is holding several fundraisers and she is confident that the agency coordinator is doing a great job in getting the word out about the campaign. Peggy Gray stated that the Comptroller's office reclaimed the trophy from DEP in their annual soccer match. Claudia Helfgott stated that Banking has two new campaign co-chairs who are doing a terrific job. She said they have a Wii sports competition going on once a week at lunch time. She said the competition is generating a lot of interest and competitive spirit. Kathleen Gensheimer asked if the statewide campaign chair could send out a campaign related email to all employees. Ina Wilson said Education held its first pumpkin carving contest. Marilyn Kaika mentioned that the state's furlough days have hurt quite a few people and because there are two scheduled around the holidays many people can't afford the loss in pay and therefore would find it difficult to make a pledge

Peggy made a motion that \$10,000 be added to the 4/1/09 through 3/31/10 CSEC budget under expenses (titled *Auditing of Federations*) in case it is needed for a forensic audit. Tim says that a forensic audit typically costs anywhere from \$7,500 to \$10,000. The money will be transferred to the 4/1/10 through 3/31/11 CSEC budget if it is not used in the current budget. Marilyn Kaika said that the A&R union had a forensic audit done recently and it was very expensive and time consuming. The motion was seconded and approved.

Tim asked committee members to review the current budget which was emailed a few weeks prior to the meeting. Claudia Helfgott asked questions pertaining to campaign management, and conferences and other travel. Peggy asked about the expenses listed under rent since the CSEC no longer has an office in Hartford, only two separate offices in Norwich for Jan and Joyce. Steve Kirck was asked to provide an explanation as to why Campaign Management was higher than the prior year's amount (bonuses included); why the conference and travel expense was lower and what the line item is now concerning rent. Steve was asked to email the revised budget, covering a six month period, April through September, two weeks prior to the December 8<sup>th</sup> CSEC meeting.

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### Adjournment & Next Meeting

The meeting was adjourned at 2:45 pm.

DATE: *Tuesday, December 8, 2009*

TIME: *1:30 p.m.*

PLACE: *MDC Training Center, Maxim Road, Hartford, CT*

*(Respectfully submitted by Jan Gwudz)*