



Connecticut State Employees' Campaign Committee Meeting Minutes

Tuesday, May 12, 2009
1:35 p.m. ~ 2:30 p. m.

2nd Floor Conference Room "A & B"
Dept. of Labor
200 Folly Brook Blvd. Wethersfield

Members Present

Kathleen Gensheimer (*Judicial*)
Burt Gold (*State Retiree*)
Claudia Helfgott (*Banking*)
Marilyn Kaika (*Transportation Dept.*)

Charlie Kistler (*State Retiree*)
Tim Newton (*Department of Correction*)
Lt. J. Paul Vance (*Public Safety*)
Peggy Zabawar (*Admin. Services*)

Members Absent

Carol Carney (*Labor*) EXCUSED
Richard Emonds (*CT Culture & Tourism*)
Peggy Gray (*State Comptroller*) EXCUSED

Chris Taylor (*Legislative Management*)
Ina Wilson (*Education*) EXCUSED

Federation Representatives:

Regina Hendrix (*America's Charities*)
Debra Hutchins (*Earthshare*)
Steve Kirck (*Community Health Charities of NE*)

Maria Mai (*Global Impact*)
Ann Pean (*United Way of the Cap. Area, rep. CT United Ways*)

Campaign Staff Present

Jan Gwudz (*Campaign Director*)

Joyce LeBaron (*Campaign Coordinator*)

Meeting Called to Order – Tim Newton

Tim Newton called the meeting to order at 1:35pm. Tim welcomed and introduced Lt. J. Paul Vance, who was recently appointed to the Committee.

Approval of Previous Meeting Summary – Tim Newton

A motion was made, seconded, and was carried to approve the February 10, 2009 Meeting Summary as presented.

Discussion of Application Review

In discussing documents that were requested and received from several of the federations, Tim Newton commented on the necessity of *pro forma* 990s, since some of the financial information that was submitted was inconsistent and difficult to figure out. Marilyn was concerned that some federations were not adhering to the requirements of the application since she felt that they were not sending in accurate financial figures. She expressed her concern by saying "the system is not working. This is fraud," when discussing Federations signing off on administrative percentages without the Federation retaining the actual documented facts from each charity.

A summary of the application review was distributed and discussed. The document is attached. Highlights include:

Southeastern CT United Way---The only charity that will be out from the Campaign is the YMCA of Norwich as it has closed.

United Way of Gr. Waterbury---Given a one week extension to come up with the requested materials.

Earth Share--- follow up information was requested by June 1, 2009. A decision on pending charities will be made once documentation is received.

Community Works will be asked to answer questions regarding irregularities in their application on May 28, 2009 at 1:30 pm, site to be determined. The 990's are not jibing with the figures that the Federation signed off as being correct. For example, one charity's administrative percentage as calculated by Burt Gold and Tim Newton came out to be 2370%. Tim explained that the numbers were questioned in the first place because the percentages were the same that were listed the year before. The general consensus is that if there is not a good explanation forthcoming that the Federation is in jeopardy of being put out of the Campaign. Federations need to understand that when their president signs the application, it is verifying its accuracy.

Jan explained to Peggy Z. that Earth Share did include the correct 990's.

A motion to accept the application review as outlined on the chart was made. A vote was taken and all applications, with the exception of Community Works of CT, were given unanimous approval to participate in the 2009 CSEC.

Clarification on December 9, 2008 Minutes – Jan Gwudz

Jan asked that she clarify an answer she gave regarding the situation wherein a charity closes but a payroll deduction is continuing. The question was what happens to the specific designation. She explained that the correct answer is that the gathered funds do not go into the Campaign's general fund but rather the donor is contacted and asked if s/he wishes to redirect their designated gift and in most cases this is what happens.

Campaign Update – Jan Gwudz

Jan Gwudz reported that 143 people have responded to the May 21, 2009 Recognition event to be held at Middlesex Community College: She reminded all that this year Correction was not able to provide the lunch due to budgetary concerns so responding is very important since the Campaign is paying \$5 per person for lunch prepared by Vinal Regional Vocational Technical School.

The 2009 Statewide Campaign Chair will be Insurance Commissioner Thomas Sullivan. As far as a Union Chair is concerned, Ron McClellan from CEUI has been asked to serve in this capacity. To date, no response has been received from him.

Jan asked Committee members for recommendations of employees who will be retiring, and who they think might be interested in serving as a Loaned Employee for the upcoming campaign.

Review of Campaign materials --- The committee was shown two different versions of the landscape-oriented 2009 Campaign poster. The second style with the bold bars and reverse type was chosen. A review and comparison packet of the changes made to the pledge card was passed out to those present. One change had been made, in response to Tim Newton's suggestion at a previous meeting, was to leave a 2 digit wide space at the top of the card, so the year can be written in and any leftover pledge cards could be used in the following year's campaign. The commas were dropped from the charity amount boxes and wording was changed to reflect the fact that the pledge card will no longer be limited to a single year use. On the Reporting Envelope the only "change" is to replace the missing "your phone number" line inadvertently left off of last year's rendition and which had been on all previous versions of the envelope. Jan indicated that the Retirees insert had been printed and was ready for insertion into the May pension checks.

Charlie Kistler asked how many Campaign Directories were going to be printed. Jan answered that it would depend upon how many retired and that the number would be adjusted at that time but could result in about a 10% reduction from last year.

A comment on the necessity of "PLEASE MAKE A COPY OF THIS CARD FOR INCOME TAX PURPOSES" on the

pledge form was made. Although the statement will not be removed from the card, Burt Gold pointed out that it may not be valid if a donor were actually audited by the IRS, since it only indicates that the donor wishes to donate that amount over the course of the upcoming year, not that it has actually been already donated.

Charlie also asked about the RockCats but since that organization is handling the sales, we do not have a number as yet. However, we can trust that it will be accurate since State Employees can only purchase tickets through our CSEC website, with orders placed under a special CSEC promotion.

Other Business

The formation of a "Sunshine Fund" was agreed upon at the last meeting and 9 members of the Committee gave Jan \$10 each to hold in this fund.

Steve Kirck mentioned that the committee should add page 9 to its initial request of pages 1 and 6 of an organization's IRS 990 form. Page 9 is the signature page and should be required as that indicates authentication by the President or Chair of the organization. He also discussed figures that show that about 75% of charities administrative costs have risen. He asked if the one time waiver given to charities over the CSEC's required 25% eligibility standard be discussed at a future committee meeting. He suggested that it might be more reasonable, due to the economy that a waiver might be granted for more than one year. He said that the agency's explanation as to why they were over a second year in a row would be helpful in determining if the charity were to be granted another waiver. Tim asked that Steve submit his suggestions and rationale via email so that it could be reviewed and discussed at a later date.

Ann Pean reiterated that as of 2008 the 990 form has changed and the committee needs to be careful when figuring out a charity's administrative percentage.

Regina Hendrix expressed appreciation for the work the Committee does on behalf of her Federation and its member agencies.

Adjournment & Next Meeting

The meeting was adjourned at 2:30 pm.

DATE: *Tuesday, September 8, 2009*

TIME: *1:30 p.m.*

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

(Respectfully submitted by Joyce LeBaron)