

CONNECTICUT STATE EMPLOYEES'
CAMPAIGN COMMITTEE MEETING MINUTES

Tuesday, February 8, 2011

*1:00 pm to 1:38pm

Metropolitan District Training Center Room A
125 Maxim Road
Hartford CT

Members Present

Joseph Duberek (*DEMHS*)
Martha Gallagher (*Admin. Services*)
Kathleen Gensheimer (*Judicial*)
Bryan Gunning (*DEP*)

Peggy Gray, *VICE CHAIR (Comptroller)*
Claudia Helfgott (*Banking*)
Charles Kistler (*State Retiree*)
Tim Newton, *CHAIR (Correction)*

Lt. J. Paul Vance (*Public Safety*)
*Ina Wilson (*Education*)

Members Absent/Excused

Richard Emonds (*CT Culture & Tourism*)
Burt Gold (*State Retiree*)

Marilyn Kaika (*Transportation Dept.*)
Christina Taylor (*Legis. Mgmt.*)

Denise Worster (*Labor*)

Federation Representatives

Steve Kirck (*CHC of NE*)
Laurie Dorn (*CHC of NE*)

Ann Pean (*United Way*)

Campaign Staff Present

Jan Gwudz (*Campaign Director*)

Joyce LeBaron (*Campaign Coordinator*)

****Meeting Time Adjustment for this Meeting***

Due to the weather advisory issued, the meeting time was adjusted on the morning of the meeting by calling and emailing the Committee members and other attendees. Most were able to make the adjustment except Ina Wilson who was not able to arrive until 1:30pm because communication was delivered to her work address but she was not at work. Whereas Ms. Wilson was technically in attendance by arriving before the end of the meeting, she did not vote on any of the agenda items. The Campaign staff appreciates and acknowledges the flexibility of those in attendance in accommodating the change for the sake of safe travel.

Meeting Called to Order – Tim Newton

The meeting was called to order at 1:00pm.

Review of November 9, 2010 Meeting Summary – Tim Newton

A motion was presented and unanimously passed to accept the January 11, 2011 meeting summary.

2011 Campaign Budget Proposal – Steve Kirck and Laurie Dorn of CHC of NE

The PCFO, CHC of NE, as represented by Steve Kirck and Laurie Dorn, presented the proposed budget for 2011-2012. A copy of the proposed budget was distributed and discussion ensued:

- **Question:** How should the \$10,000.00 set aside for emergency auditing be handled? Should it be distributed at the end of the year or carried over?
Answer: It was determined that \$10,000.00 be kept aside to use to fund any necessary auditing. If these funds are not used, this amount will be carried over from year to year. If a portion or if all of these funds are used, then they will be replenished the next year.
- **Question:** Why are LCM expenses lower this year?
Answer:
 - A. Bernie McLaughlin's replacement costs less.
 - B. United Way of Southeastern CT is not asking for any reimbursement this year, thus lowering the total.
- **Question:** Why are there variances from proposed?
Answer: Because the total revenue was not as projected.
- **Question:** Why is the actuals figure different than what was budgeted?
Answer: Jan was able to negotiate better deals than projected in the area of printing for example. Also, for the

coming year, the number of Directories printed will only be 40,000 which is 10,000 less than what had been printed last year.

With these questions answered, the proposed budget was accepted as presented with the exception of the matter of the \$10,000 earmarked for emergency auditing. Laurie Dorn said she will make the necessary changes on the proposed budget document to reflect the clarification and that Steve would redistribute them at the next meeting.

WTNH Channel 8 CT Style – Paul Vance

Lt. Paul Vance was interviewed about the Campaign on CT Style by television personality Teresa LaBarbera. The interview included a history of the Campaign, its purpose, its goals, and results. Discussion revealed that all who saw it felt that it was positive and that both Paul and Jan were to be commended for a job well done. Paul thanked Jan for all her hard work. Further, it was decided that this would be good to do again and involve Channels 3, 30, & 61 and that it should happen at the beginning of the Campaign and again a few weeks later, not only to thank employees but to generate enthusiasm and awareness of the Campaign's purpose

Campaign Update – Jan Gwudz

Jan Gwudz reported:

- Retiree donations are \$54,672.00, or \$193.00 more than last year's final total. The next solicitation, which will include the option for payroll deduction will take place in May. Jan has received anticipatory calls from recent retirees.
- Campaign donations thus far come to over \$1,702,478.00 with more expected.
- A new federation had contacted Jan wishing to join the Campaign but did not submit any of the necessary paperwork by the deadline.
- Another BJ's opportunity has been posted though the membership amount is up and there are only 2 additional bonus months.
- Wood'N'Tap restaurant fundraiser mockups were distributed for consideration. It was decided that idea is worth pursuing and Jan will be in contact with coordinators regarding the details.
- Denise Worster is no longer a Committee member because she has retired from State service.
- The Annual Recognition event was deemed very successful at CT Valley Hospital and therefore Jan will try to secure it again for this year's event in late April or early May and will see if Vinal Tech can again handle the catering.

Federation Auditing Random Selection–Tim Newton

Each year, one Federation is randomly selected to be audited. Names were duly placed in a container and Tim Newton selected one at random. This Federation will not be named until April 15.

Other Business – Tim Newton

Steve Kirck, CHC of NE--- Steve asked the Committee to consider reviewing at a future meeting the policy regarding the notification of charities exceeding the State-regulated limit of 25%. He proposed that such charities be given an extra year's waiver. Steve again asked that it be put on the agenda for a future meeting.

Tim Newton stated that personally, he was vehement against any charity going over the 25%. After further discussion, he illustrated Steve's suggestion by referring to the way the weather forecasters issue first a storm watch and then a storm warning, suggesting that perhaps a charity with a good track record of traditionally being under 25% be given a watch letter the first year, and a warning letter the second year an overage occurs and then the third time they would be excluded. More discussion was conducted, exploring various options. The main concern was over charities that bounce from one Federation to the next and those that vacillate under and over the 25% on a regular basis, or as one Committee member put it, "playing games." Steve pointed out that there were only a few charities like that but that he simply wanted to broach the subject so that it could be discussed at another meeting. He stated that his primary concern was for those charities that, due to economic downturn or emergency needed more than one year to stabilize.

Next Meeting & Adjournment – Tim Newton

The next meeting will be held on March 8, 2011, at the MDC.

There being no further business, the meeting was adjourned at 1:38pm

THE NEXT MEETING:

DATE: Tuesday, **March 8, 2011**

TIME: **1:30 p.m.**

PLACE: **MDC** Metropolitan District Training Center, 125 Maxim Road , Hartford CT

(Respectfully submitted by Joyce LeBaron)