

**CONNECTICUT STATE EMPLOYEES'  
CAMPAIGN COMMITTEE MEETING MINUTES  
Tuesday, May 8, 2012  
MDC Center Maxim Road Hartford CT  
1:32 p.m. – 4:10 p.m.**

**Members Present**

Joseph Duberek (*Emergency Services & Public Protection*)  
Martha Gallagher (*Admin. Services*)  
Kathleen Gensheimer (*Judicial*)  
Peggy Gray, *VICE CHAIR (Comptroller)*  
Bryan Gunning (*Energy & Environmental Protection*)

Claudia Helfgott (*Banking*)  
Charles Kistler (*State Retiree*)  
Tim Newton *CHAIR (Correction)*  
Ina Wilson (*Education*)

**Members Absent/Excused**

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

Jacqueline Henry-Rafiq (*Transportation*)  
Christina Taylor (*Legislative Management*)

**Federation Representatives**

Errol Bartley (*Community Health Charities*)  
Steve Kirck (*Community Health Charities*)

Laura McLelland (*Greater Hartford Arts*)  
Andrew F. Sylvester (*Community Health Charities*)

**Campaign Staff**

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

**Meeting Called to Order – Tim Newton**

Tim Newton called the meeting to order at 1:32p.m. A quorum was reached.

**Review of January 2012 Meeting Summary – Tim Newton**

A motion was presented and unanimously passed to accept the March 13, 2012 minutes as presented.

**CSEC Budget Update – Tim Newton**

A revised budget was distributed to all present. Steve Kirck, of Community Health Charities, the PCFO, first introduced Andrew Sylvester, their new finance person. Steve explained that the original 2012-2013 proposed budget document presented by Gary Kozak was based on the figures compiled in January 2012, which were projections. However the campaign's fiscal year ends March 30, 2012. The new budget with adjustments is being presented because CHC wants full disclosure up front to give revisions based on actuals vs. projected figures. He explained that all variances are \$541 less as these figures are the actuals and all came in under budget.

Claudia Helfgott asked why the rent was up. Steve explained that the charge for rent in the Local Campaign Manager's (LCM) office in Hamden had been incorrectly calculated. In addition, LCM expenses were lowered based upon the 2011/2012 actuals.

Peggy Gray made a motion to accept the budget; Kathleen Gensheimer seconded and it was accepted unanimously.

**Introduction – Tim Newton**

Tim Newton welcomed and introduced Laura McLelland as a representative from the Greater Hartford Arts Council.

## **Application Review – Tim Newton & Peggy Gray**

Peggy Gray and Joe Duberek audited Independent Charities of America as part of the random audit. She recommended that for future audits internet access would be available for, among other purposes, to verify paid vs. unpaid charity board members. Additionally, since there were 210 existing and 66 new applicants for ICA, a computer would be essential to verify names, since charities use various names.

Some of the ICA charities did not show that they were registered in Connecticut nor did they all show their non-discrimination policies. They have to do this within 30 days for consideration in the 2012 campaign.

Catholics United for Life has been denied because their non-discrimination policy does not conform to the CSEC policy.

The campaign's non-discrimination policy is not up to date. Once that has been brought into compliance, Jan will send it to each Federation for approval by the Federation and its member charities. Some wording changes that are being addressed include sexual orientation, gender identity and mental or intellectual disability.. A question was raised about genetic testing and Kathleen, along with several committee members, including, Ina, provided Peggy and Tim with non-discrimination policies regarding GINA (genetic testing). Peggy said she would review the information with the Comptroller's attorney. Once drafted, it will be voted on via email. If passed, the Federations will receive it and be able to incorporate it for the 2013 campaign.

Claudia asked about the missing paperwork for Greater Hartford Arts. Peggy reported that she received it the next day and audited it.

The application review will be finalized at the June 12, 2012 meeting.

## **Meeting Locations – Tim Newton**

Meetings will henceforth be held at 55 Elm Street, Hartford. Committee members, who use one of the two parking lots in the area that charge a fee, will be reimbursed for parking. However, Federation representatives will not be reimbursed by the state. Discussion ensued that even if Peggy is NOT available, a room will be. All voted in favor.

## **Campaign Update – Jan Gwudz**

- Volunteers are still needed for the May 17 Recognition Event to be held at the CT Valley Hospital in Middletown.
- BJs is currently holding a promotion during the month of May..
- The committee approved of a poster for the 2012 campaign; Three Rivers Community College will print it. Tim Newton will take care of the envelope printing through Dept. of Correction.
- United Way of Meriden and Wallingford is presenting the CSEC with an award; either Peggy or Kathleen will go to their event to receive it.
- The committee set the goal for the 2012 campaign at \$1.5M.

## **Other Comments – Tim Newton**

Steve Kirck asked if the new facility for meetings will accommodate phone conferencing capabilities. Peggy said yes.

## **Executive Session – Tim Newton**

At this point, the committee went into Executive Session, with a reminder that the next meeting would be held on Tuesday, June 12, 2012 at 55 Elm Street, Hartford.

## **Adjournment**

Peggy Gray reported that the meeting adjourned at 4:10 p.m.

*(Respectfully submitted by Joyce LeBaron)*