

Signed: _____
Date: _____

**CONNECTICUT STATE EMPLOYEES' CAMPAIGN
COMMITTEE MEETING MINUTES**

Tuesday, October 8, 2013

Office of the State Comptroller, 3rd floor, Conference Room F
55 Elm Street, Hartford
1:35 p.m. – 2:35 p.m.

Members Present

Cindy Cannata (*OGA/FOI*)

Valerie Clark (*OPM*)

Peggy Gray, *VICE CHAIR (Comptroller)*

Jacqueline Henry Rafiq (*Transportation*)

Sheila Hummel (*DECD*)

Patrick Kilby (*CHRO*)

Charles Kistler (*State Retiree*)

Tim Newton *CHAIR (Correction)*

Members Excused/Absent

Jason Crisco (*Admin. Services*)

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

Kathleen Gensheimer (*Judicial*)

Chris Taylor (*Legislative Management*)

Ina Wilson (*Education*)

Federation Representatives

Ann Pean (*UW*)

Lorna Sager (*CHC*)

Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

Meeting Called to Order – Tim Newton

Committee Chair Tim Newton called the meeting to order at 1:35p.m. A quorum was reached.

Review of September 2013 Meeting Summary – Tim Newton

A motion was presented and unanimously passed to accept the September 10, 2013 minutes as presented.

Campaign Update – Jan Gwudz

- Jan reported the Commissioner Union Breakfast only has had three RSVPs despite personal invitations. She asked if it was worth it to host a breakfast for this small amount of attendees. The Committee discussed this and decided that if, prior to one week to the event, there was not a significant increase that it be cancelled. Peggy wondered if there is not some kind of misunderstanding as Military wanted to send their coordinator, a payroll clerk, but that would be inappropriate as the invitations are for commissioners and Agency heads. Peggy suggested that the Secretary of the State's office be contacted and asked to make follow up phone calls to each Commissioner's office that didn't respond to the invitation.
- Jan stated she likes the July start campaign but two coordinators mentioned that they preferred a Fall start date and that this could be because people are often resistant to change. The Committee discussed this and decided that to officially start each Campaign on the same day as the annual Kick-Off.
- Jan then reported on the charity tabling events held at two Dept. of Children & Families offices. None of the employees participated partly because poor locations were chosen by the agency to seat the charities, being inconvenient and out of the way of general traffic. On the other hand, Sheila Hummel at Dept. of Economic & Community Development hosted Labs 4 Rescue and My Sister's Place representatives and reported a "good turn out."
- The Campaign total to date stands at \$75,686. Jan said she was hoping that the Campaign email message would motivate giving.
- Jan informed the Committee that she's received about five telephone calls from State employees who were interested in knowing about the Campaign administrative cost which is about 15%.

Round Table comments – Peggy Gray

- Sheila Hummel asked if many other agencies hold a Kick-Off. The consensus is that most do not.
- Valerie Clark noted that she is planning to hold an apple-pie fundraiser event.
- Tim Newton said that State Police would like a speaker at each of the various barracks. Jan mentioned that she'd tried to organize a softball game but that the State Police women's team had just returned from a tournament and were not up for another game so soon. Going back to speakers, Peggy stated that if they want them, then we should try to provide them but Tim said that he simply did not have the time to travel and speak. Peggy complimented that agency as being generous but not through the Campaign. Sheila then suggested getting speakers from the actual charities but Tim explained that no, what is requested is uniformed representatives.

Federation Distribution Timing schedule – Tim Newton

- Errol Bartley of Community Health Charities was tasked with, and prepared a chart outlining the fees and distribution of campaign funds. Each member was presented this chart. There were no questions.

More Round Table comments — Peggy Gray & Tim Newton

- The Office of the State Comptroller is hosting a vendor who sells classic accessories.
- Valerie explained further that her vendor is Lyman Orchards. She tried for Munson's Chocolate but they were not willing to waive the sales tax.
- Cindy Cannata shared that as a Loaned Employee she has been able to reach out to all her assignments. She informed the Committee that David Guay, formerly of Office of Governmental Accountability has been appointed to serve as Executive Director of the State Contracting Standards Board but will continue as the OGA coordinator. Further, she reported that Freedom of Information is having a Halloween event.
- Jacqueline Henry-Rafiq shared that Transportation has had and plans to have several fundraising events.
- Patrick Kilby explained he plans to reach out to outlying CHRO offices.
- Sheila has had a pizza sale and has hosted speakers.
- Charlie Kistler mentioned that there has been nothing yet from the UCONN Health Center.
- Tim reported that Correction has been turning in pledges and still has more outstanding.
- Lorna Sager, as a local campaign manager to the CSEC, shared that she found State employees upbeat, involved and speakers are well received.

Executive Session— Peggy Gray

A motion was made to go into Executive Session at 2:04.

Resumption of meeting; announcement of a Motion— Peggy Gray

At 2:27 the Committee came out of Executive Session. Peggy Gray put forth a motion that "The Committee authorizes Tim Newton to send a letter to the Executive Director of Greater Hartford Arts expressing our opinion about notifying the charities about the dissolution of its relationship with the CT State Employees' Campaign." The motion was carried unanimously. The reason GHA is leaving is because our organization makes them designate funds not use lump sum grants.

Meeting Adjournment — Tim Newton

At 2:35, Tim asked for a motion to adjourn, with a reminder that the next meeting will be held on:

REMINDER:

NEXT MEETING WILL BE TUESDAY November 12, 2013

The meeting concluded at 2:36 p.m.
(Respectfully submitted by Joyce LeBaron)