

Signed: _____

Date: _____

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

Tuesday, March 15, 2016

Office of the State Comptroller, 3rd floor, Conference Room F
55 Elm Street, Hartford
1:35 p.m. – 2:48 p.m.

Members Present

Cindy Cannata (*OGA/FOI*)

Valerie Clark (*OPM*)

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

Kathleen Gensheimer (*Judicial*)

Peggy Gray *VICE CHAIR (Comptroller's Office)*

Jacqueline Henry-Rafiq (*Transportation*)

Charles Kistler (*State Retiree*)

Kristen Miller (*Legislative Mgmt.*)

Tim Newton *CHAIR (Correction)*

Ina Wilson (*Education*)

Members Excused

Jason Crisco (*Admin. Services*)

Sheila Hummel (*DECD*)

Patrick Kilby (*CHRO*)

Campaign Staff

Jan Gwudz (*Director*)

Joyce LeBaron (*Coordinator*)

Federation Representatives

Ann Pean (*United Way*)

Errol Bartley (*Community Health Charities PCFO*)

Guests

Jacqueline Kozin, (*Comptroller's Office*)

Meeting called to order — Meeting summary — Tim Newton

Chair Tim Newton called the meeting to order at 1:35 p.m. The minutes from the previous meeting of February 9, 2016 were approved, and were unanimously accepted.

2016-2017 Budget—Tim Newton & Errol Bartley

Each committee member was provided with a copy of the updated projected budget. Errol Barley, Finance Manager of Community Health Charities, went over each line item, answering questions at the end. He emphasized that the biggest factor that drives the percentage ratio is the income derived from the campaign. He explained that the higher the contributions the lower the overall percentage for expenses, and vice versa.

Valerie Clark stated that she felt that \$1.4M as a goal, and which was used to base the budget on, is too high. She cited factors such as the potential of a 10% reduction in the State workforce and the current downward trend in donations. A motion was presented and accepted that the goal for the next campaign year be lowered to \$1.25M. However this raised the projected cost ratio to 15.9% because the ratio is based on costs compared to income.

After much discussion it was determined that the following items will be reduced in the budget:

1. Do not purchase computer calendars for giveaways which will save about \$700;
2. Errol would look into a less expensive cell phone plan;
3. Postage cost will be reduced from \$1,000 to \$750;

4. The line item for travel will be reduced, based on last year's usage, from \$2,500 to \$2,000;
5. The line item for Local Campaign Managers/LE's will be changed to Loaned Employee mileage.

Errol will revise the budget; Jan will send this to the Committee via email for a vote.

Campaign update, awards, luncheon, other business— Jan Gwudz

Peggy Gray noted that the charity Wounded Warriors was exposed on the news as having an actual cost of 54% due to alleged mismanagement and it was decided that if that charity was to apply to the Campaign that it would not be accepted for this year due to this disclosure. Peggy recommended that a letter be sent to Independent Charities of America, the federation in which Wounded Warriors participated in the 2015 Campaign, informing them of the committee's decision.

Jan Gwudz presented the following information:

- Partners for a Better World will not be applying to the Campaign this year citing too much paperwork and such a low contribution amount.
- The overall 2015 Campaign donation total to date is \$1,304,184 but has heard from Tim that there were a few more outstanding pledge cards that should bring the total up slightly.
- The Final Report proof had been sent out to the Committee members; a quorum was reached to accept it as is to be sent to the printer, though Peggy extended the opportunity to review it to Wednesday, March 16, 2016 at noon.

Referring to our guest John Rasimas, who presented the suggestion of a tennis tournament fund raiser, Cindy Cannata suggested that while all consider this as a great opportunity to make some money for the campaign, it would require a great deal of commitment by any who volunteer. It was decided that Jan would make a survey of the coordinators to see who might be interested in volunteering and who might be interested in playing. A packet of information provided by Mr. Rasimas was distributed to Committee members for review. It was suggested that this should be held at the end of summer, or in the first part of September. Jan stated that due to packaging, the Kick-Off and other duties, that time of the year was really busy for the campaign staff.

Jan announced that the Annual Recognition Luncheon is planned for May 5th at CT Valley Hospital with a Cinco de Mayo theme. She asked if there were any suggestions for speakers other than the Lt. Governor and the Comptroller.

The date for the application review is Thursday, April 28th and will be verified by email.

Meeting adjournment — Tim Newton

A motion was presented, seconded and accepted to end the meeting at 2:48 p.m.

REMINDER—APPLICATION REVIEW IS: April 28, 2016

REMINDER--NEXT MEETING IS: May 10, 2016

(Respectfully submitted by Joyce LeBaron)