



Connecticut State Employee Campaign Committee Meeting Minutes

Date: 11/9/2020 **Time:** 1:30pm-2:30pm

Attendees

Connecticut State Employee Campaign Committee

- Betsy Mc Dermott -Office of the State Comptroller – Committee Chair
- Charles Kistler- State Retiree
- Cindy Cannata (Freedom of Information Commission)
- Julie Bernosky (Department of Administrative Services)
- Kathleen Gensheimer (Judicial)
- Ina Wilson (Department of Education) - ABSENT

PCFO – United Way of Central and Northeastern Connecticut (UWCNCT)

- David Reeves (CSEC Partnership Manager)
- Jesse Mejia (Corporate Workplace Giving Director, UWCNCT)
- Robert Williamson (Partnership Manager, UWCNCT)

Federations

- Brittney Claridades (America's Charities)
- Karen Torges (Community Health Charities)
- Gary Johnson (United Way of Milford)
- Faith Douglas (United Way of Coastal & Fairfield County)
- Sandy Wilder (Global Impact)
- Tony Davis (EarthShare)- ABSENT
- William Broughan (America's Best Charities)

Agenda:

Committee Chair Update: Betsy McDermott

- Review and Approve Previous Minutes

CSEC Update: Jesse Mejia, Director

- Campaign Status Update
- Drawing / Raffle Guidelines
- Caused Based promotions per agency

Roundtable: Committee

Roundtable: Federations

Meeting Minutes:

Betsy McDermott called the meeting to order at 1:32pm.

Committee Chair Update: Betsy McDermott (CSEC Committee Chair)

Review and Approve Previous Minutes

- Karen Torges is now attending in place of Candance Dixon who has left the organization
- Betsy Asked for request to motion to approve minutes
- Cindy-brought up that the approval of the Standard Operating Procedure needed to be include in the Meeting Minutes.
- Cindy - reminded us that the meeting minutes need to be posted within 7 days after the meeting.



Connecticut State Employee Campaign Committee Meeting Minutes

- Motion to approve Minutes as submitted was made by Charlie Kistler.
- Motion to approve minutes was removed at Jesse Mejia's request to include the additional detail as requested by the committee members
- Betsy - agreed to hold on approving the minutes until we have then distributed to the team.

Campaign Status Update

- Jesse - asked for any additions to the agenda
- Jesse - introduced David Reeves as new UW team member to support CSEC
- Jesse - informed the committee the status of donations are caught up and currently at \$163,000 raised.
- Jesse - informed the committee of new internal process to increase efficiency to submit electronic forms to UW Finance dept and the forms will be processed within 2 business days at UW.
- David - will be updating and distributing minutes
- Jesse - feedback from coordinators is that some are not able to see the status of donors within their agency. UW has resolved the issues with the agency coordinator user id/password. There is an instructional video available on the campaign website (<https://ctstateemployeeescare.com/coordinators/>) for the coordinators to access donor names and learn how to view campaign status and run reports. In addition, Jesse has committed to provide all agency coordinators with a status report twice a week (Wednesdays and Fridays) for all coordinators to review
- Betsy asked for some of the committee members to be added to the distribution of the coordinator report.
- Jesse - we are meeting with coordinators who brainstorm how to stimulate employee participation.
- Charlie - provided contact info for UCONN Health to promote the CSEC campaign
- Karen - suggested, having the coordinators call 10 people to ask for campaign support.
- Charlie – asked about the status of the BJ's campaign. Jesse took this on as an action item

Drawing / Raffle Guidelines

- Bob – provided an update regarding state regulations with running an event where a prize is given for a raffle. This requires a license from the state. Gift cards cannot exceed \$25
- Kathleen shared Office of State Ethics board info regarding raffles (<https://portal.ct.gov/Ethics/Advisory-Opinions/2001/Advisory-Opinion-No-200129>)

Caused Based Promotions Per Agency

- Jesse- provided an update on why conversations with campaign coordinators were going to promote caused based initiatives to increase donations
- Charlie – asked about letter in January to retirees to ask for them to donate to CSEC Campaign, Betsy is asking the retiree union to encourage more participation.

Roundtable Update

- **Sandy** – inquired about the contact for the committee meeting, Jesse informed the committee he will be the UW contact for the and David will be the UW contact for the coordinators.
- **Sandy** - suggested reaching out to the federations for support to engage employees and provide support to help campaign grow.
- **Karen** – she **concurred** with using federations for help

These minutes were respectively submitted by Jesse Mejia, Director. jmejia@unitedwayinc.org

Action Items:

Initials

Description

Initials	Description
JM	Correcting prior meeting minutes



**Connecticut State Employee Campaign
Committee Meeting Minutes**

JM	Have all past due minutes updated by the 11/13 to the CSEC website
JM	Review CT Office of State Ethics website 2001-29 policy. For opinion running raffles, auctions
BM	Asking Retiree Union for email addresses to see if we can email retirees with information about contributing to the CSEC Campaign
JM	Get update for BJ's Campaign