

Statewide SEFA Council

Meeting Minutes

Date: Monday, **September 17, 2007** Time: 11:00 A.M.
 Via Conference Call
 Approved October 15, 2007

Present: Council Members

John Wolf, Region 1
 Fran Bealo, Region 3
 Angela Decker, Region 2
 John Mansfield, Region 6
 Wayne Rabideau, Region 4

Guests:

Rosa Brizuela – Neighbor to Nation
 Pat Forbes, SEFA Director
 Joe Guastella – SEFA Capital Region
 Susan Hager – UWNYS
 Debra Hutchins – Earth Share

Participants identified themselves as they joined the conference call. Minutes were taken by Pat Forbes, SEFA Director.

AGENDA ITEM	ACTION	DISCUSSION NOTES
Welcome and Agenda Review - <i>John Wolf</i>	Approved with additions	Welcomed the Council members and guests. He reviewed the planned agenda items <ul style="list-style-type: none"> ● Approval of the Agenda ● Follow-up of items from previous meeting <ul style="list-style-type: none"> ○ Completed Tasks <ul style="list-style-type: none"> ■ Posters – Printed and distributed ■ Training on Rules & Regs for SEFA Staff ○ Tasks Pending/Still in Process <ul style="list-style-type: none"> ■ Training on Rules & Regs for Council members – 10-10-07 ■ Workgroups <ul style="list-style-type: none"> Applications Workgroup has begun; Others still pending Need to know who the chairs (contact person) will be Workgroups need to plan their time ■ Selection of representatives for the Statewide SEFA Council <ul style="list-style-type: none"> Due December 1 List of Campaign areas in each region and their Chairs and members ■ Application Period for 2008 campaign begins December 1 <ul style="list-style-type: none"> □ Who will review applications? □ Guidelines to follow ■ New RFP <ul style="list-style-type: none"> current contract with UWNYS due to expire end of November Who will work on new RFP? ● Set date/time for next meeting.

AGENDA ITEM	ACTION	DISCUSSION NOTES
		<ul style="list-style-type: none"> • Adjournment Agenda items added: <ul style="list-style-type: none"> • Endorsement Letters
Follow-up of items from previous meeting		
Posters –		Printed and distributed. Most were received the day after Labor Day
Training on Rules & Regs for SEFA Staff		Held on September 10, 2007 via conference call. Plans are to repeat the training in person on January 11, 2008
Tasks Pending/Still in Process		
Training on Rules & Regs for Council members – 10-10-07		Scheduled for October 10, 2007 from 11:00 a.m. – 3:00 p.m. Place still to be determined.
Workgroups		Applications Workgroup has begun; Others still pending Need to know who the chairs (contact person) will be Workgroups need to plan their time Rose Brizuela agreed to serve on the Applications Workgroup to bring a participant perspective.
Selection of representatives for the Statewide SEFA Council		Due December 1 SEFA Director needs a List of Campaign areas in each region and their Chairs and members; John Wolf agreed to send the list.
Application Period for 2008 campaign begins December 1		<input type="checkbox"/> Who will review applications? Will it be a staff function or Council function? In 2007, 20 hours was the maximum allowed for review of applications; actual time was closer to 25-28 hours for review. <input type="checkbox"/> Guidelines to follow – as applications come in, make managerial decisions.
New RFP		current contract with UWNYS due to expire end of November Who will work on new RFP?
Endorsement Letters		Endorsement letters still needed.

<i>Decisions</i>	<i>Who</i>	<i>What</i>
Selection of representatives for the Statewide SEFA Council	J Wolf	Will provide a list of campaign areas in each region, their chairs and members.
Application Period for 2008	Applications	<input type="checkbox"/> Suggest guidance / recommendations to the Council.

campaign begins December 1	Workgroup	<input type="checkbox"/> Make managerial decisions as applications come in.
New RFP	J Wolf	John will work on new RFP.

<i>Next Steps</i>	<i>Who</i>	<i>What</i>
Selection of representatives for the Statewide SEFA Council		Due December 1 List of Campaign areas in each region and their Chairs and members Letters to each Local SEFA
Application Period for 2008 campaign begins December 1		<input type="checkbox"/> Who will review applications? <input type="checkbox"/> Guidelines to follow
New RFP	J Wolf	current contract with UWNYS due to expire end of November Who else will work on new RFP?
Endorsement Letters	P Forbes	▪ Ask Labor Chair and Co-Chair for endorsement letters, and to reach out to other public employee unions for additional endorsements.

<i>Agenda Items for the Next Meeting</i>	<i>Who</i>	<i>What</i>
		No specific items set

<i>Next Meetings</i>	<i>Next Meeting</i>	<i>Monday, October 15, 2007 @ 11:00 a.m.</i>
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Meeting adjourned at 11:35 a.m.

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