

Statewide SEFA Council

Meeting Minutes

Date: Monday, **August 6, 2007** Time: 11:00 A.M.
 Via Conference Call
 Minutes Approved August 20, 2007

Present: Council Members

John Wolf, Region 1;
 Angela Decker, Region 2
 Timothy Doolittle, Region 1;
 John Mansfield, Region 6,
 Wayne Rabideau, Region 4;
 Christina Tucker, Region 2,

Guests:

Tom DeCoursey – Global Impact
 Pat Forbes, SEFA Director,
 Bill Galvin – Community Health Charities of NY,
 Joe Guastella – SEFA Capital Region,
 Susan Hager – UWNYS,
 Regina Hendrix, – America’s Charities
 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 as submitted	Welcomed the Council members and guests. He reviewed the planned agenda items (names in parenthesis – Council member/staff requesting agenda item) <ul style="list-style-type: none"> ● Approval of the Agenda ● Approval / corrections of the July 23, 2007 draft minutes ● Follow-up of items from previous meetings <ul style="list-style-type: none"> ○ Follow Up with Governor’s Office <ul style="list-style-type: none"> ■ Letter to Al Lewis ○ Follow Up with OGS — Letter dated 6-29-07, disseminated 7-11-07 <ul style="list-style-type: none"> ■ Regulatory Issues ■ Poster ○ Training for Council <ul style="list-style-type: none"> ■ Tentative dates sent out Aug. 1 ○ Training for SEFA Staff <ul style="list-style-type: none"> ■ Tentative dates sent out Aug. 1 ○ Workgroups (Pledge Card; Name/Number System; Applications) <ul style="list-style-type: none"> ■ Need to know who the chairs (contact person) will be ■ Workgroups need to plan ○ Selection of representatives for the Statewide SEFA Council Due December 1, so you need to plan ahead ○ Application period for 2008 campaign begins December 1 Need to review application for potential changes, associated directions and instructions

AGENDA ITEM	ACTION	DISCUSSION NOTES
		<p>May require policy decisions</p> <ul style="list-style-type: none"> ■ Who will review applications? ■ Guidelines to follow? <p>● New Items</p> <ul style="list-style-type: none"> ○ Policy Issues <ul style="list-style-type: none"> ■ How to handle administration cost percentages on pass-throughs (Please review §335.10 of the Regulations) A SEFA region (local SEFA campaign) received a donation for another area (a pass-through). The region that originally received the pass-through deducted 15% and then forwarded the balance to the region the donation was meant for. Was this a proper way to handle the administration cost percentage? Should the 2nd region receive any of the administrative cost? Should the amount be split (evenly?) between the two regions? What if the two regions had different administration cost percentages? ■ Listing charities in the Directory under certain circumstances, and assigning or re-assigning numbers (Please review §335.9(c) of the Regulations) <ul style="list-style-type: none"> □ A charity is no longer a member of the federation under which it was previously listed. Should the charity be renumbered and listed as unaffiliated? Should it be dropped entirely? □ A charity is no longer a member of the federation under which it was previously listed, and has joined a different federation. Should the charity be renumbered and listed under the new federation? as unaffiliated? Should it be dropped entirely? □ If a charity is listed under more than one federation, is it permissible to list it in more than one place? ● Set date/time for next meeting A meeting is already scheduled for Monday, August 20, 2007 @ 11:00 a.m. Set the time for the following meeting? ● Adjournment
July 23, 2007 Minutes	Approved as submitted	
Follow-Up with Governor's Office		<p>This is the #1 priority. Employee Campaign Managers (ECM's) not on the list in the original request to the Governor. This request is usually made after the Management Chair/Co-Chairs are named and authorization is received to recruit Loaned Associates. Susan Hager would concentrate on what was originally asked for, and suggested we should be considering how do we move ahead given the late date, with a shortened time line to get things done.</p>

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		Pat Forbes reported on the letter from Al Lewis, former Superintendent of Insurance, to Governor Spitzer supporting SEFA's requests. A copy was e-mailed to Council members.
Follow Up with OGS — Letter dated 6-29-07, disseminated 7-11-07 Regulatory Issues Poster		Commissioner Egan's response to our questions was received and a copy e-mailed to Council members. Commissioner Egan felt it was too early to make changes to the regulations, that we needed more experience working under them. He approved OGS' printing and distributing the theme posters again this year.
Training for Council		Tentative dates, sent out on Aug. 1, are Wednesday, October 10, Friday, October 12, and Monday, October 15. Council members agreed that the Wednesday, October 10 th date was best for most.
Training for SEFA Staff		Potential dates are Monday, August 13, 9-11 am; Wednesday, August 15, 9-11 am; Wednesday, August 15, 2007, 1-3 pm; Monday, September 10, 9-11 am; Monday, September 10, 1-3 pm; and Wednesday, September 12, 9-11 am. Waiting for responses to finalize dates/times.
Workgroups (Pledge Card; Name/Number System; Applications)		Chair/contact person needs to be named for each workgroup. Decided to have a conference call with each workgroup within the next two weeks; will name chairs at that time and review issues to deal with.
Selection of representatives for the Statewide SEFA Council		Reminder to Council members that selections of Statewide SEFA Council representatives must be made and reported to the SEFA Director by December 1, so the regions need to plan their meetings now. John will draft a letter from George or himself to each region, saying that X and X are serving on the Council. Will they continue or will someone else serve for 2008?
Application period for 2008 campaign begins December 1		Need to review application for potential changes, associated directions and instructions May require policy decisions <ul style="list-style-type: none"> ■ Who will review applications? ■ Guidelines to follow? Needs to be ready November 1 so they will be available and people can become familiar with them.
<i>Policy Issues</i>		
How to handle administration cost percentages on pass-throughs (Please review §335.10 of the Regulations)		A SEFA region (local SEFA campaign) received a donation for another area (a pass-through). The region that originally received the pass-through deducted 15% and then forwarded the balance to the region the donation was meant for. Was this a proper way to handle the administration cost percentage? Should the 2 nd region receive any of the administrative cost? Should the amount be split (evenly?) between the two regions? What if the two regions had different administration cost percentages? Discussion brought out an old SEFA protocol on this topic, but some were unfamiliar with it. A workgroup comprised of Tim Doolittle, Chair, Wayne Rabideau, John Mansfield (via conference

AGENDA ITEM	ACTION	DISCUSSION NOTES
		call / e-mail), and Angie Decker was named to work on this issue.
Listing charities in the Directory under certain circumstances, and assigning or re-assigning numbers (Please review §335.9(c) of the Regulations)		<ul style="list-style-type: none"> □ A charity is no longer a member of the federation under which it was previously listed. Should the charity be renumbered and listed as unaffiliated? Should it be dropped entirely? □ A charity is no longer a member of the federation under which it was previously listed, and has joined a different federation. Should the charity be renumbered and listed under the new federation? as unaffiliated? Should it be dropped entirely? □ If a charity is listed under more than one federation, is it permissible to list it in more than one place? <p>Discussion brought out that a charity that applies to participate in SEFA is on its own merits and, once approved, cannot be dropped because it changed federation affiliation. Tom DeCoursey said (and Regina Hendrix concurred) there are many reasons why a charity may drop one federation affiliation in favor of another or none at all, and no inference can be made without knowing all the reasons.</p>

<i>Decisions</i>	<i>Who</i>	<i>What</i>
Agenda accepted July 23, 2007 Minutes accepted Workgroups Cost percentage for Pass-throughs	Workgroup named	<ul style="list-style-type: none"> ▪ Accepted as submitted ▪ Approved as submitted. ▪ Initiate a conference call with each workgroup within the next two weeks; will name chairs at that time and review issues to deal with. ▪ Workgroup consists of Tim Doolittle, Chair, Wayne Rabideau, John Mansfield (by conference call or e-mail), and Angie Decker.

<i>Next Steps</i>	<i>Who</i>	<i>What</i>
Workgroups (Pledge Card; Name/Number System; Applications) Selection of representatives for the Statewide SEFA Council How to handle administration cost percentages on pass-throughs SEFA Protocol on Pass-through donations	P. Forbes J. Wolf Pass-through Workgroup S. Hager	<ul style="list-style-type: none"> • Initiate a conference call with each workgroup; during call name Chair/contact person and review issues to deal with. • Draft letter to each SEFA region, from George or himself, saying that X and X are serving on the Council. Will they continue or will someone else serve for 2008? • Present draft for review • Susan will find the protocol and send a copy to Council members as a starting point.

<i>Agenda Items for the Next Meeting</i>	<i>Who</i>	<i>What</i>
Follow Up with Governor's Staff Pass-Through Proposed Policy Applications	P. Forbes Workgroup Applications Workgroup	<ul style="list-style-type: none"> • Report on status • Present draft policy for discussion, decision • Application needs to be ready November 1 so they will be available and people can be familiar with them.
New RFP By-Laws	P. Forbes	<ul style="list-style-type: none"> • Which Council members will work on this? • Present draft by-laws for discussion, decision

<i>Next Meetings</i>	Next Meetings	Monday, August 20, 2007 @ 11:00 a.m. Monday, September 17, 2007 @ 11:00 a.m.
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Meeting adjourned at 11:45 a.m.