

Statewide SEFA Council

Meeting Minutes

Date: Monday, **October 15, 2007** Time: 11:00 A.M.
 Via Conference Call
 Approved October 29, 2007

Present: Council Members

George Goldsmith, Region 4;
 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
 Mary Ellen O'Connor – Community Health Charities of NYS

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	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 September 17, 2007 draft minutes (attached) ● Report of Applications Workgroup – Draft Application for 2008 Participation (Application, Cover letter, Checklist, Form for calculating Administrative costs attached) <ul style="list-style-type: none"> ○ Setting Policy for Handling Applications Issues ● Planning for Recertification of Current SEFA Participants ● Calendar for Council Workload ● Selection of representatives for the Statewide SEFA Council for 2008 ● RFP for 2008 Services ● SEFA Website <ul style="list-style-type: none"> ○ Updates for Current Campaign ○ Maintenance of SEFA Website ○ Promoting the SEFA Website ● Set date/time for next meeting ● Adjournment

September 17, 2007 Minutes	Approved as corrected	<i>(Italicized material that follows is the correction to be made.)</i> <i>Angela Decker did participate;</i> her name was omitted.
Report of Applications Workgroup – Draft Applications for 2008 Participation Setting Policy for Handling Applications Issues		Draft application was reviewed. Questions/discussion/suggestions about whether or not Patriot Act language should be added; ask for the fiscal year so we know what should be the <i>most recent 990</i> ; how to handle a fundraising percentage over 25%; where does the \$62,000 in program services have to be spent? Should the Calculation Form be returned with the application?
Planning for Recertification of Current SEFA Participants		<ul style="list-style-type: none"> ● Need to consider the logistics for mailing to current federations & charities, especially the local unaffiliated charities ● Suggestion for electronic dissemination, fill out on-line, electronic signature, and electronic return; that electronic submission be an option, and paper for those charities that don't have the capability ● Suggestion that federation members submit recertifications to their federations for review, and have federation submit recertifications for all their SEFA participants. Rosa Brizuela (Neighbor to Nation) informed us that their members must certify for the CFC; they have a 1/14 deadline for submission to the federation to make the 1/30 or 1/31 CFC deadline. To do the SEFA recertification at the same time would not be a hardship. ● Recertification workgroup formed to handle these issues.
Calendar for Council Workload		There is a perceived need to prepare a calendar with all deadlines and meeting dates to handle the Council's workload.
Selection of representatives for the Statewide SEFA Council for 2008		Local SEFA Committees in each region must select their representatives to the 2009 SEFA Council and record their selections with the Council by December 1.
RFP for 2008 Services		The RFP for SEFA support services must be out very shortly as the current contract will expire. The selection must be made and an agreement reached before the current contract expires so there is no lapse in services. Suggestion to ask Roger Rascoe for input.
<ul style="list-style-type: none"> ● SEFA Website <ul style="list-style-type: none"> ○ Updates for Current Campaign ○ Maintenance of SEFA Website ○ Promoting the SEFA Website 		The public image of an agency/business/organization can be made or broken by their website. It is a quick way to inform a large audience on a continuing basis, and spread our message but if the content is outdated, than it is worse than not having a site. Maintenance of the website on a continuing basis is important. Suggestions made to put Council meeting notices and recognize the Council on the website, and put the web address on SEFA letterhead. Frank Montemarano was praised for how quickly he gets SEFA updates posted when they are submitted. His work should be acknowledged in a letter to him and his Supervisor.

Questions / Other Discussion		
Application related		Q. Where does the \$62,000 in program services have to be spent? A. There is no geography attached to the requirement.
Open Meetings Requirements		Discussion of how Open Meetings Law affects SEFA. As a practical matter, how do you do it when meetings are not a gathering physically in one place? Meetings should be posted on the website; people should be able to listen in. Suggestion for a 5-minute public comment period at either the beginning or end of the meeting. Will need more information re how the law applies to conference calls. .

<i>Decisions</i>	<i>Who</i>	<i>What</i>
Agenda accepted		<ul style="list-style-type: none"> ▪ Accepted
September 17, 2007 Minutes		<ul style="list-style-type: none"> ▪ Approved with corrections
Report of Applications Workgroup – Draft Applications for 2008 Participation Setting Policy for Handling Applications Issues	J Wolf P Forbes G Goldsmith & J Wolf P Forbes	<ul style="list-style-type: none"> ▪ Will check with Bill Mayer re whether or not Patriot Act language should be added. ▪ Add question “What is your fiscal Year?” ▪ Handle admin/fundraising percentages over 25% on a case-by-case basis. Charge the party doing application review to identify them and bring them to the attention of the Council immediately. George Goldsmith and John Wolf will review applications for over 25% admin/fundraising percentages. ▪ Will require Calculation Form to be returned with the application. Will necessitate a change in the cover letter; and add requirement to the checklist. ▪ Application accepted with changes, then to be sent out for one final review.
Planning for Recertification of Current SEFA Participants		<ul style="list-style-type: none"> ▪ The recertification will be a 1-page certification ▪ Recertification Workgroup members are Angie Decker, John Wolf, Rosa Brizuela (federation view), and Joe Guastella (FCC view).
Calendar for Council Workload	G. Goldsmith & P Forbes	<ul style="list-style-type: none"> ▪ George Goldsmith & Pat Forbes will develop and send out a calendar to include all upcoming Council deadlines and meetings needed to meet them.
Selection of representatives for the Statewide SEFA Council for 2008	P Forbes	<ul style="list-style-type: none"> ▪ Send letter to each SEFA Committee Chair reminding them of the requirement to select representatives to the Council and report their selections by December 1. In addition, the entire committee needs to be reaffirmed.
RFP for 2008 Services	G Goldsmith &	<ul style="list-style-type: none"> ▪ George Goldsmith and John Wolf will develop the RFP for support services for the

	J Wolf	Statewide SEFA Council.
<ul style="list-style-type: none"> ● SEFA Website <ul style="list-style-type: none"> ○ Updates for Current Campaign ○ Maintenance of SEFA Website ○ Promoting the SEFA Website 	P Forbes	<ul style="list-style-type: none"> ▪ Add SEFA website address to SEFA stationery

<i>Next Steps</i>	<i>Who</i>	<i>What</i>
Applications Related	J Wolf P Forbes	<ul style="list-style-type: none"> • Check with Bill Mayer re whether or not Patriot Act language should be added. • Update address, add question re fiscal year • Add instructions to return the Calculation form with the application; add to checklist
Calendar for Council Workload	G Goldsmith & P Forbes	Develop and send out a calendar with all deadlines and meeting dates to handle the Council's workload.
Selection of representatives for the Statewide SEFA Council for 2008	P Forbes	Send letter to each SEFA Committee Chair reminding them of the requirement to select representatives to the Council and report their selections by December 1. In addition, the entire committee needs to be reaffirmed.
RFP for 2008 Services	G Goldsmith & J Wolf	George Goldsmith and John Wolf will develop the RFP for support services for the Statewide SEFA Council.
<ul style="list-style-type: none"> ● SEFA Website <ul style="list-style-type: none"> ○ Updates for Current Campaign ○ Maintenance of SEFA Website ○ Promoting the SEFA Website 	P Forbes P Forbes & G Goldsmith	Put the SEFA web address on SEFA letterhead. Frank Montemarano's work to be acknowledged in a letter to him and his Supervisor

<i>Next Meeting</i>	Next Meeting	Monday, October 29, 2007 @ 11:00 a.m.
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Meeting adjourned at 12:10 p.m.

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