

# Statewide SEFA Council

## Meeting Minutes

Date: Monday, **November 19, 2007** Time: 11:00 A.M.  
 Via Conference Call  
 Approved December 10, 2007

**Present: Council Members**

George Goldsmith, Region 4  
 John Wolf, Region 1  
 Angela Decker, Region 2  
 John Mansfield, Region 6  
 Roger Rascoe, Region 5  
 Brian Rusk, Region 1  
 Christina Tucker, Region 2

**Guests:**

Rosa Brizuela – Neighbor to Nation  
 Pat Forbes, SEFA Director  
 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>George Goldsmith</i>	Approved with additions	Welcomed the Council members and guests. He reviewed the planned agenda items <ul style="list-style-type: none"> <li>● Approval of the Agenda</li> <li>● Approval / corrections of the October 29, 2007 draft minutes</li> <li>● Selection of representatives for the Statewide SEFA Council – selections due 12-1-07</li> <li>● Application for Participation</li> <li>● RFP for 2008 Services – Status</li> <li>● SEFA Website</li> <li>● Issue – Pledge cards from one SEFA Campaign area being used in a different Campaign area — I expect to send background material on this before the meeting, as soon as I have it.</li> <li>● Set date/time for next meeting</li> <li>● Adjournment</li> </ul> Agenda items added: <ul style="list-style-type: none"> <li>● Recertification form &amp; Process, inserted after RFP for 2008 Services item</li> </ul>
October 29, 2007 Minutes	Approved as corrected	<i>(Italicized material that follows is the correction to be made.)</i> Under Calendar for Council Workload, <i>Bill Galvin</i> requested getting the application out a day earlier than the date on the draft calendar, not Tom DeCoursey.
Selection of representatives for the Statewide SEFA Council –		Letters were sent to Local SEFA Committee Chairs, with a copy to the SEFA staff (FCC) for that campaign area, on November 6, 2007 reminding them of the

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selections due 12-1-07		requirements in the SEFA regulations, listing the current representatives and the SEFA campaign areas in the region, and requesting they call a meeting to make their selection on a timely basis. The letter also mentioned the information items needed for facilitating communication with those selected. Several Council members mentioned when their committees were meeting.
Application for Participation		Application for 2008 participation was released Friday, November 16, 2007 and e-mailed to local SEFA staff and the Federations.. The packet was mailed to several charities requesting it, and e-mailed to others.
RFP for 2008 Services – Status		RFP for 2008 services almost ready for released. It was reviewed by the Council, with one change suggested: in No. 12, accounting, to change “monthly or periodic” to “quarterly”. The term of the resulting contract will be January 1, 2008-March 31, 2009. When final, it will be sent to all participating federations and to local SEFA staff to share with their United Way members. In the early part of the next contract period, the Council will look at what might be an appropriate multi-year period.
Recertification Form & Process		Recertification Workgroup will meet again on Monday, November 26 at 10:30 a.m. They are currently working on the cover letter, and procedure for handling recertifications from locally participating charities and from members of federations.
SEFA Website		Items recently updated include the Management Liaisons on 11-14-07. The 2008 Application Packet will be posted to the website when it is ready.
Issue – Pledge cards from one SEFA Campaign area being used in a different Campaign area		Background material (each party involved in this issue prepared a summary of the issue as each sees it, as requested; list of SEFA committees and the counties covered by each, established by OGS according to the SEFA regulations) was e-mailed to Council members prior to the meeting. The immediate issue was pledge cards from the Niagara Frontier SEFA were being used in the Chautauqua County SEFA campaign area by the Thruway Authority. Discussion was spirited. The issue was described as an accountability issue, and members were reminded that the Commissioner of General Services has determined which SEFA campaign is responsible for what county or counties. Consideration was given to the effect of a corrective action taken at this late date in the campaign to re-sign donors with a pledge card with the correct SEFA code (potentially confusion, withdrawn pledges, and general dissatisfaction with SEFA on the part of State employees). A side issue is handling pass-through funds, which the Council will have to address.

<i>Decisions</i>	<i>Who</i>	<i>What</i>
Agenda accepted		<ul style="list-style-type: none"> <li>▪ Accepted with addition of recertification item</li> </ul>
October 29, 2007 Minutes accepted		<ul style="list-style-type: none"> <li>▪ Approved with corrections</li> </ul>
Issue – Pledge cards from one SEFA Campaign area being used in a different Campaign area		<ul style="list-style-type: none"> <li>▪ Allow the 2007 campaign donor pledge cards submitted by Thruway employees in Chautauqua County to the Niagara Frontier SEFA to be processed as done previously, <u>but only for the current campaign.</u></li> <li>▪ The Council recognizes that the solicitation of State employees working in Chautauqua County is the responsibility of the Chautauqua SEFA Committee and not the Niagara Frontier SEFA Committee.</li> <li>▪ The Niagara Frontier SEFA Committee has a responsibility to inform the Chautauqua SEFA Committee of all pledges obtained from any State employee working within that county <u>and</u> to reach an agreement with that SEFA Committee as to the disposition of all donations received from the State Comptroller for charities within Chautauqua County.</li> <li>▪ Any past conduct by a SEFA Committee that is inconsistent with the SEFA rules and Regulations must cease.</li> <li>▪ A Workgroup was formed to address the issue of the inappropriate use of donor pledge cards of one SEFA within the official campaign area of another SEFA and to present a recommendation for remedial action to the Council by 3-31-2008. Workgroup members include George Goldsmith, Chair; Roger Rascoe, Orange County; Brian Rusk, Niagara Frontier; Carolyn Stow, UW of Northern Chautauqua; Chris Tucker, Central New York; John Wolf, Greater Rochester.</li> </ul>

<i>Next Steps</i>	<i>Who</i>	<i>What</i>
Workgroups	P Forbes	<ul style="list-style-type: none"> <li>• As requested, Pat will send an updated list of all Workgroups to Council members</li> </ul>

<i>Next Meetings</i>	<i>Next Meetings</i>	<i>Next Meetings</i>
		<p>Monday, December 10, 2007 – 11:00 a.m.</p> <p>Monday, January 14, 2008 – 11:00 a.m.</p>

Meeting adjourned at 12:15 p.m.

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