

SEFA council face to face meeting

At NYCON office, Menands, NY May 19, 2011

Attending: Council members: Nick Lamorte, Gary Evans, Wayne Rabideau, Kathryn Pantaleo, Maria Harple, Cornelia Mead

Also: Suzanne Maloney, Dave Watson

Others: Tom De Coursey, Bill Galvin, Debra Hutchins, Sandy Mitchell, Joe Guastella, Sophie Jouben

On the phone: Regina Hendrix, Kathy Snow, Julian Dawson, Alison March, Abby Shapiro, Malloy, Jessica Callahan, Capalano, Curt Bailey, Craig Collie, Monica Wilson, Jessica Parker, Cynthia Eberhart.

1. Approval of minutes April 11
 - a. Motion to approve Maria Harple
 - b. Seconded Gary Evans
 - c. Question – clarification of item 4 – date- which date do we mean?
 - i. NYC RFP language will be changed to clarify
 - d. Motion to approve carried

2. Training & Orientation: Suzanne reviewed summary of SEFA council, structure and duties, a collection of existing documents and information she assembled for this purpose (those calling on phone don't have access to the document).
 - a. Job description of Council members
 - i. This document was new to some members, will review and bring feedback
 - ii. Comments on the document:
 1. #1: should be "shall" attend meetings (not "can")
 2. Add language about financial responsibility
 - a. Isn't this in the code of ethics? (#7 in the job description), Yes.
 3. #3 clarify goals – programmatic goals (not fundraising goals, e.g.)
 - b. Committee member job description
 - i. Code of ethics for committees – there should be, but some committees don't currently have one. Could be modeled on the state-wide SEFA code of ethics? Yes, this could be an option for committees.
 - ii. Page 6, Amend #4 to refer to "either local or statewide code of ethics"
 - iii. Discussion about whether code of ethics (committee and/or council) needs to be annual or not...
 - c. SEFA Alternate bylaw amendment
 - i. Adopted June 2010 to address issue that many areas are not represented on Council, trying to get better representation.
 - ii. Perhaps we could get some state retirees to serve on committee

- d. Review of "SEFA facts"
 - i. P. 9: "Recently the committees have been informed inaccurately of process and regulations"
 - 1. Questions about what this means.
 - 2. Shared email exchange (missing some pages)
 - 3. Committees are concerned, and have not had their concerns addressed by the council
 - ii. Appropriateness of including the final two statements on p. 9 of this document under "SEFA facts." These statements probably don't belong in this background document.
 - iii. Strike these items from the "facts" document
 - e. It was mentioned that while there were suggestions for edits, the documents are shared for training purposes only
3. SEFA statewide local budgets
- a. Still missing two local budgets
 - b. Plan to post the documents (local budgets) on the web site
 - c. Question – do committee budgets include the correct figures for the Council assessment? Some committees did not budget for the total assessment number. This is a concern. (Council will review this)
4. Recertification report.
- a. Numerous problems with electronic submissions:
 - i. There was a problem with the "submit" button, which was fixed.
 - ii. There was a problem with over-quota mail account, which was resolved
 - iii. Software does not provide confirmation page for the user, so agencies were submitting multiple times, sending multiple messages
 - b. The due date was extended to June 19
 - c. Currently 255 complete, 106 incomplete (some need to be moved to complete?), nonresponse 1693. Many of these may not be valid.
 - d. Concerns expressed – last year we had similar issues, and we said we would be sure agencies received a confirmation
 - e. Concern expressed – are we trying to do too much centrally? Can we dial back of some our commitments? Can we push back some duties to the local committees?
 - f. Comment – recertification of local charities might be more easily done with involvement of local SEFA coordinators.
 - g. Comment – since the system is not working this year, maybe we should not be removing any agency from the list.
 - i. Can we do this? How could we do this?
 - ii. Yes, we probably can per Dave Watson.

- h. Or perhaps drop only charities which have not recertified AND for whom we don't have good contact information.
- i. Clarification – recertification now under way (due date June 19) applies to the campaign of 2012. Agencies that do not pass recertification this year will still be in the campaign that starts fall 2011.
- j. Maria Harple - motion not to drop any agency suspend the deadline for recertification for this year, 2011.
 - i. Seconded- Wayne Rabideau
 - ii. Discussion
 - iii. Pursuant to discussion, the motion tabled by the chair.
- k. We will maintain the current recertification deadline, but we will not fail to recertify anyone except for a “fatal flaw” in their application or recertification, as defined in the regulations and interpreted by the council (e.g. required info missing)
 - i. Made by Gary Evans, seconded by Maria Harple
 - ii. Motion carried.

(break for lunch) reconvene at 1:40pm

5. NYC RFP

- a. We received one response to the NYC RFP, from Earthshare.
- b. Motion to accept the proposal by Gary Evans, seconded by Wayne Rabideau
- c. No discussion
- d. Motion carried

6. Statewide Council RFP

- a. Nick received a number of letters about the RFP, these were shared
- b. Discussion of the various comments
- c. Comments:
 - i. Several of the comments seem to be more related to dissatisfaction with the council and its services, not specifically the RFP
 - ii. Several comments request for the director to not report to the Council, but to the responding charity.
 - iii. RFP might include more detail of the SEFA Council's short term goals, for example, creating our database, improving our recertification process.
- d. Nick stated that we (he) will respond to the letters regarding the RFP
- e. The Council will take all of the comments into consideration and meet to finally revise the RFP.

- 7. Other issues – statewide brochure. Is there any chance to send the brochure printing duty back to the local committees at this point? Per Suzanne, not at this point, it would not be possible to have a single consolidated online version of the brochure in this case.

8. Suzanne will send a draft of letter to EarthShare telling them they have been awarded the NYC job. Council needs to respond
9. Concern – many of the problems identified are process issues. Communications could be improved with Coordinators. Suzanne will try to reinstate the monthly meetings with SEFA coordinators. Suzanne is also trying to implement new methods of communication, blogs, etc.
10. Motion to adjourn 2:53pm

Next conference call June 13.