



Statewide SEFA Council

One United Way Drive
P.O. Box 13865
Albany, New York 12212
518-456-2200, x129
Fax: 518-456-2839
www.sefanys.org

Tom Wickerham
Chair

Pete DeCicco
Vice-Chair

Cornelia Mead
Secretary

Laurelee Dever
Director

Notes from January 21, 2016 SEFA Council Call (APPROVED 2/18/16)

Council in Attendance

Tom Wickerham
Cornelia Mead
Matthew Ecker
Kathryn Pantaleo (Alternate)
Furn Lorento
Scott Ray
Bill Ferguson
Nick LaMorte
Caroline Westbrook
(absent or excused: Pete Decicco, Marilyn Daly)

Staff

Laurelee Dever

1. Welcome and Call to Order - Tom Wickerham called the meeting to order at 1:32 pm.
2. Approval of Minutes from December 17, 2015 and August 27, 2015. Moved by Bill Ferguson, Seconded by Scott Ray. Approved with no changes.
3. Report from Chair:
 - Tom noted that Cornelia is the official keeper of the minutes of the meeting, but that she will be providing Laurelee a pdf version in order to make available on the website.
 - Bill informed the Council that his region, Hamilton, Essex, Franklin and Clinton have chosen an alternate. Tammy Menard. Furn moved that she be confirmed. Motion seconded, approved.
 - Tom asked if Council members had received approval by their committees.
 - Tom – yes
 - Kathryn – yes
 - Bill – yes
 - Furn – wasn't sure. There was one committee she thinks she needs to get approval from. Tom asked that they get the approvals and send them to Laurelee.
 - Reminder that next month will be Council Officers elections. Please send in nominations. Pete Decicco requested that he not be nominated for Vice Chair, as he is enjoying his retirement
 - Transition is going on. A new MOU had been agreed upon. Past finance issues are still being addressed.
 - Tom made reference that there will be website changes.
 - Tom asked that Council members sign the signature page of the Code of Ethics and return to Laurelee.
 - Tom asked all the Coordinators to get the results of their campaigns in so that assessments can be figured out for Committee's budgeting.
 - Tom noted that the by-laws had been attached to the meeting notice. Furn noted that there was formatting issue with it. It will be sent out again without that issue. Perhaps a group will look at by-laws in the next couple of months to see if they need updating.
 - Tom would like more participation from local committee members. There is a lot for them to do, approve new charities, prepare and approve budget, work with council, etc.
 - Would like more subcommittees. Finance and MOU committees have been very useful.
 - The Lieutenant Governor's office requested a SEFA fact sheet. Perhaps an indication of executive level involvement. CEO of United Way of Buffalo and Erie is assisting in that effort.
 - Laurelee will send a pdf version of the Code of Ethics for all Council members to complete.



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4. Clarification of recertification and new applications (Tom Wickerham)
 - There may have been some problems with the data -
 - Clarification - if charity reviews the re-certifications and doesn't find their name, it's too soon for them to apply as a new charity, since they don't get removed until later (by March 7th).
 - Mixed messages in the past - agencies who recertified and had the receipt but were not on the list - were told to re-apply. They need to wait until they get notification that they are being dropped, and this needs to come from the committees. Once this happens, then they can apply as new.
 - If they did not recertify for some reason, they should contact their coordinator. In this interim time they should go to their local committee to provide the info to get recertified.
 - Tom referred to the RESOLUTION by the Council covering this that we approved back in March 2014.

 - Some coordinators (Marilyn, Tom) explained that this is not how the practice has been applied recently - they had been given different instructions.

 - Clarification - in the past, the local committees have NOT been charged with notifying the agencies who are dropped. This used to come out of the committees. They should be, according to Tom.

 - If you need a copy of the resolution ask Tom or Laurelee, they can also send the excel timeline.

5. Campaign Reports
Laurelee send a document to collect campaign data from 2015, as well as 2014 for comparison. Asked that coordinators fill out and return this by the end of the month. Coordinators may need to contact Sheila O'Connor to get the online totals - they need to contact Sheila directly

6. Recertification update:
Laurelee is working with an Excel expert in her office to analyze the recertification data, they are still working on it, and will be reaching out to coordinators for some clarifications. She asked for patience as they work with the data, and hopefully they'll get the info out in the next week.

7. Applications - period closes Friday at midnight. The data will get sent to coordinators after that point.

8. Laurelee also will be sending a spreadsheet to collect recent contact information for all stakeholders, if you haven't been getting her emails, contact her.

9. Laurelee announced they are evaluating a new design for the website - interested in any volunteers to help evaluate various templates.

10. Finance committee -
 - No formal financial report available, but Bill Ferguson reminded us that the Council approved a transition plan, which was reviewed by the finance committee. There were some budget items connected with this transition plan, which continue to be addressed as we move through the transition.
 - Bill reiterated that we should try to get campaign totals to Laurelee as soon as possible, so we have a better idea of our resources as we develop our budget.
 - Bill is working on drafting some policies and procedures for the finance area, to provide direction to the statewide campaign manager about managing accounts, reporting, other areas.



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11. Face to Face Meeting: Planning for a face-to-face meeting in Albany - UWGCR would like us to meet the players. Laurelee asked for suggestions of dates in the first half of March. Laurelee gave her email: ldever@sefanys.org.
12. It was mentioned that the conference calls with Coordinators (which Suzanne had held) were very helpful, hopes Laurelee can reconvene them.
Laurelee agreed this is a good idea and will put together a schedule - once a month or once each six weeks.
13. Council calls have been scheduled for the third Thursday of each month.

Motion to adjourn, carried unanimously 2:46 pm

Respectfully submitted, Cornelia Mead, Secretary (with additional notes from Laurelee Dever)