



Statewide SEFA Council

17 Campus View Drive
Loudonville, NY 12211
518-782- SEFA (7332)
Fax: 518-782-7333
www.sefanys.org

Tom Wickerham
Chair

Pete DeCicco
Vice-Chair

Cornelia Mead
Secretary

Suzanne Maloney
Director

SEFA Council Meeting
August 27, 2015
Approved minutes

Present: Tom, Cornelia, Caroline, Matt, Cherice, Bill F.
(Council members not present: Kathryn, Furn, Scott, Pete, Nick, Marilyn)

Sheila, Suzanne, present.

1. Tom called the meeting to order
2. Minutes from July 23 meeting were approved with one correction
Moved by Bill Ferguson, seconded by Caroline, motion carried.
3. Tom update - renumbering committee - no progress per Pete
4. Director's report - Suzanne held coordinators call this morning to check on marketing materials, only two areas didn't have them yet - two to be arriving tomorrow, one other pending.

Recertification slowly picking up speed - Suzanne pulling data from the website and posting to drop box.
5. Union endorsement letter - Tom asked if Suzanne had any update - we have contacted representatives but do not currently have a letter of support from the Unions.

Letters of support to governor's office from United Way have no response as yet.
6. Finance committee - Bill Ferguson - nothing to report
7. Matt - report on draft RFA
 - a. MOU with earthshare expires at the end of this current campaign
 - b. We will be seeking a new FCCM for a three year period
 - c. Three person committee - Pete, Caroline, Matt - have been working on drafting the documents. Caroline complimented Matt as the leader of the committee for getting this done. Tom complimented the committee, Bill Ferguson also.
 - d. We are going to move forward with two different documents. RFA (instead of RFP - based on discussions with OGS.) Second document is separate application document to be sent on request.
 - e. Once applicants request an application, then we send them the application form.
 - f. Have developed draft timetable.
 - g. Reminded us that the final piece is putting together the rating tool to evaluate the responses.
 - h. Proposed calendar:
 - i. Approval by Council today
 - ii. Tom has already forwarded draft to Bill Mayer in OGS as of yesterday as a courtesy to advise us.
 - iii. Would like to immediately announce to our coordinators and federations that this document is released right after labor day.
 - iv. Interested parties should contact Tom who will send and receive the completed applications.

New York State Employees' Exclusive Annual Charity Solicitation



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- v. Hope to be able to announce the results in November.
 - vi. Changes discussed - typos, etc, due date to be October 16th.
 - i. Proposed addition from Bill Ferguson - language to stress that the SEFA council is the sole evaluator and the SEFA council's decision is final. Insert after evaluation criteria as #7.
8. Tom asked for a motion to accept document as drafted.
- a. Caroline moved, seconded by Cornelia
 - b. Discussion/amendments - Bill Ferguson outlined his suggested corrections (outlined in 8/26 email):
 - c. Proposed corrections:
 - Pg 3 Title – Request For Proposal. Should it be Request For Application?
 - Pg 4 (top of page) “5)” should be “5.” To remain consistent with previous pg numbering.
 - Pg 4 (same spot as above) “The financial report...” paragraph should share the same indenting as above. I believe all is under 5. It causes confusion.
 - Pg 4 Responses to this “Request for Proposals” Should it be Application?
 - Pg 4 RFP/Application Should it be RFA/Application?
 - Pg 4, Evaluation Criteria section, after #6, a new paragraph:
The SEFA Council, at its sole discretion, shall be the determiner, in all considerations whatsoever, for any responses to this RFA, and the SEFA Council’s findings, conclusions, and determinations shall be final.
 - Bill moved, seconded by Caroline, to make these changes.
 - Unanimous vote to accept the amendments.
 - Unanimous vote to accept the RFA and Application documents as amended.
9. Tom instructed Matt to get notice out asap that the RFA is coming. Requests for application as well as returned applications will be sent to Tom. The RFA will be posted on the Statewide SEFA website
10. Planning for next face to face SEFA meeting. Propose the end of October in Albany (UW has offered space). Proposing Oct 27-28-29. Probably at least a partially closed meeting as we review applications resulting from the RFA.
11. Comments - on coordinator call it was proposed that the laser forms not be printed any more, some coordinators disagree with this.
12. Motion to adjourn Cornelia Mead, seconded Bill Ferguson, motion carried.

Meeting adjourned 2:37 pm

Respectfully Submitted,
Cornelia Mead, Secretary