



April 9, 2014

10 am-12pm

Presiding: Tim McCormick

Location:

Call-In Option:

Dial: (866) 740-1260

Conference Id: 6732780

In Attendance	

Agenda Items	Notes
1. Consent Agenda	
Agenda, Minutes, Budget	
10:00-10:05	
2. Fiscal Agent Report	
10:05-10:30	
3. Marketing and Engagement	
10:30-10:50	
4. Board Visioning/Development	By-Laws and Procedures
10:50-11:30	
7. Upcoming Activities/Projects	
11:30-11:50	
8. Public Comment	
11:50-12:00	



**SECC Steering Committee Meeting
Michigan Association of United Ways
February 11, 2014**

Steering Committee Members:

Tim McCormick (DTMB), Mary Joe Bradfield (Civil Service Commission), Jeff Haarer (MDARD)

SECC Staff and Partners:

Nicole Literacki (MAUW), Heather Travis (MAUW), Jane Wilson (UWSEM), John McClain (BUF), Mike McKenna and Beth Schaefer (Jackson County United Way), Angela Brooks-Andry (ECUW), Amanda Brock (Neighbor to Nation)

Consent Agenda

A motion was made to approve the 'January 8, 2014 minutes' and the pending to be paid for December 2013 in the amount of \$2,156.51. It was moved by Jeff Haarer and supported by Mary Joe Bradfield. CARRIED.

Marketing/Training

- Discussed the removal of the AFR% on all printed and electronic materials. A resource guide will be included in the code brochure as well as the SECC website. A disclaimer will be added as well regarding non-exempt organizations. The Steering Committee approved this change.
 - Guide Star white paper shows AFR% is less and less important – Amanda Brock to email link to committee.
 - Beth Schaefer suggested including a link to Ted Talk video regarding 'overhead and nonprofits'.
 - Send resource guide to SECC partners for review and feedback.
- Need Campaign Dates – Mary Joe will look into this
 - Ask HR for no black-out dates
- Letter of Intent (LOI) went out today and is due back on February 15. Applications to go out March 1.
- Tene Logan and Jennifer Edmonds to work together on state coordinator role.
- Jeff to work on State Coordinator resource guide for Tene

Visioning and Development

- Steering Committee to continue work on visioning, Board Retreat, bylaws. Tim to share draft of bylaws with Mary Joe and Jeff.

Future Meeting Dates

March 12, 2014
10:00 – noon
Face-to-face

SECC 2013-2014 EXPENSE SUMMARY

Jan 2014 Preliminary

SECC REVENUE & REIMBURSEMENTS						
		2013/2014		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
200	Marketing & Communications					
242	Brochures & Code Directories	\$ 4,500.00		\$ -	\$ 3,400.29	\$ 1,099.71
243	Posters/Tent Cards	\$ 1,300.00		\$ -	\$ 1,005.91	\$ 294.09
244	Volunteer Recognition	\$ 2,500.00		\$ -	\$ 2,748.70	\$ (248.70)
245	Giving Recognition	\$ 500.00		\$ -	\$ 137.43	\$ 362.57
246	Kick-Off	\$ 3,900.00		\$ -	\$ 4,279.77	\$ (379.77)
247	Public Relations/Graphic Design	\$ 2,000.00		\$ -	\$ 1,390.90	\$ 609.10
248	Web Design	\$ 3,000.00	1-2	\$ 70.00	\$ 740.00	\$ 2,260.00
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ 4,071.00	\$ (271.00)
	SUB-TOTAL	\$ 17,700.00		\$ 70.00	\$ 13,703.00	\$ 3,726.00
300	Training & Coordination					
340	Training Materials	\$ 800.00		\$ -	\$ 571.76	\$ 228.24
370	Training Accom. & Meals	\$ 600.00		\$ -	\$ 491.82	\$ 108.18
380	Training Travel	\$ 200.00		\$ -	\$ 4.00	\$ 196.00
	SUB-TOTAL	\$ 1,600.00		\$ -	\$ 1,067.58	\$ 532.42
400	Campaign Management					
410	Clerical Support	\$ 14,385.39		\$ -	\$ 5,106.96	\$ 9,278.43
420	Professional Support	\$ 32,075.00	3-5,9-12	\$ 4,260.29	\$ 16,936.02	\$ 15,138.98
421	Strategy/Development	\$ 4,000.00	6-8	\$ 1,276.74	\$ 2,284.22	\$ 1,715.78
425	Pledge/Online processing fees	\$ 150.00	13-14	\$ 30.17	\$ 480.97	\$ (330.97)
440	Copying & Printing	\$ 200.00	15-16	\$ 31.54	\$ 67.24	\$ 132.76
450	Postage & Shipping	\$ 300.00	17-18	\$ 40.90	\$ 106.58	\$ 193.42
460	Telephone / Fax / Email	\$ 1,500.00	19	\$ 0.68	\$ 469.29	\$ 1,030.71
470	Meeting Accom. & Meals	\$ 325.00	20	\$ 30.00	\$ 136.83	\$ 188.17
480	Travel	\$ 350.00		\$ -	\$ 196.84	\$ 153.16
490	Indirect Costs	\$ 10,200.00	21-27	\$ 1,304.49	\$ 6,958.13	\$ 3,241.87
	SUB-TOTAL	\$ 63,485.39		\$ 6,974.81	\$ 32,743.08	\$ 30,742.31
	TOTAL	\$ 82,785.39		\$ 7,044.81	\$ 47,513.66	\$ 35,000.73
	LCOA Totals	\$ -			\$ -	\$ -
	GRAND TOTAL	\$ 82,785.39		\$ 7,044.81	\$ 47,513.66	\$ 35,000.73

Michigan Association of United Ways Transaction Report

January 2014

Date	Transaction Type	Name	Memo/Description	Amount	Balance
90000 SECC Expenses					
90005 SECC Marketing & Communication					
90035 (248) Web Design					
State Campaign Fund					
01/03/2014	Check	.Frog Productions	Monthly hosting January	1 35.00	35.00
01/03/2014	Check	.Frog Productions	Monthly hosting November	0.00	35.00
01/29/2014	Check	.Frog Productions	Monthly hosting February	2 35.00	70.00
01/29/2014	Check	.Frog Productions	Monthly hosting February	0.00	70.00
Total for State Campaign Fund				\$70.00	
Total for 90035 (248) Web Design				\$70.00	
Total for 90005 SECC Marketing & Communication				\$70.00	
90060 SECC Campaign Management					
90065 (410+420) Salaries & Benefits SECC					
90075 Prof Salaries SECC					
State Campaign Fund					
01/03/2014	Check	.ADP, Inc. -	Nicole Literacki	3 1,203.00	1,203.00
01/17/2014	Check	.ADP, Inc. -	Nicole Literacki	4 1,203.00	2,406.00
01/31/2014	Check	.ADP, Inc. -	Nicole Literacki	5 1,203.00	3,609.00
Total for State Campaign Fund				\$3,609.00	
Total for 90075 Prof Salaries SECC				\$3,609.00	
90080 Clerical Support SECC					
State Campaign Fund					
01/03/2014	Check	.ADP, Inc. -	Heather to post to SECC	6 425.58	425.58
01/17/2014	Check	.ADP, Inc. -	Heather to post to SECC	7 425.58	851.16
01/31/2014	Check	.ADP, Inc. -	Heather to post to SECC	8 425.58	1,276.74
Total for State Campaign Fund				\$1,276.74	
Total for 90080 Clerical Support SECC				\$1,276.74	
90085 Accounting SECC					
State Campaign Fund					
01/31/2014	Check	.Outsourced Controllershship Services		9 375.20	375.20
Total for State Campaign Fund				\$375.20	
Total for 90085 Accounting SECC				\$375.20	
90115 SS MC Taxes SECC					
State Campaign Fund					
01/03/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	10 92.03	92.03
01/17/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	11 92.03	184.06
01/31/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	12 92.03	276.09
Total for State Campaign Fund				\$276.09	
Total for 90115 SS MC Taxes SECC				\$276.09	
Total for 90065 (410+420) Salaries & Benefits SECC				\$5,537.03	
90130 (425) Pledge Processing SECC					
State Campaign Fund					
01/01/2014	Journal Entry		reallocate ADP and bank fees 1 persons = .01 of total 2725.59 (NL)	13 27.25	27.25
01/08/2014	Journal Entry		PayPal transfer SECC	14 2.92	30.17
Total for State Campaign Fund				\$30.17	
Total for 90130 (425) Pledge Processing SECC				\$30.17	
90140 (440) Copying & Printing SECC					
State Campaign Fund					
01/03/2014	Check	.Pitney Bowes Global Financial		15 27.86	27.86
01/03/2014	Check	.Pitney Bowes Global Financial		16 3.68	31.54
Total for State Campaign Fund				\$31.54	
Total for 90140 (440) Copying & Printing SECC				\$31.54	
90145 (450) Post Ship SECC					
State Campaign Fund					
01/03/2014	Check	.Purchase Power		17 20.45	20.45
01/21/2014	Check	.Purchase Power		18 20.45	40.90
Total for State Campaign Fund				\$40.90	
Total for 90145 (450) Post Ship SECC				\$40.90	

Total for 90145 (450) Post Ship SECC					\$40.90	
90150 (460) Telephone - Fax SECC						
State Campaign Fund						
01/15/2014	Check	.Copper Services	SECC conference calls		0.00	0.00
01/21/2014	Check	.Ready Talk	SECC	19	0.68	0.68
Total for State Campaign Fund					<u>\$0.68</u>	
Total for 90150 (460) Telephone - Fax SECC					<u>\$0.68</u>	
90155 (470) Meeting Costs SECC						
State Campaign Fund						
01/15/2014	Check	.Bank of America	Jimmy Johns HT	20	30.00	30.00
Total for State Campaign Fund					<u>\$30.00</u>	
Total for 90155 (470) Meeting Costs SECC					<u>\$30.00</u>	
90165 (490) Occupancy/Rent SECC						
State Campaign Fund						
01/03/2014	Check	.Office Depot		21	4.88	4.88
01/03/2014	Check	.Office Depot		22	5.82	10.70
01/15/2014	Check	.Office Depot		23	6.69	17.39
01/31/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	24	850.00	867.39
Total for State Campaign Fund					<u>\$867.39</u>	
Total for 90165 (490) Occupancy/Rent SECC					<u>\$867.39</u>	
90210 (495) Technology exp SECC						
State Campaign Fund						
01/03/2014	Check	.Artemis Technologies, Inc.			0.00	0.00
01/03/2014	Check	.Artemis Technologies, Inc.				0.00
01/21/2014	Check	.MNA		25	182.50	182.50
01/21/2014	Check	.MNA		26	142.30	324.80
01/29/2014	Check	.DELL Marketing LLP			0.00	324.80
01/29/2014	Check	.DELL Marketing LLP			0.00	324.80
01/29/2014	Check	.MNA		27	112.30	437.10
01/31/2014	Check	.Artemis Technologies, Inc.				437.10
Total for State Campaign Fund					<u>\$437.10</u>	
Total for 90210 (495) Technology exp SECC					<u>\$437.10</u>	
Total for 90060 SECC Campaign Management					<u>\$6,974.81</u>	
Total for 90000 SECC Expenses					<u>\$7,044.81</u>	
TOTAL					<u><u>\$7,044.81</u></u>	

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SECC 2013-2014 EXPENSE SUMMARY

Feb 2014 Preliminary

SECC REVENUE & REIMBURSEMENTS						
		2013/2014		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
200	Marketing & Communications					
242	Brochures & Code Directories	\$ 4,500.00		\$ -	\$ 3,400.29	\$ 1,099.71
243	Posters/Tent Cards	\$ 1,300.00		\$ -	\$ 1,005.91	\$ 294.09
244	Volunteer Recognition	\$ 2,500.00	1-2	\$ 140.30	\$ 2,748.70	\$ (248.70)
245	Giving Recognition	\$ 500.00		\$ -	\$ 137.43	\$ 362.57
246	Kick-Off	\$ 3,900.00		\$ -	\$ 4,279.77	\$ (379.77)
247	Public Relations/Graphic Design	\$ 2,000.00		\$ -	\$ 1,390.90	\$ 609.10
248	Web Design	\$ 3,000.00	3-4	\$ 71.00	\$ 810.00	\$ 2,190.00
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ 4,071.00	\$ (271.00)
	SUB-TOTAL	\$ 17,700.00		\$ 211.30	\$ 13,773.00	\$ 3,656.00
300	Training & Coordination					
340	Training Materials	\$ 800.00		\$ -	\$ 571.76	\$ 228.24
370	Training Accom. & Meals	\$ 600.00		\$ -	\$ 491.82	\$ 108.18
380	Training Travel	\$ 200.00		\$ -	\$ 4.00	\$ 196.00
	SUB-TOTAL	\$ 1,600.00		\$ -	\$ 1,067.58	\$ 532.42
400	Campaign Management					
410	Clerical Support	\$ 14,385.39	7-8	\$ 851.16	\$ 5,106.96	\$ 9,278.43
420	Professional Support	\$ 32,075.00	5,6, 9-11	\$ 2,965.26	\$ 21,196.31	\$ 10,878.69
421	Strategy/Development	\$ 4,000.00		\$ -	\$ 3,560.96	\$ 439.04
425	Pledge/Online processing fees	\$ 150.00		\$ -	\$ 511.14	\$ (361.14)
440	Copying & Printing	\$ 200.00	12	\$ 21.43	\$ 98.78	\$ 101.22
450	Postage & Shipping	\$ 300.00	13	\$ 46.00	\$ 147.48	\$ 152.52
460	Telephone / Fax / Email	\$ 1,500.00	14	\$ 10.05	\$ 469.97	\$ 1,030.03
470	Meeting Accom. & Meals	\$ 325.00		\$ -	\$ 166.83	\$ 158.17
480	Travel	\$ 350.00		\$ -	\$ 196.84	\$ 153.16
490	Indirect Costs	\$ 10,200.00	15-17	\$ 861.89	\$ 8,262.62	\$ 1,937.38
	SUB-TOTAL	\$ 63,485.39		\$ 4,755.79	\$ 39,717.89	\$ 23,767.50
	TOTAL	\$ 82,785.39		\$ 4,967.09	\$ 54,558.47	\$ 27,955.92
	LCOA Totals	\$ -			\$ -	\$ -
	GRAND TOTAL	\$ 82,785.39		\$ 4,967.09	\$ 54,558.47	\$ 27,955.92

Michigan Association of United Ways Transaction Report

February 2014

Date	Transaction Type	Name	Memo/Description	Amount	Balance
90000 SECC Expenses					
90005 SECC Marketing & Communication					
90020 (244) Volunteer Recognition SECC					
State Campaign Fund					
02/12/2014	Check	.Bank of America	Gifts for Oberdank and Anzick past	1 75.00	75.00
02/12/2014	Check	.Bank of America	Steering Members	2 65.30	140.30
Total for State Campaign Fund				\$140.30	
Total for 90020 (244) Volunteer Recognition SECC				\$140.30	
90035 (248) Web Design					
State Campaign Fund					
02/26/2014	Check	.Frog Productions	Monthly hosting	3 35.00	35.00
02/26/2014	Check	.Frog Productions	Monthly hosting	0.00	35.00
02/28/2014	Check	.Bank of America	Tech Soup Comp Program SECC KC	4 36.00	71.00
Total for State Campaign Fund				\$71.00	
Total for 90035 (248) Web Design				\$71.00	
Total for 90005 SECC Marketing & Communication				\$211.30	
90060 SECC Campaign Management					
90065 (410+420) Salaries & Benefits SECC					
90075 Prof Salaries SECC					
State Campaign Fund					
02/14/2014	Check	.ADP, Inc. -	Nicole Literacki	5 1,203.00	1,203.00
02/28/2014	Check	.ADP, Inc. -	Nicole Literacki	6 1,203.00	2,406.00
Total for State Campaign Fund				\$2,406.00	
Total for 90075 Prof Salaries SECC				\$2,406.00	
90080 Clerical Support SECC					
State Campaign Fund					
02/14/2014	Check	.ADP, Inc. -	Heather to post to SECC	7 425.58	425.58
02/28/2014	Check	.ADP, Inc. -	Heather to post to SECC	8 425.58	851.16
Total for State Campaign Fund				\$851.16	
Total for 90080 Clerical Support SECC				\$851.16	
90085 Accounting SECC					
State Campaign Fund					
02/28/2014	Check	.Outsourced Controllorship Services		9 375.20	375.20
Total for State Campaign Fund				\$375.20	
Total for 90085 Accounting SECC				\$375.20	
90115 SS MC Taxes SECC					
State Campaign Fund					
02/14/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	10 92.03	92.03
02/28/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	11 92.03	184.06
Total for State Campaign Fund				\$184.06	
Total for 90115 SS MC Taxes SECC				\$184.06	
Total for 90065 (410+420) Salaries & Benefits SECC				\$3,816.42	
90140 (440) Copying & Printing SECC					
State Campaign Fund					
02/19/2014	Check	.Keystone Millbrook	(business cards) Nicole Literacki	12 21.43	21.43
Total for State Campaign Fund				\$21.43	
Total for 90140 (440) Copying & Printing SECC				\$21.43	
90145 (450) Post Ship SECC					
State Campaign Fund					
02/26/2014	Check	.Purchase Power		13 46.00	46.00
Total for State Campaign Fund				\$46.00	

Total for 90145 (450) Post Snp SECC				\$46.00	
90150 (460) Telephone - Fax SECC					
State Campaign Fund					
02/19/2014	Check	.Copper Services	SECC conference calls	14	10.05
02/19/2014	Check	.ReadyTalk	SECC	0.00	10.05
Total for State Campaign Fund				\$10.05	
Total for 90150 (460) Telephone - Fax SECC				\$10.05	
90165 (490) Occupancy/Rent SECC					
State Campaign Fund					
02/19/2014	Check	.Office Depot		15	8.96
02/26/2014	Check	.Office Depot		16	2.93
02/28/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	17	850.00
Total for State Campaign Fund				\$861.89	
Total for 90165 (490) Occupancy/Rent SECC				\$861.89	
90210 (495) Technology exp SECC					
State Campaign Fund					
02/03/2014	Check	.Artemis Technologies, Inc.			
02/05/2014	Check	.DELL Marketing LLP		0.00	0.00
02/05/2014	Check	.Artemis Technologies, Inc.			0.00
02/19/2014	Check	.DELL Marketing LLP		0.00	0.00
02/26/2014	Check	.Artemis Technologies, Inc.		0.00	0.00
02/26/2014	Check	.Artemis Technologies, Inc.		0.00	0.00
02/26/2014	Check	.Artemis Technologies, Inc.		0.00	0.00
Total for State Campaign Fund				\$0.00	
Total for 90210 (495) Technology exp SECC				\$0.00	
Total for 90060 SECC Campaign Management				\$4,755.79	
Total for 90000 SECC Expenses				\$4,967.09	
TOTAL				\$4,967.09	

Tuesday, Mar 25, 2014 02:11:29 PM PDT GMT-4 - Accrual Basis