



**SECC Steering Committee Meeting
Michigan Association of United Ways
April 9, 2014**

Steering Committee Members:

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

SECC Staff and Partners:

Nicole Literacki (MAUW), Heather Travis (MAUW), Jane Wilson (UWSEM), John McClain (BUF), Beth Schaefer (Jackson County United Way), Angela Bingham (UNCF), Jim Akans (Otsego County United Way)

Jeff Haarer opened and due to lack of quorum consent agenda approval was moved to end of meeting.

Fiscal Agent Report

- LCOA –process initial review this week
- Reviewed LCOA campaign structure and discussed resolution of Heart of West Michigan entities
- Need to determine strategy for United Way, Federation or independent entities that do not want to be part of LCOA or umbrella
- John McClain noted that without personal contact it is very difficult to raise funds
 - This is a federal issue and there must be apriority on training the partner charity
- Nicole talked about current umbrella structure where United Way/Federation will apply only for won affiliates, where in the past they use to allow all who apply.
- Jane Wilson noted that she invite 7 or 8 non-affiliated entities to apply and none did.
- Nicole talked about the potential of an independent commissioner(?) or requiring the entity to verify that at least 10% stay within its borders (ie MN)
- Nicole noted that her Heather met to review the 23 LCOA's and narrowed them down to 9 super regions based on the work force report. Some regions would have 3 or 4 LCOA's
 - With super regions would have to look close at cost share agreements

Marketing and Engagement

- Nicole noted that the SECC Agency Coordinator Tene requested that Nicole and Heather look into the potential of a virtual agency fair
- Mary Jo will follow up with Arnold as to Nicole's request regarding logistics of a virtual career fair that was held.
- Nicole noted 4/29 training with department coordinators

- Jeff noted that a marketing meeting with LARA Director Arwood will be postponed until a direct ask has been completed
- Nicole still looking for coordinators from DNR , Jeff will check with Ray Rustem
- Nicole still looking for designated steering committee member from Office of State Employee
- Michigan Virtual Career Fair

Consent Agenda

A motion was made to approve the 'January and February 2014 agenda, minutes and the pending to be paid for January in the amount of \$7,044.81 and February in the amount of \$4,967.09. It was moved by Jeff Haarer and supported by Mary Joe Bradfield. CARRIED.

Visioning and Development

Tim McCormick lead business and board development portion

- Nicole the potential of reallocating some of the unused web and graphic design funds for virtual agency fair, unanimous approval
- cursory review of Mary Jo's questions related to draft of bylaws, discussions ensured regarding content, approval process, action plan and standard operating procedures.
- Tim will set up face to face meeting with steering committee, Nicole, Scott and capital region LCOA to complete draft of bylaws and process

Future Meeting Dates

May 14, 2014 (application review)

10:00 – noon

Face-to-face

SECC 2013-2014 EXPENSE SUMMARY

March 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		\$ -	\$ 2,889.00	\$ (389.00)
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	\$ 35.00	\$ 881.00	\$ 2,119.00
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ 4,071.00	\$ (271.00)
	SUB-TOTAL	\$ 17,700.00		\$ 35.00	\$ 13,984.30	\$ 3,444.70
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	4-5	\$ 851.16	\$ 5,958.12	\$ 8,427.27
420	Professional Support	\$ 32,075.00	2,3,6-8	\$ 2,965.26	\$ 24,161.57	\$ 7,913.43
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		\$ -	\$ 120.21	\$ 79.79
450	Postage & Shipping	\$ 300.00		\$ -	\$ 193.48	\$ 106.52
460	Telephone / Fax / Email	\$ 1,500.00	9-10	\$ 72.87	\$ 480.02	\$ 1,019.98
470	Meeting Accom. & Meals	\$ 325.00		\$ -	\$ 166.83	\$ 158.17
480	Travel	\$ 350.00		\$ -	\$ 196.84	\$ 153.16
490	Indirect Costs	\$ 10,200.00	11-16	\$ 1,468.15	\$ 9,124.51	\$ 1,075.49
	SUB-TOTAL	\$ 63,485.39		\$ 5,357.44	\$ 44,473.68	\$ 19,011.71
	TOTAL	\$ 82,785.39		\$ 5,392.44	\$ 59,525.56	\$ 22,988.83
	LCOA Totals	\$ -			\$ -	\$ -
	GRAND TOTAL	\$ 82,785.39		\$ 5,392.44	\$ 59,525.56	\$ 22,988.83

Michigan Association of United Ways Transaction Report

July 2013 - March 2014

Date	Transaction Type	Name	Memo/Description	Amount	Balance
90000 SECC Expenses					
90005 SECC Marketing & Communication					
90010 (242) Brochures & Code Directories SECC					
State Campaign Fund					
09/11/2013	Check	.Legislative Service Bureau	2013 Post Card	547.66	547.66
09/11/2013	Check	.Legislative Service Bureau	2013 SECC code directory	2,852.63	3,400.29
Total for State Campaign Fund				\$3,400.29	
Total for 90010 (242) Brochures & Code Directories SECC				\$3,400.29	
90015 (243) Posters/Tent Cards/Pennants SECC					
State Campaign Fund					
09/11/2013	Check	.Legislative Service Bureau	2013 Poster A	316.96	316.96
09/11/2013	Check	.Legislative Service Bureau	2013 SECC Poster B	316.96	633.92
09/11/2013	Check	.Legislative Service Bureau	2013 SECC Circle Label	371.99	1,005.91
Total for State Campaign Fund				\$1,005.91	
Total for 90015 (243) Posters/Tent Cards/Pennants SECC				\$1,005.91	
90020 (244) Volunteer Recognition SECC					
State Campaign Fund					
09/11/2013	Check	.Bank of America	Volunteer Gifts Union Made Supply HT	792.20	792.20
09/25/2013	Check	.The Job Shop Ink, Inc.	Shirts	1,612.50	2,404.70
11/13/2013	Check	.Bank of America	Kolt Jewelers Dan's gift NLiteracki	100.00	2,504.70
12/17/2013	Check	.Bank of America	Special A'fare HT	211.60	2,716.30
02/12/2014	Check	.Bank of America	Woven Art NLiteracki	75.00	2,791.30
02/12/2014	Check	.Bank of America	Kohls NLiteracki	65.30	2,856.60
Total for State Campaign Fund				\$2,856.60	
Total for 90020 (244) Volunteer Recognition SECC				\$2,856.60	
90025 (245) Giving Recognition SECC					
State Campaign Fund					
09/11/2013	Check	.Legislative Service Bureau	Thank You Stickers	137.43	137.43
Total for State Campaign Fund				\$137.43	

Total for 90025 (245) Giving Recognition SECC

\$137.43

90030 (246) Kick-Off SECC

State Campaign Fund

07/01/2013	Check	.HALO Branded Solutions		179.83	179.83
07/31/2013	Check	.HALO Branded Solutions		2,277.77	2,457.60
08/14/2013	Check	.HALO Branded Solutions		882.49	3,340.09
08/21/2013	Check	.Saxon, Michael	UW SECC Detroit	0.00	3,340.09
09/11/2013	Check	.Saxon, Michael	UW SECC Detroit	150.00	3,490.09
09/25/2013	Check	.Scott, Troy	Judicial Chili Cookoff	184.04	3,674.13
09/25/2013	Check	.Chavez, Isidra	DTMB Kickoff	82.37	3,756.50
09/25/2013	Check	.Ben & Jerry's	Detroit Kick Off	198.90	3,955.40
10/09/2013	Check	.Bank of America	Kroger 9/9 NLiteracki	43.42	3,998.82
10/09/2013	Check	.Bank of America	GFS NLiteracki	42.69	4,041.51
10/09/2013	Check	.Bank of America	Speedway NLiteracki	45.00	4,086.51
10/09/2013	Check	.Bank of America	GFS NLiteracki	38.93	4,125.44
10/30/2013	Check	.Bartley, Kevin		154.33	4,279.77

Total for State Campaign Fund

\$4,279.77

Total for 90030 (246) Kick-Off SECC

\$4,279.77

90032 (247) Graphic/Design/Public Relations

State Campaign Fund

09/11/2013	Check	.Bank of America	Constant contact N Literacki	359.83	359.83
09/11/2013	Check	.Richardson, Chelsea		200.00	559.83
09/30/2013	Journal Entry		Final third of Nicole's computer charged to SECC	431.07	990.90
10/09/2013	Check	.Richardson, Chelsea		200.00	1,190.90
10/30/2013	Check	.Richardson, Chelsea		200.00	1,390.90

Total for State Campaign Fund

\$1,390.90

Total for 90032 (247) Graphic/Design/Public Relations

\$1,390.90

90035 (248) Web Design

State Campaign Fund

07/17/2013	Check	.Frog Productions	Monthly hosting	0.00	0.00
07/31/2013	Check	.Voorhees, Clarissa E	SECC websites updates	550.00	550.00
07/31/2013	Check	.Frog Productions	Monthly hosting	50.00	600.00
08/14/2013	Check	.Frog Productions	Monthly hosting	0.00	600.00

08/28/2013	Check	.Frog Productions	Monthly hosting	35.00	635.00
08/28/2013	Check	.Frog Productions	Monthly hosting	0.00	635.00
09/25/2013	Check	.Frog Productions	Monthly hosting	0.00	635.00
09/25/2013	Check	.Frog Productions	Monthly hosting	35.00	670.00
10/10/2013	Check	.Frog Productions	Monthly hosting	0.00	670.00
10/30/2013	Check	.Frog Productions	Monthly hosting October	0.00	670.00
10/30/2013	Check	.Frog Productions	Monthly hosting October	35.00	705.00
11/27/2013	Check	.Frog Productions	Monthly hosting November	35.00	740.00
11/27/2013	Check	.Frog Productions	Monthly hosting November	0.00	740.00
01/03/2014	Check	.Frog Productions	Monthly hosting November	0.00	740.00
01/03/2014	Check	.Frog Productions	Monthly hosting January	35.00	775.00
01/29/2014	Check	.Frog Productions	Monthly hosting February	35.00	810.00
01/29/2014	Check	.Frog Productions	Monthly hosting February	0.00	810.00
02/26/2014	Check	.Frog Productions	Monthly hosting	0.00	810.00
02/26/2014	Check	.Frog Productions	Monthly hosting	35.00	845.00
02/28/2014	Check	.Bank of America	Tech Soup Comp Program SECC KC	36.00	881.00
03/21/2014	Check	.Frog Productions	Monthly hosting	¹ 35.00	916.00
03/21/2014	Check	.Frog Productions	Monthly hosting	0.00	916.00
Total for State Campaign Fund				\$916.00	
Total for 90035 (248) Web Design				\$916.00	
90037 (249) Retiree Solicitation					
State Campaign Fund					
08/19/2013	Check	.Postmaster		2,724.37	2,724.37
08/28/2013	Check	.Allegra		840.27	3,564.64
09/11/2013	Check	.Legislative Service Bureau	Retirees Newsletter	506.36	4,071.00
Total for State Campaign Fund				\$4,071.00	
Total for 90037 (249) Retiree Solicitation				\$4,071.00	
Total for 90005 SECC Marketing & Communication				\$18,057.90	
90040 Training & Coordination					
90045 (340) Training Materials SECC					

State Campaign Fund					
08/07/2013	Check	.Legislative Service Bureau	New Hire Card Three Color	80.22	80.22
08/07/2013	Check	.Legislative Service Bureau	Volunteer Handbook	447.92	528.14
09/11/2013	Check	.Bank of America	Thank you gift Renee Tabor NLiteracki	28.62	556.76
Total for State Campaign Fund				\$556.76	
Total for 90045 (340) Training Materials SECC				\$556.76	
90050 (370) Training Accom & Meals SECC					
State Campaign Fund					
08/21/2013	Check	.Heisser's Quick Stop	Volunteer training	391.82	391.82
11/20/2013	Check	.Latta, Sonia		100.00	491.82
12/17/2013	Check	.Bank of America	Subway NLiteracki	15.00	506.82
Total for State Campaign Fund				\$506.82	
Total for 90050 (370) Training Accom & Meals SECC				\$506.82	
90055 (380) Training Travel SECC					
State Campaign Fund					
10/09/2013	Check	.Bank of America	SD parking	4.00	4.00
Total for State Campaign Fund				\$4.00	
Total for 90055 (380) Training Travel SECC				\$4.00	
Total for 90040 Training & Coordination				\$1,067.58	
90060 SECC Campaign Management					
90065 (410+420) Salaries & Benefits SECC					
90075 Prof Salaries SECC					
State Campaign Fund					
07/19/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	1,203.00
08/02/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	2,406.00
08/16/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	3,609.00
08/30/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	4,812.00
09/13/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	6,015.00
09/25/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	7,218.00
10/11/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	8,421.00
10/25/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	9,624.00
11/08/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	10,827.00
11/22/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	12,030.00
12/06/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	13,233.00
12/20/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	14,436.00
01/03/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	15,639.00
01/17/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	16,842.00
01/31/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	18,045.00

02/14/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	19,248.00
02/28/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	20,451.00
03/14/2014	Check	.ADP, Inc. -	Nicole Literacki	2 1,203.00	21,654.00
03/28/2014	Check	.ADP, Inc. -	Nicole Literacki	3 1,203.00	22,857.00
Total for State Campaign Fund				\$22,857.00	
Total for 90075 Prof Salaries SECC				\$22,857.00	

90080 Clerical Support SECC**State Campaign Fund**

07/19/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	425.58
08/02/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	851.16
08/16/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	1,276.74
08/30/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	1,702.32
09/13/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	2,127.90
09/25/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	2,553.48
10/11/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	2,979.06
10/25/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	3,404.64
11/08/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	3,830.22
11/22/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	4,255.80
12/06/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	4,681.38
12/20/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	5,106.96
01/03/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	5,532.54
01/17/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	5,958.12
01/31/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	6,383.70
02/14/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	6,809.28
02/28/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	7,234.86
03/14/2014	Check	.ADP, Inc. -	Heather to post to SECC	4 425.58	7,660.44
03/28/2014	Check	.ADP, Inc. -	Heather to post to SECC	5 425.58	8,086.02
Total for State Campaign Fund				\$8,086.02	
Total for 90080 Clerical Support SECC				\$8,086.02	

90085 Accounting SECC**State Campaign Fund**

07/31/2013	Check	.Outsourced Controllership Services		135.00	135.00
08/31/2013	Check	.Outsourced Controllership Services		135.00	270.00
10/06/2013	Check	.Outsourced Controllership Services		375.20	645.20
10/31/2013	Check	.Outsourced Controllership Services		375.20	1,020.40
11/30/2013	Check	.Outsourced Controllership Services		375.20	1,395.60
12/31/2013	Check	.Outsourced Controllership Services		375.20	1,770.80

01/31/2014	Check	.Outsourced Controllership Services		375.20	2,146.00
02/28/2014	Check	.Outsourced Controllership Services		375.20	2,521.20
03/31/2014	Check	.Outsourced Controllership Services	6	375.20	2,896.40

Total for State Campaign Fund**\$2,896.40****Total for 90085 Accounting SECC****\$2,896.40****90115 SS MC Taxes SECC****State Campaign Fund**

07/19/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	92.03
08/02/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	184.06
08/16/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	276.09
08/30/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	368.12
09/13/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	460.15
09/25/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	552.18
10/11/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	644.21
10/25/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	736.24
11/08/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	828.27
11/22/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	920.30
12/06/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,012.33
12/20/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,104.36
01/03/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,196.39
01/17/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,288.42
01/31/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,380.45
02/14/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,472.48
02/28/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,564.51
03/14/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	7 92.03	1,656.54
03/28/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	8 92.03	1,748.57

Total for State Campaign Fund**\$1,748.57****Total for 90115 SS MC Taxes SECC****\$1,748.57****90120 Une Tax SECC****State Campaign Fund**

10/09/2013	Check	.501 Alliance	Nicole Literacki	0.00	0.00
12/31/2013	Check	.501 Alliance	Nicole Literacki	0.00	0.00

Total for State Campaign Fund**\$0.00****Total for 90120 Une Tax SECC****\$0.00****Total for 90065 (410+420) Salaries & Benefits SECC****\$35,587.99****90129 (421) Strategy/Development****State Campaign Fund**

07/01/2013	Check	.Grinnell, Robin Lynn		1,000.00	1,000.00
07/17/2013	Check	.Michigan Wildlife	Rental of Hendy Room	50.00	1,050.00

		Conservancy				
07/31/2013	Check	.Amy's Catering	SECC Board Retreat Breakfast	76.25	1,126.25	
07/31/2013	Check	.Saites Bros Caterers	SECC Board retreat lunch	116.25	1,242.50	
07/31/2013	Check	.Grinnell, Robin Lynn		1,000.00	2,242.50	
08/14/2013	Check	.Bank of America	Chapbook Café Nicole	7.95	2,250.45	
08/14/2013	Check	.Bank of America	GFS Nicole Board Retreat	33.77	2,284.22	
Total for State Campaign Fund						\$2,284.22
Total for 90129 (421) Strategy/Development						\$2,284.22
90130 (425) Pledge Processing SECC						
State Campaign Fund						
09/21/2013	Journal Entry		Pay Pal deposit SECC fees	29.67	29.67	
10/04/2013	Journal Entry		PayPal transfer for SECC	15.04	44.71	
10/16/2013	Journal Entry		Designation for SECC	42.75	87.46	
10/28/2013	Journal Entry		PayPal money received	14.21	101.67	
10/31/2013	Journal Entry		credit card charges SECC credit card receipts	342.05	443.72	
12/31/2013	Journal Entry		fees on credit card processed	10.00	453.72	
01/01/2014	Journal Entry		reallocate ADP and bank fees 1 persons = .01 of total 2725.59 (NL)	27.25	480.97	
01/08/2014	Journal Entry		PayPal transfer SECC	2.92	483.89	
Total for State Campaign Fund						\$483.89
Total for 90130 (425) Pledge Processing SECC						\$483.89
90135 (430) Supplies SECC						
State Campaign Fund						
07/31/2013	Check	.Office Depot		0.00	0.00	
08/21/2013	Check	.Office Depot		0.00	0.00	
09/11/2013	Check	.Bank of America		49.25	49.25	
11/13/2013	Check	.Bank of America		35.35	84.60	
12/17/2013	Check	.Bank of America		46.43	131.03	
12/17/2013	Check	.Bank of America	Staples NLiteracki	9.51	140.54	
Total for State Campaign Fund						\$140.54
Total for 90135 (430) Supplies SECC						\$140.54
90140 (440) Copying & Printing SECC						
State Campaign Fund						
07/10/2013	Check	.Office Depot		3.24	3.24	
07/31/2013	Check	.Office Depot		15.69	18.93	
09/30/2013	Check	.Pitney Bowes		27.86	46.79	

		Global Financial			
10/23/2013	Check	.Pitney Bowes Global Financial		20.45	67.24
01/03/2014	Check	.Pitney Bowes Global Financial		27.86	95.10
01/03/2014	Check	.Pitney Bowes Global Financial		3.68	98.78
02/19/2014	Check	.Keystone Millbrook	Nicole Literacki	21.43	120.21
Total for State Campaign Fund				20.45	
Total for 90140 (440) Copying & Printing SECC				\$120.21	
90145 (450) Post Ship SECC					
State Campaign Fund					
07/24/2013	Check	.Purchase Power		20.45	20.45
08/07/2013	Check	.Pitney Bowes- 371896		5.74	26.19
09/04/2013	Check	.Pitney Bowes- 371896		3.11	29.30
09/25/2013	Check	.Purchase Power		40.90	70.20
11/27/2013	Check	.Purchase Power		20.45	90.65
12/17/2013	Check	.Bank of America	UPS Store HT	15.93	106.58
01/03/2014	Check	.Purchase Power		20.45	127.03
01/21/2014	Check	.Purchase Power		20.45	147.48
02/26/2014	Check	.Purchase Power		46.00	193.48
03/21/2014	Check	.Purchase Power		0.00	193.48
Total for State Campaign Fund				20.45	
Total for 90145 (450) Post Ship SECC				\$193.48	
90150 (460) Telephone - Fax SECC					
State Campaign Fund					
07/31/2013	Check	.Literacki, Nicole	Cell phone	60.00	60.00
08/14/2013	Check	.Copper Services	SECC conference calls	48.91	108.91
08/14/2013	Check	.Ready Talk	SECC	2.64	111.55
09/11/2013	Check	.Copper Services	SECC conference calls	34.93	146.48
09/18/2013	Check	.Ready Talk	SECC	29.75	176.23
10/09/2013	Check	.Ready Talk	SECC	21.34	197.57
10/09/2013	Check	.Copper	SECC conference calls	27.55	225.12

		Services			
11/13/2013	Check	.Copper Services	SECC conference calls	10.78	235.90
11/13/2013	Check	.Ready Talk	SECC	36.17	272.07
11/27/2013	Check	.Literacki, Nicole	Phone	180.00	452.07
11/27/2013	Check	.Literacki, Nicole	Phone		452.07
12/11/2013	Check	.Ready Talk	SECC	15.47	467.54
12/11/2013	Check	.Copper Services	SECC conference calls	1.75	469.29
01/15/2014	Check	.Copper Services	SECC conference calls	0.00	469.29
01/21/2014	Check	.Ready Talk	SECC	0.68	469.97
02/19/2014	Check	.Copper Services	SECC conference calls	10.05	480.02
02/19/2014	Check	.Ready Talk	SECC	0.00	480.02
03/13/2014	Check	.Copper Services	SECC conference calls	9 22.12	502.14
03/19/2014	Check	.Ready Talk	SECC	10 50.75	552.89
Total for State Campaign Fund				\$552.89	
Total for 90150 (460) Telephone - Fax SECC				\$552.89	
90155 (470) Meeting Costs SECC					
State Campaign Fund					
09/11/2013	Check	.Bank of America	DC Meeting N Literacki	66.82	66.82
10/09/2013	Check	.Bank of America	Sinclair Grill NLiteracki	500.08	566.90
10/09/2013	Check	.Bank of America	Skype communication NLiteracki	10.00	576.90
11/13/2013	Check	.Bank of America	Village Restaurant NLiteracki	19.84	596.74
12/17/2013	Check	.Bank of America	Jimmy Johns HT	34.50	631.24
01/15/2014	Check	.Bank of America	Jimmy Johns HT	30.00	661.24
Total for State Campaign Fund				\$661.24	
Total for 90155 (470) Meeting Costs SECC				\$661.24	
90160 (480) Travel SECC					
State Campaign Fund					
07/31/2013	Check	.Literacki, Nicole	Mileage	196.84	196.84
11/27/2013	Check	.Literacki, Nicole	Mileage		196.84
11/27/2013	Check	.Literacki, Nicole	Mileage		196.84
Total for State Campaign Fund				\$196.84	
Total for 90160 (480) Travel SECC				\$196.84	
90165 (490) Occupancy/Rent SECC					

State Campaign Fund

07/24/2013	Check	.Box, Inc.		247.96	247.96
07/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	1,097.96
08/14/2013	Check	.Bank of America		40.90	1,138.86
08/21/2013	Check	.Office Depot		3.64	1,142.50
08/21/2013	Check	.Office Depot		4.98	1,147.48
08/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	1,997.48
09/18/2013	Check	.Office Depot	Pen, Paper, Q1	66.23	2,063.71
09/25/2013	Check	.Office Depot		10.07	2,073.78
09/25/2013	Check	.Office Depot		0.00	2,073.78
09/30/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	2,923.78
10/01/2013	Check	.Office Depot		0.00	2,923.78
10/02/2013	Check	.Office Depot		0.00	2,923.78
10/16/2013	Check	.Office Depot		7.66	2,931.44
10/23/2013	Check	.Office Depot		4.10	2,935.54
10/30/2013	Check	.Office Depot		2.92	2,938.46
10/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	3,788.46
11/06/2013	Check	.Office Depot		0.00	3,788.46
11/06/2013	Check	.Office Depot		4.66	3,793.12
11/20/2013	Check	.Office Depot		5.33	3,798.45
11/27/2013	Check	.Office Depot		6.74	3,805.19
11/30/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	4,655.19
12/06/2013	Check	.Office Depot		16.78	4,671.97
12/06/2013	Check	.Office Depot		1.69	4,673.66
12/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	5,523.66
01/03/2014	Check	.Office Depot		4.88	5,528.54
01/03/2014	Check	.Office Depot		5.82	5,534.36
01/15/2014	Check	.Office Depot		6.69	5,541.05
01/31/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	6,391.05
02/19/2014	Check	.Office Depot		8.96	6,400.01
02/26/2014	Check	.Office Depot		2.93	6,402.94
02/28/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	7,252.94
03/05/2014	Check	.Office Depot		11 2.68	7,255.62
03/19/2014	Check	.Office Depot		12 2.11	7,257.73
03/31/2014	Check	.Office Depot		0.00	7,257.73
03/31/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	13 850.00	8,107.73
03/31/2014	Check	.Office Depot		6.16	8,113.89
Total for State Campaign Fund				\$8,113.89	
Total for 90165 (490) Occupancy/Rent SECC				\$8,113.89	

90210 (495) Technology exp SECC**State Campaign Fund**

07/31/2013	Check	.Artemis Technologies, Inc.	0.00	0.00
07/31/2013	Check	.Artemis Technologies, Inc.	0.00	0.00
07/31/2013	Check	.Artemis Technologies, Inc.	0.00	0.00
07/31/2013	Check	.Artemis Technologies, Inc.	0.00	0.00
08/28/2013	Check	.Artemis Technologies, Inc.	0.00	0.00
10/01/2013	Check	.Artemis Technologies, Inc.	0.00	0.00
10/23/2013	Check	.MNA	126.42	126.42
10/30/2013	Check	.MNA	162.41	288.83
10/30/2013	Check	.Artemis Technologies, Inc.	0.00	288.83
10/30/2013	Check	.MNA	132.76	421.59
11/06/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
11/13/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
11/27/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
11/27/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
01/03/2014	Check	.Artemis Technologies, Inc.		421.59
01/03/2014	Check	.Artemis Technologies, Inc.	0.00	421.59
01/21/2014	Check	.MNA	182.50	604.09
01/21/2014	Check	.MNA	142.30	746.39
01/29/2014	Check	.DELL Marketing LLP	0.00	746.39
01/29/2014	Check	.MNA	112.30	858.69
01/29/2014	Check	.DELL Marketing LLP	0.00	858.69
01/31/2014	Check	.Artemis		858.69

		Technologies, Inc.		
02/03/2014	Check	.Artemis Technologies, Inc.		858.69
02/05/2014	Check	.Artemis Technologies, Inc.		858.69
02/05/2014	Check	.DELL Marketing LLP	0.00	858.69
02/19/2014	Check	.DELL Marketing LLP	0.00	858.69
02/26/2014	Check	.Artemis Technologies, Inc.	0.00	858.69
02/26/2014	Check	.Artemis Technologies, Inc.	0.00	858.69
02/26/2014	Check	.Artemis Technologies, Inc.	0.00	858.69
03/31/2014	Check	.Artemis Technologies, Inc.	0.00	858.69
03/31/2014	Check	.Artemis Technologies, Inc.	0.00	858.69
Total for State Campaign Fund			858.69	
Total for 90210 (495) Technology exp SECC			858.69	
90215 (499) Audit/Ins/Etc. SECC				
State Campaign Fund				
10/09/2013	Check	.Abraham & Gaffney, P.C.	750.40	750.40
12/17/2013	Check	.Abraham & Gaffney, P.C.	121.94	872.34
03/05/2014	Check	.Harleysville Insurance Company	14 124.29	996.63
03/13/2014	Check	.Accident Fund Company	15 343.87	1,340.50
03/31/2014	Check	.Citizens Insurance	16 145.20	1,485.70
Total for State Campaign Fund			\$1,485.70	
Total for 90215 (499) Audit/Ins/Etc. SECC			\$1,485.70	
Total for 90060 SECC Campaign Management			\$50,679.58	
Total for 90000 SECC Expenses			\$69,805.06	
TOTAL			\$69,805.06	

Monday, May 12, 2014 07:10:47 AM PDT GMT-4 - Accrual Basis

SECC 2013-2014 EXPENSE SUMMARY

April 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		\$ -	\$ 2,889.00	\$ (389.00)
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	\$ 35.00	\$ 916.00	\$ 2,084.00
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ 4,071.00	\$ (271.00)
	SUB-TOTAL	\$ 17,700.00		\$ 35.00	\$ 14,019.30	\$ 3,409.70
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	4-5	\$ 851.16	\$ 6,809.28	\$ 7,576.11
420	Professional Support	\$ 32,075.00	2,3 6-8	\$ 2,965.53	\$ 27,126.83	\$ 4,948.17
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		\$ -	\$ 120.21	\$ 79.79
450	Postage & Shipping	\$ 300.00	10	\$ 31.54	\$ 193.48	\$ 106.52
460	Telephone / Fax / Email	\$ 1,500.00	11-13	\$ 599.16	\$ 552.89	\$ 947.11
470	Meeting Accom. & Meals	\$ 325.00		\$ -	\$ 166.83	\$ 158.17
480	Travel	\$ 350.00	14	\$ 142.33	\$ 196.84	\$ 153.16
490	Indirect Costs	\$ 10,200.00	9,15-20	\$ 1,218.02	\$ 10,592.66	\$ (392.66)
	SUB-TOTAL	\$ 63,485.39		\$ 5,807.74	\$ 49,831.12	\$ 13,654.27
	TOTAL	\$ 82,785.39		\$ 5,842.74	\$ 64,918.00	\$ 17,596.39
	LCOA Totals	\$ -			\$ -	\$ -
	GRAND TOTAL	\$ 82,785.39		\$ 5,842.74	\$ 64,918.00	\$ 17,596.39

Michigan Association of United Ways Transaction Report

July 2013 - April 2014

Date	Transaction Type	Name	Memo/Description	Amount	Balance
90000 SECC Expenses					
90005 SECC Marketing & Communication					
90010 (242) Brochures & Code Directories SECC					
State Campaign Fund					
09/11/2013	Check	.Legislative Service Bureau	2013 Post Card	547.66	547.66
09/11/2013	Check	.Legislative Service Bureau	2013 SECC code directory	2,852.63	3,400.29
Total for State Campaign Fund				\$3,400.29	
Total for 90010 (242) Brochures & Code Directories SECC				\$3,400.29	
90015 (243) Posters/Tent Cards/Pennants SECC					
State Campaign Fund					
09/11/2013	Check	.Legislative Service Bureau	2013 Poster A	316.96	316.96
09/11/2013	Check	.Legislative Service Bureau	2013 SECC Poster B	316.96	633.92
09/11/2013	Check	.Legislative Service Bureau	2013 SECC Circle Label	371.99	1,005.91
Total for State Campaign Fund				\$1,005.91	
Total for 90015 (243) Posters/Tent Cards/Pennants SECC				\$1,005.91	
90020 (244) Volunteer Recognition SECC					
State Campaign Fund					
09/11/2013	Check	.Bank of America	Volunteer Gifts Union Made Supply HT	792.20	792.20
09/25/2013	Check	.The Job Shop Ink, Inc.	Shirts	1,612.50	2,404.70
11/13/2013	Check	.Bank of America	Kolt Jewelers Dan's gift NLiteracki	100.00	2,504.70
12/17/2013	Check	.Bank of America	Special A'fare HT	211.60	2,716.30
02/12/2014	Check	.Bank of America	Woven Art NLiteracki	75.00	2,791.30
02/12/2014	Check	.Bank of America	Kohls NLiteracki	65.30	2,856.60
Total for State Campaign Fund				\$2,856.60	
Total for 90020 (244) Volunteer Recognition SECC				\$2,856.60	
90025 (245) Giving Recognition SECC					
State Campaign Fund					
09/11/2013	Check	.Legislative Service Bureau	Thank You Stickers	137.43	137.43
Total for State Campaign Fund				\$137.43	

Total for 90025 (245) Giving Recognition SECC

\$137.43

90030 (246) Kick-Off SECC

State Campaign Fund

07/01/2013	Check	.HALO Branded Solutions		179.83	179.83
07/31/2013	Check	.HALO Branded Solutions		2,277.77	2,457.60
08/14/2013	Check	.HALO Branded Solutions		882.49	3,340.09
08/21/2013	Check	.Saxon, Michael	UW SECC Detroit	0.00	3,340.09
09/11/2013	Check	.Saxon, Michael	UW SECC Detroit	150.00	3,490.09
09/25/2013	Check	.Scott, Troy	Judicial Chili Cookoff	184.04	3,674.13
09/25/2013	Check	.Chavez, Isidra	DTMB Kickoff	82.37	3,756.50
09/25/2013	Check	.Ben & Jerry's	Detroit Kick Off	198.90	3,955.40
10/09/2013	Check	.Bank of America	Kroger 9/9 NLiteracki	43.42	3,998.82
10/09/2013	Check	.Bank of America	GFS NLiteracki	42.69	4,041.51
10/09/2013	Check	.Bank of America	Speedway NLiteracki	45.00	4,086.51
10/09/2013	Check	.Bank of America	GFS NLiteracki	38.93	4,125.44
10/30/2013	Check	.Bartley, Kevin		154.33	4,279.77

Total for State Campaign Fund

\$4,279.77

Total for 90030 (246) Kick-Off SECC

\$4,279.77

90032 (247) Graphic/Design/Public Relations

State Campaign Fund

09/11/2013	Check	.Richardson, Chelsea		200.00	200.00
09/11/2013	Check	.Bank of America	Constant contact N Literacki	359.83	559.83
09/30/2013	Journal Entry		Final third of Nicole's computer charged to SECC	431.07	990.90
10/09/2013	Check	.Richardson, Chelsea		200.00	1,190.90
10/30/2013	Check	.Richardson, Chelsea		200.00	1,390.90

Total for State Campaign Fund

\$1,390.90

Total for 90032 (247) Graphic/Design/Public Relations

\$1,390.90

90035 (248) Web Design

State Campaign Fund

07/17/2013	Check	.Frog Productions	Monthly hosting	0.00	0.00
07/31/2013	Check	.Voorhees, Clarissa E	SECC websites updates	550.00	550.00
07/31/2013	Check	.Frog Productions	Monthly hosting	50.00	600.00
08/14/2013	Check	.Frog Productions	Monthly hosting	0.00	600.00

08/28/2013	Check	.Frog Productions	Monthly hosting	35.00	635.00
08/28/2013	Check	.Frog Productions	Monthly hosting	0.00	635.00
09/25/2013	Check	.Frog Productions	Monthly hosting	35.00	670.00
09/25/2013	Check	.Frog Productions	Monthly hosting	0.00	670.00
10/10/2013	Check	.Frog Productions	Monthly hosting	0.00	670.00
10/30/2013	Check	.Frog Productions	Monthly hosting October	35.00	705.00
10/30/2013	Check	.Frog Productions	Monthly hosting October	0.00	705.00
11/27/2013	Check	.Frog Productions	Monthly hosting November	0.00	705.00
11/27/2013	Check	.Frog Productions	Monthly hosting November	35.00	740.00
01/03/2014	Check	.Frog Productions	Monthly hosting November	0.00	740.00
01/03/2014	Check	.Frog Productions	Monthly hosting January	35.00	775.00
01/29/2014	Check	.Frog Productions	Monthly hosting February	35.00	810.00
01/29/2014	Check	.Frog Productions	Monthly hosting February	0.00	810.00
02/26/2014	Check	.Frog Productions	Monthly hosting	0.00	810.00
02/26/2014	Check	.Frog Productions	Monthly hosting	35.00	845.00
02/28/2014	Check	.Bank of America	Tech Soup Comp Program SECC KC	36.00	881.00
03/21/2014	Check	.Frog Productions	Monthly hosting	0.00	881.00
03/21/2014	Check	.Frog Productions	Monthly hosting	35.00	916.00
04/30/2014	Check	.Frog Productions	Monthly hosting	0.00	916.00
04/30/2014	Check	.Frog Productions	Monthly hosting	1 35.00	951.00

Total for State Campaign Fund**\$951.00****Total for 90035 (248) Web Design****\$951.00****90037 (249) Retiree Solicitation****State Campaign Fund**

08/19/2013	Check	.Postmaster		2,724.37	2,724.37
08/28/2013	Check	.Allegra		840.27	3,564.64
09/11/2013	Check	.Legislative Service Bureau	Retirees Newsletter	506.36	4,071.00

Total for State Campaign Fund**\$4,071.00****Total for 90037 (249) Retiree Solicitation****\$4,071.00**

Total for 90005 SECC Marketing & Communication					\$18,092.90
90040 Training & Coordination					
90045 (340) Training Materials SECC					
State Campaign Fund					
08/07/2013	Check	.Legislative Service Bureau	New Hire Card Three Color	80.22	80.22
08/07/2013	Check	.Legislative Service Bureau	Volunteer Handbook	447.92	528.14
09/11/2013	Check	.Bank of America	Thank you gift Renee Tabor NLiteracki	28.62	556.76
Total for State Campaign Fund					\$556.76
Total for 90045 (340) Training Materials SECC					\$556.76
90050 (370) Training Accom & Meals SECC					
State Campaign Fund					
08/21/2013	Check	.Heisser's Quick Stop	Volunteer training	391.82	391.82
11/20/2013	Check	.Latta, Sonia		100.00	491.82
12/17/2013	Check	.Bank of America	Subway NLiteracki	15.00	506.82
Total for State Campaign Fund					\$506.82
Total for 90050 (370) Training Accom & Meals SECC					\$506.82
90055 (380) Training Travel SECC					
State Campaign Fund					
10/09/2013	Check	.Bank of America	SD parking	4.00	4.00
Total for State Campaign Fund					\$4.00
Total for 90055 (380) Training Travel SECC					\$4.00
Total for 90040 Training & Coordination					\$1,067.58
90060 SECC Campaign Management					
90065 (410+420) Salaries & Benefits SECC					
90075 Prof Salaries SECC					
State Campaign Fund					
07/19/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	1,203.00
08/02/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	2,406.00
08/16/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	3,609.00
08/30/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	4,812.00
09/13/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	6,015.00
09/25/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	7,218.00
10/11/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	8,421.00
10/25/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	9,624.00
11/08/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	10,827.00
11/22/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	12,030.00
12/06/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	13,233.00
12/20/2013	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	14,436.00
01/03/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	15,639.00

01/17/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	16,842.00
01/31/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	18,045.00
02/14/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	19,248.00
02/28/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	20,451.00
03/14/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	21,654.00
03/28/2014	Check	.ADP, Inc. -	Nicole Literacki	1,203.00	22,857.00
04/11/2014	Check	.ADP, Inc. -	Nicole Literacki	2 1,203.00	24,060.00
04/25/2014	Check	.ADP, Inc. -	Nicole Literacki	3 1,203.00	25,263.00

Total for State Campaign Fund**\$25,263.00****Total for 90075 Prof Salaries SECC****\$25,263.00****90080 Clerical Support SECC****State Campaign Fund**

07/19/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	425.58
08/02/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	851.16
08/16/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	1,276.74
08/30/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	1,702.32
09/13/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	2,127.90
09/25/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	2,553.48
10/11/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	2,979.06
10/25/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	3,404.64
11/08/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	3,830.22
11/22/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	4,255.80
12/06/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	4,681.38
12/20/2013	Check	.ADP, Inc. -	Heather to post to SECC	425.58	5,106.96
01/03/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	5,532.54
01/17/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	5,958.12
01/31/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	6,383.70
02/14/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	6,809.28
02/28/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	7,234.86
03/14/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	7,660.44
03/28/2014	Check	.ADP, Inc. -	Heather to post to SECC	425.58	8,086.02
04/11/2014	Check	.ADP, Inc. -	Heather to post to SECC	4 425.58	8,511.60
04/25/2014	Check	.ADP, Inc. -	Heather to post to SECC	5 425.58	8,937.18

Total for State Campaign Fund**\$8,937.18****Total for 90080 Clerical Support SECC****\$8,937.18****90085 Accounting SECC****State Campaign Fund**

07/31/2013	Check	.Outsourced Controllership Services		135.00	135.00
08/31/2013	Check	.Outsourced Controllership Services		135.00	270.00
10/06/2013	Check	.Outsourced Controllership Services		375.20	645.20
10/31/2013	Check	.Outsourced Controllership		375.20	1,020.40

		Services		
11/30/2013	Check	.Outsourced Controllership Services	375.20	1,395.60
12/31/2013	Check	.Outsourced Controllership Services	375.20	1,770.80
01/31/2014	Check	.Outsourced Controllership Services	375.20	2,146.00
02/28/2014	Check	.Outsourced Controllership Services	375.20	2,521.20
03/31/2014	Check	.Outsourced Controllership Services	375.20	2,896.40
04/30/2014	Check	.Outsourced Controllership Services	6 375.20	3,271.60

Total for State Campaign Fund**\$3,271.60****Total for 90085 Accounting SECC****\$3,271.60****90115 SS MC Taxes SECC****State Campaign Fund**

07/19/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	92.03
08/02/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	184.06
08/16/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	276.09
08/30/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	368.12
09/13/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	460.15
09/25/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	552.18
10/11/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	644.21
10/25/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	736.24
11/08/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	828.27
11/22/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	920.30
12/06/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,012.33
12/20/2013	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,104.36
01/03/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,196.39
01/17/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,288.42
01/31/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,380.45
02/14/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,472.48
02/28/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,564.51
03/14/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,656.54
03/28/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	1,748.57
04/11/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	7 92.03	1,840.60
04/25/2014	Check	.ADP, Inc. -	Nicole Literacki SS/MC	8 92.03	1,932.63

Total for State Campaign Fund**\$1,932.63****Total for 90115 SS MC Taxes SECC****\$1,932.63****90120 Une Tax SECC****State Campaign Fund**

10/09/2013	Check	.501 Alliance	Nicole Literacki	0.00	0.00
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12/31/2013	Check	.501 Alliance	Nicole Literacki	0.00	0.00
04/16/2014	Check	.501 Alliance	Nicole Literacki	281.26	281.26
Total for State Campaign Fund				\$281.26	
Total for 90120 Une Tax SECC				\$281.26	
Total for 90065 (410+420) Salaries & Benefits SECC				\$39,685.67	
90129 (421) Strategy/Development					
State Campaign Fund					
07/01/2013	Check	.Grinnell, Robin Lynn		1,000.00	1,000.00
07/17/2013	Check	.Michigan Wildlife Conservancy	Rental of Hendy Room	50.00	1,050.00
07/31/2013	Check	.Amy's Catering	SECC Board Retreat Breakfast	76.25	1,126.25
07/31/2013	Check	.Saites Bros Caterers	SECC Board retreat lunch	116.25	1,242.50
07/31/2013	Check	.Grinnell, Robin Lynn		1,000.00	2,242.50
08/14/2013	Check	.Bank of America	GFS Nicole Board Retreat	33.77	2,276.27
08/14/2013	Check	.Bank of America	Chapbook Café Nicole	7.95	2,284.22
Total for State Campaign Fund				\$2,284.22	
Total for 90129 (421) Strategy/Development				\$2,284.22	
90130 (425) Pledge Processing SECC					
State Campaign Fund					
09/21/2013	Journal Entry		Pay Pal deposit SECC fees	29.67	29.67
10/04/2013	Journal Entry		PayPal transfer for SECC	15.04	44.71
10/16/2013	Journal Entry		Designation for SECC	42.75	87.46
10/28/2013	Journal Entry		PayPal money received	14.21	101.67
10/31/2013	Journal Entry		credit card charges SECC credit card receipts	342.05	443.72
12/31/2013	Journal Entry		fees on credit card processed	10.00	453.72
01/01/2014	Journal Entry		reallocate ADP and bank fees 1 persons = .01 of total 2725.59 (NL)	27.25	480.97
01/08/2014	Journal Entry		PayPal transfer SECC	2.92	483.89
Total for State Campaign Fund				\$483.89	
Total for 90130 (425) Pledge Processing SECC				\$483.89	
90135 (430) Supplies SECC					
State Campaign Fund					
07/31/2013	Check	.Office Depot		0.00	0.00
08/21/2013	Check	.Office Depot		0.00	0.00
09/11/2013	Check	.Bank of America		49.25	49.25
11/13/2013	Check	.Bank of America		35.35	84.60

12/17/2013	Check	.Bank of America		46.43	131.03
12/17/2013	Check	.Bank of America	Staples NLiteracki	9.51	140.54
04/16/2014	Check	.Bank of America		9 32.48	173.02

Total for State Campaign Fund**\$173.02****Total for 90135 (430) Supplies SECC****\$173.02****90140 (440) Copying & Printing SECC****State Campaign Fund**

07/10/2013	Check	.Office Depot		3.24	3.24
07/31/2013	Check	.Office Depot		15.69	18.93
09/30/2013	Check	.Pitney Bowes Global Financial		27.86	46.79
10/23/2013	Check	.Pitney Bowes Global Financial		20.45	67.24
01/03/2014	Check	.Pitney Bowes Global Financial		3.68	70.92
01/03/2014	Check	.Pitney Bowes Global Financial		27.86	98.78
02/19/2014	Check	.Keystone Millbrook	Nicole Literacki	21.43	120.21
04/16/2014	Check	.Keystone Millbrook	Nicole Literacki	0.00	120.21

Total for State Campaign Fund**\$120.21****Total for 90140 (440) Copying & Printing SECC****\$120.21****90145 (450) Post Ship SECC****State Campaign Fund**

07/24/2013	Check	.Purchase Power		20.45	20.45
08/07/2013	Check	.Pitney Bowes-371896		5.74	26.19
09/04/2013	Check	.Pitney Bowes-371896		3.11	29.30
09/25/2013	Check	.Purchase Power		40.90	70.20
11/27/2013	Check	.Purchase Power		20.45	90.65
12/17/2013	Check	.Bank of America	UPS Store HT	15.93	106.58
01/03/2014	Check	.Purchase Power		20.45	127.03
01/21/2014	Check	.Purchase Power		20.45	147.48
02/26/2014	Check	.Purchase Power		46.00	193.48
03/21/2014	Check	.Purchase		0.00	193.48

		Power			
04/25/2014	Check	.Purchase Power		10 31.54	225.02
Total for State Campaign Fund				\$225.02	
Total for 90145 (450) Post Ship SECC				\$225.02	
90150 (460) Telephone - Fax SECC					
State Campaign Fund					
07/31/2013	Check	.Literacki, Nicole	Cell phone	60.00	60.00
08/14/2013	Check	.Ready Talk	SECC	2.64	62.64
08/14/2013	Check	.Copper Services	SECC conference calls	48.91	111.55
09/11/2013	Check	.Copper Services	SECC conference calls	34.93	146.48
09/18/2013	Check	.Ready Talk	SECC	29.75	176.23
10/09/2013	Check	.Copper Services	SECC conference calls	27.55	203.78
10/09/2013	Check	.Ready Talk	SECC	21.34	225.12
11/13/2013	Check	.Copper Services	SECC conference calls	10.78	235.90
11/13/2013	Check	.Ready Talk	SECC	36.17	272.07
11/27/2013	Check	.Literacki, Nicole	Phone	180.00	452.07
11/27/2013	Check	.Literacki, Nicole	Phone		452.07
12/11/2013	Check	.Ready Talk	SECC	15.47	467.54
12/11/2013	Check	.Copper Services	SECC conference calls	1.75	469.29
01/15/2014	Check	.Copper Services	SECC conference calls	0.00	469.29
01/21/2014	Check	.Ready Talk	SECC	0.68	469.97
02/19/2014	Check	.Ready Talk	SECC	0.00	469.97
02/19/2014	Check	.Copper Services	SECC conference calls	10.05	480.02
03/13/2014	Check	.Copper Services	SECC conference calls	22.12	502.14
03/19/2014	Check	.Ready Talk	SECC	50.75	552.89
04/16/2014	Check	.Copper Services	SECC conference calls	11 21.85	574.74
04/30/2014	Check	.Copper Services	SECC conference calls	12 37.31	612.05
04/30/2014	Check	.Literacki, Nicole	Phone	13 540.00	1,152.05
Total for State Campaign Fund				\$1,152.05	
Total for 90150 (460) Telephone - Fax SECC				\$1,152.05	
90155 (470) Meeting Costs SECC					
State Campaign Fund					
09/11/2013	Check	.Bank of America	DC Meeting N Literacki	66.82	66.82
10/09/2013	Check	.Bank of	Sinclair Grill NLiteracki	500.08	566.90

		America				
10/09/2013	Check	.Bank of America	Skype communication NLiteracki	10.00	576.90	
11/13/2013	Check	.Bank of America	Village Restaurant NLiteracki	19.84	596.74	
12/17/2013	Check	.Bank of America	Jimmy Johns HT	34.50	631.24	
01/15/2014	Check	.Bank of America	Jimmy Johns HT	30.00	661.24	

Total for State Campaign Fund**\$661.24****Total for 90155 (470) Meeting Costs SECC****\$661.24****90160 (480) Travel SECC****State Campaign Fund**

07/31/2013	Check	.Literacki, Nicole	Mileage	196.84	196.84	
11/27/2013	Check	.Literacki, Nicole	Mileage		196.84	
11/27/2013	Check	.Literacki, Nicole	Mileage		196.84	
04/30/2014	Check	.Literacki, Nicole	Mileage	14	142.33	339.17

Total for State Campaign Fund**\$339.17****Total for 90160 (480) Travel SECC****\$339.17****90165 (490) Occupancy/Rent SECC****State Campaign Fund**

07/24/2013	Check	.Box, Inc.		247.96	247.96	
07/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	1,097.96	
08/14/2013	Check	.Bank of America		40.90	1,138.86	
08/21/2013	Check	.Office Depot		3.64	1,142.50	
08/21/2013	Check	.Office Depot		4.98	1,147.48	
08/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	1,997.48	
09/18/2013	Check	.Office Depot	Pen, Paper, Q1	66.23	2,063.71	
09/25/2013	Check	.Office Depot		10.07	2,073.78	
09/25/2013	Check	.Office Depot		0.00	2,073.78	
09/30/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	2,923.78	
10/01/2013	Check	.Office Depot		0.00	2,923.78	
10/02/2013	Check	.Office Depot		0.00	2,923.78	
10/16/2013	Check	.Office Depot		7.66	2,931.44	
10/23/2013	Check	.Office Depot		4.10	2,935.54	
10/30/2013	Check	.Office Depot		2.92	2,938.46	
10/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	3,788.46	
11/06/2013	Check	.Office Depot		4.66	3,793.12	
11/06/2013	Check	.Office Depot		0.00	3,793.12	
11/20/2013	Check	.Office Depot		5.33	3,798.45	

11/27/2013	Check	.Office Depot		6.74	3,805.19
11/30/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	4,655.19
12/06/2013	Check	.Office Depot		16.78	4,671.97
12/06/2013	Check	.Office Depot		1.69	4,673.66
12/31/2013	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	5,523.66
01/03/2014	Check	.Office Depot		4.88	5,528.54
01/03/2014	Check	.Office Depot		5.82	5,534.36
01/15/2014	Check	.Office Depot		6.69	5,541.05
01/31/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	6,391.05
02/19/2014	Check	.Office Depot		8.96	6,400.01
02/26/2014	Check	.Office Depot		2.93	6,402.94
02/28/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	7,252.94
03/05/2014	Check	.Office Depot		2.68	7,255.62
03/19/2014	Check	.Office Depot		2.11	7,257.73
03/31/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	850.00	8,107.73
03/31/2014	Check	.Office Depot		6.16	8,113.89
03/31/2014	Check	.Office Depot		0.00	8,113.89
04/16/2014	Check	.Office Depot		0.00	8,113.89
04/16/2014	Check	.Office Depot		15 0.68	8,114.57
04/16/2014	Check	.Office Depot		16 8.95	8,123.52
04/16/2014	Check	.Office Depot		0.00	8,123.52
04/16/2014	Check	.Office Depot		17 29.99	8,153.51
04/30/2014	Check	.Office Depot		0.00	8,153.51
04/30/2014	Journal Entry		Monthly Occupancy costs (10200.00/12=850.00)	18 850.00	9,003.51
04/30/2014	Check	.Office Depot		0.00	9,003.51
04/30/2014	Check	.Office Depot		0.00	9,003.51
04/30/2014	Check	.Office Depot		4.46	9,007.97

Total for State Campaign Fund**\$9,007.97****Total for 90165 (490) Occupancy/Rent SECC****\$9,007.97****90210 (495) Technology exp SECC****State Campaign Fund**

07/31/2013	Check	.Artemis Technologies, Inc.		0.00	0.00
07/31/2013	Check	.Artemis Technologies, Inc.		0.00	0.00
07/31/2013	Check	.Artemis Technologies, Inc.		0.00	0.00
07/31/2013	Check	.Artemis Technologies, Inc.		0.00	0.00
08/28/2013	Check	.Artemis		0.00	0.00

Date	Type	Description	Debit	Credit
		Technologies, Inc.		
10/01/2013	Check	.Artemis Technologies, Inc.	0.00	0.00
10/23/2013	Check	.MNA	126.42	126.42
10/30/2013	Check	.MNA	132.76	259.18
10/30/2013	Check	.MNA	162.41	421.59
10/30/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
11/06/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
11/13/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
11/27/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
11/27/2013	Check	.Artemis Technologies, Inc.	0.00	421.59
01/03/2014	Check	.Artemis Technologies, Inc.	0.00	421.59
01/03/2014	Check	.Artemis Technologies, Inc.		421.59
01/21/2014	Check	.MNA	182.50	604.09
01/21/2014	Check	.MNA	142.30	746.39
01/29/2014	Check	.MNA	112.30	858.69
01/29/2014	Check	.DELL Marketing LLP	0.00	858.69
01/29/2014	Check	.DELL Marketing LLP	0.00	858.69
01/31/2014	Check	.Artemis Technologies, Inc.		858.69
02/03/2014	Check	.Artemis Technologies, Inc.		858.69
02/05/2014	Check	.Artemis Technologies, Inc.		858.69
02/05/2014	Check	.DELL Marketing LLP	0.00	858.69
02/19/2014	Check	.DELL Marketing LLP	0.00	858.69
02/26/2014	Check	.Artemis Technologies, Inc.	0.00	858.69
02/26/2014	Check	.Artemis Technologies,	0.00	858.69

		Inc.			
02/26/2014	Check	.Artemis Technologies, Inc.		0.00	858.69
03/31/2014	Check	.Artemis Technologies, Inc.		0.00	858.69
03/31/2014	Check	.Artemis Technologies, Inc.		0.00	858.69
04/25/2014	Check	.Artemis Technologies, Inc.		0.00	858.69
04/30/2014	Check	.MNA	19	140.85	999.54
04/30/2014	Check	.MNA	20	150.61	1,150.15
04/30/2014	Check	.Artemis Technologies, Inc.		0.00	1,150.15
Total for State Campaign Fund					\$1,150.15
Total for 90210 (495) Technology exp SECC					\$1,150.15
90215 (499) Audit/Ins/Etc. SECC					
State Campaign Fund					
10/09/2013	Check	.Abraham & Gaffney, P.C.		750.40	750.40
12/17/2013	Check	.Abraham & Gaffney, P.C.		121.94	872.34
03/05/2014	Check	.Harleysville Insurance Company		124.29	996.63
03/13/2014	Check	.Accident Fund Company		343.87	1,340.50
03/31/2014	Check	.Citizens Insurance	9.38% D&O insurance	145.20	1,485.70
Total for State Campaign Fund					\$1,485.70
Total for 90215 (499) Audit/Ins/Etc. SECC					\$1,485.70
Total for 90060 SECC Campaign Management					\$56,768.31
Total for 90000 SECC Expenses					\$75,928.79
TOTAL					\$75,928.79

Monday, May 12, 2014 07:14:56 AM PDT GMT-4 - Accrual Basis

SECC Action Plan 2013 – 2018

Opportunity 1: Present to Governor – state commitment, administrative level champions Color key: (done) (to do) (in process)		
Actions:	Timeline:	Responsible:
Utilization of infrastructure to support campaign – request for staff support; agency to take ownership (permanency); key champion(s) <ul style="list-style-type: none"> • MCSC • Foundation • Do Something, Michigan connection? 	August	Jeff; Scott D. MEDC/Good Government Partnership?
Build culture of engagement through leadership commitment – all directors support and participate; directors provide motivation, rewards, and friendly competition <ul style="list-style-type: none"> • orientation to directors Arwood and Haveman as soon as possible 	August/September – design plan; phase in through short-term and long-term goals over next year (two years?)	Jeff, Tim, Ross, Julie H
Centralized messaging across all levels/departments; “we encourage you to join us – here’s the difference we can make”	Committee create messaging in August/September; launch through Leadership Campaign in fall (see below)	Jeff, Kari, Ross, Karen
Leadership Campaign – three weeks in advance of “regular” campaign <ul style="list-style-type: none"> • specific participation goals/#s • work w/ cabinet, dept coordinators and LCOA’s for visibility • identify roles for 2 tiers of cabinet 	Define goals in August	Julie H Tim sent an ask to Julie in September?
Resource Needs: Staff time for special meetings to plan, wordsmith, and promote;		
Special Considerations:		

SECC Action Plan 2013 – 2018

Opportunity 2: Strengthen engagement of donors		
Actions:	Timeline:	Responsible:
Monthly messaging with current donors – tell stories of impact, agency info	More fairs and events. One monthly is the goal	Rosemary
Thank yous, acknowledgement		MAUW? Committee?
New posters (4x/year?)		Rosemary
SECC Website within state system <ul style="list-style-type: none"> • clean up by audience 		MAUW
Focus on power of a state Champion to lead message and get things done		Jeff, Tim, Ross
Increase social media use <ul style="list-style-type: none"> • Clarity on rules • Sharepoint page 		MAUW
Infrastructure: align access to communication, emails, messaging...		MAUW; and?
Facilitate relationship between LCOAs and departments/regions – outreach and access		MAUW
<i>New employee strategy</i>		<i>Tim – Trish McKenna-Ley</i>
<i>Retiree strategy</i>		<i>Ross – outreach to Martin L. ; Tim – outreach to Steve Crippen (pension auto deduct)</i>
Connecting messages to staff – making a personal ask in a virtual campaign		Marketing Comm
Departmental personalization of message – “why it matters to us”		Marketing Comm
Define LCOA’s role: assist coordinators (regional relationships, provide contact info); assist with personalizing (local) message(s) – help and coach local coordinators, not “direct”		MAUW; Scott, Teresa, Mike
Resource Needs:		
Special Considerations:		

SECC Action Plan 2013 – 2018

Opportunity 3: Restructure SECC Leadership		
Actions:	Timeline:	Responsible:
Admin Rules/Bylaws – address steering committee and working committee roles, relationships, accountability <ul style="list-style-type: none"> • Marketing committee (and subcommittees) • Development Committee • Budget and Finance (former) • Others needed? 		Kari, Rosemary
Admin Rules/Bylaws – increase number of SC members (10-12), more department representation		Kari
Assess steering committee role (current) – admin detail vs. vision and big picture focus <ul style="list-style-type: none"> • Approve agencies • Approve financial statements • Produce training and promotional materials 		Kari, Tim,
Establish a Partnership Council: define relationship to Steering Committee		
Resource Needs:		
Special Considerations: <ul style="list-style-type: none"> • Steering Committee members should all have a sub-committee assignment (chairperson role?) • Goal is to actively engage someone/team from EACH department at a leadership level, as well as at the planning/execution level (ideally have a small team from each department) • Take opportunity to strategically reorganize work flow – build on existing work plans by incorporating new strategic priorities and related tasks • Assess master volunteer list to evaluate who we might be able to pull in more closely 		

SECC Action Plan 2013 – 2018

Opportunity 4: Define SECC Value Proposition		
Actions:	Timeline:	Responsible:
Define the core value that can serve as the basis for messaging to different audiences (donors, departments) <ul style="list-style-type: none"> • A Stronger Michigan • It’s Who We Are 		Julie, Kari, Karen, Rosemary Heather? Marketing Committee?
Messaging: separate “convenience” from value – can be both/and, but the VALUE is more than convenience		Julie, Kari, Karen, Rosemary Heather? Marketing Committee?
Resource Needs:		
Special Considerations:		
<ul style="list-style-type: none"> • Must be defined for message to Governor, appropriate restructuring, and donor engagement. PRIORITY. 		

Roles/responsibilities:

Governor’s Office / Cabinet	<ul style="list-style-type: none"> • Serve as critical messengers and champions; role models for participation • Encourage and recognize measured increases in participation levels • Deliver official message related to value of campaign in state employee culture
Partnership Council	<ul style="list-style-type: none"> • Provide creative and critical insight for growing the campaign • Serve as conduits for conversation with donors, volunteers, LCOA’s and agencies
Steering Committee	<ul style="list-style-type: none"> • Adhere to strategic work plan – define actions for working committees • Develop annual campaign timeline • Evaluate campaign annually, make revisions and updates as needed • Monitor and support progress of working committees
Working Committees	<ul style="list-style-type: none"> • Advance action plans • Give input on timeline/goals created by SC • Provide written reports to SC members as directed

SECC Action Plan 2013 – 2018

	<ul style="list-style-type: none"> • Cultivate potential Steering Committee members
LCOA's	<ul style="list-style-type: none"> • Provide information and support to regional reps and department coordinators •
Department Coordinators	<ul style="list-style-type: none"> • 2 year commitment (2-year campaign cycle?) • Identify contact person in all regions for LCOA contact? • Utilize toolkit • Submit report in timely fashion
MAUW	<ul style="list-style-type: none"> • Administrative and fiduciary support, per contract • Support volunteers and working committees to advance on strategic priorities and campaign timeline •

SECC Action Plan 2013 – 2018

SECC Planning Retreat Summary July 10, 2013

Participants: Jeff Haarer, Karen Murphy, Rosemary Anicek, Scott Dzurka, Tim McCormick, Teresa Kmetz, Heather Travis, Nicole Literacki, Kari Oberdank, Julie Hamp, Ross Martin, Mike McKenna

Facilitator: Robin Lynn Grinnell

Goals of Day:

1. Clarity of Purpose
2. Alignment of Strategies
3. Focus on 1-3 year plan
4. Role Definition

General discussion: trends that emerged, concerns, question

Following review of survey and interview summary, group discussion turned quickly to exploration of past impediments to progress and focus on action steps that will improve the campaign moving forward. Highlights include:

- We've been talking about these things for years... FOLLOW THROUGH is key
- Clear actions, message for volunteers: "what can we do?"
- None of this is a single-thread issue: everything comes back to leadership and focus
- Current Communication/Launch Timeline: will we be ready to ramp up the 2013 campaign? To what level?
 - Sept 6 – letter from Governor
 - Sept 9-13 – employee survey
 - September 13 – letter from Dan

SECC Action Plan 2013 – 2018

Opportunities	Priority: High	Priority: Medium	Priority: Low
Present to Governor as a state commitment	11	0	1
Strengthen Engagement of Donors	10	2	0
Restructure SECC Leadership	7	3	0
Define SECC Value Proposition	8	3	0
Clarify and add structure to SECC activities	2	3	0
Clarify association with/to Harvest Gathering	0	0	5
Technology use: payroll-deduct, agency choice, etc	1	4	0

Discussion related to Harvest Gathering:

- Raise about \$40,000 a year in cash + inkind giving and awareness: 5% of what is raised by SECC
 - Is the issue timing? Visibility of champions?
 - What is the effect of volunteers who run BOTH campaigns? (confusion? Ability to integrate?)
 - Competition is for energy, ideas and attention
 - “Seamless” alignment through a toolkit – blend/build both campaigns together
 - Lansing and Detroit focus
 - FBCM is already in SECC – are they “double dipping?” Emphasize their code in SECC contributions?
- Is it worth it to move the SECC campaign to April/May?

The “Value Proposition” of SECC: So What?

- Current “slogan” – “choice, confidence, convenience” – summarizes benefits of process, but does not address the underlying value of the SECC.
- Value may be different for/to difference customers: need to identify CORE difference of SECC and then relate that to the audience interests
 - State employees
 - Retirees
 - Current employees
 - New employees
 - Leadership level

SECC Action Plan 2013 – 2018

- Direct service level
- Etc...
- Considerations: longevity, geography, union affiliation
- Agency partners
 - LCOAs
 - Recipient agencies
 - Service beneficiaries?
- POTENTIAL to connect with different departments based on the work they do, the clients/communities/purpose they serve
- Inspiration/motivation is PERSONAL – one size will not fit all
- Variety of motivators/benefits
 - Ease/convenience (for most)
 - Inspiration to see good work/impact, people you serve every day
 - Potential to unify staff in doing good
- Messaging/Value CORE needs to be MORE than just a slogan:
 - Strong, Safe Communities = Strong Michigan
 - Tradition of Giving
 - Pure Michigan (tie in)
 - It's Not Just What We Do, It's Who We Are
- Ultimate value is both/and: personal convenience AND ability to help others
- NEEDS TO HAPPEN AS BASIS OF ALL OTHER WORK

SEE ACTION PLAN for next steps.

SECC Action Plan 2013 – 2018

Participant Activity:

<i>Excitement</i>	<i>Commitment</i>	<i>People</i>
Emphasis on finding a champion and leadership or partnership council	Leadership Campaign (Jeff H)	Martin Lawrence – Retiree Engagement (Ross M)
The presentation of a value proposition to leadership	Plan for Governor presentation (Jeff H)	Jeanne Hausler – MDARJ (?) (Julie H)
Clarification of Admin Rules and Bylaws	Role of the LCOA (Teresa K)	MCSC (Julie H)
Connection to Governor through Dan and other directors	Meeting w/ MDOC and Dept Coordinator (Julie H)	Rodney Stokes – DNR (Julie H)
That there seems to be a commitment in the room to advance the campaign beyond what it currently is	Offering support and ideas (Julie H)	MSEA Directors/Spokespersons (Karen M)
Putting our ideas to work	Restructure SECC: Leadership/Reorg; Bylaws; Service Agreements (Rosemary)	Garry Gross – MCSC (Rosemary)
Gaining more volunteers	Strengthen Engagement: monthly messages/posters (Rosemary)	Vicki Gerau – DOC UP (Rosemary)
New SECC infrastructure & agreements	Help change the culture and engage employees and leadership to broaden awareness (Ross M)	Kelly Ryal – OFM (Rosemary)
Governor & Cabinet engaged in a leadership campaign and participation; “competition”	Communications: Publicity and Event Planning/ Promotion (Karen M)	Tommy Weaver – DCH (Rosemary)
Setting SECC Leadership Roles, Processes, Responsibilities	Help clarify LCOA role (Scott D)	OFM Contact – Cheryl Speers or Steve Ecklund (Kari O)
Getting the Governor to entertain the notion of assigning a state agency to manage SECC (MCSC)	Make connections to Gov’s office (Scott D)	Arnold Pulliam (Kari O)
Getting the LCOAs in the door and supporting local campaigns	Connect w/ Ginny @ MCSC (Scott D)	Chris DeRose (Kari)
	Define “value proposition” and the presentation to Gov (Tim)	Trish McKenna-Ley on new employee engagement (Tim)
	Role of LCOAs – Connecting/Coaching (Mike M)	Steve Crippen – ORS on retiree payroll deduction (Tim)
	Help develop new hire marketing/initiatives/	Holly Grandy-Miller on gaining Governor –

SECC Action Plan 2013 – 2018

	communications (Kari)	Cabinet – Director commitment (Tim)
	Working to restructure admin rules (Kari)	Maura Corrigan, Duane Berger – DHS (Scott D)
	Assigning SC members to committees and adding to # of SC members (Kari)	Brad Wurfel – DEQ (Scott D)
		Jim Haveman, Geralyn Lasher, Lynda Zeller, Angela Minicuci – DCH (Scott D)

What we need to be successful and move forward:

- Top leadership support
- Need to fill in the gaps; “mosaic”
- Accountability/support of team
- Way to keep our work in forefront of mind – weekly email; common To Do List
- More people on a working crew – more than 3 SC members; representative from all agencies at some level
- Identify tasks by function; process, bylaws, etc
- Change structure of SC meeting to be more productive; consent agenda for minutae, work plan IS “the agenda”
- Get rules done
- Transitional structure? (Partnership Council)
- Idea: invite dept coordinators to attend SC, engage in tasks
- Leadership messaging: “I’m doing this and I’d like you to join me” – new hire orientation

Parking Lot Issues		
Issue	Who/How	When to Resolve?
Search functionality of agency database – too many choices?		
Lower threshold (minimum) for agency participation – how much makes it worth their involvement in campaign?		
Why can Harvest Gathering run a campaign and not other agencies? What can we do to minimize competition and maximize opportunities?		

SECC Action Plan 2013 – 2018

Are we concerned about federation \$\$ that leaves Michigan? Purpose is to create a “stronger Michigan”		
Momentum v. pressure – how do we balance?		
Where does this fit in good government movement?		

CONSULTANT OBSERVATIONS/RECOMMENDATIONS:

- Over the course of the 2013 campaign, new steering committee and working committee members should be recruited. Following the campaign close, there should be an (or a few) overall orientation meeting, followed by review of structured workplan within each committee.
 - Begin recruitment via recommendations provided during retreat
 - Invite current volunteers to “bring a friend” to join the campaign team
- Ongoing use of survey tool(s): be cautious not to over survey the target audience(s), or have the survey become “commonplace.” To retain its effectiveness, it should be direct, purposeful, and have a visible impact/response.
- Meeting agendas should be constructed to directly address the priorities established in work plan. Keep committee(s) focused on action items, progress toward goals, and demonstrable results.
 - Consider a modified consent agenda that meets administrative expectations but still focuses shared committee time on big picture items.

Steering Committee:

- Composition: 10-12 members, representing a wide variety of departments
- Committee Structure: each SC member assigned to a committee (committee chair?); working committees aligned with key goals/functions
- Consent Agenda/Meeting Management: adopt a modified consent agenda with working committees filing reports in writing for meeting packets (do not discuss all reports during SC meetings); discuss big picture, strategic issues at SC level
- Accountability: SC chair(s) should be responsible for managing work plan, ensuring accountability of all committee volunteers

Communication Strategies:

SECC Action Plan 2013 – 2018

- Strategic, ongoing messaging to key constituents: following principles of “Let’s Have Lunch Together,” embrace the reality that **individuals give to causes that are personal**; in which they have a vested interest. As long as SECC is something they’re “bugged about once a year” there is very little chance to grow the campaign in either participant numbers or dollars raised.
- Consider a variety of messages from different perspectives, to different (key) audiences. Provide a messaging toolkit to department coordinators and other volunteers for year-round presence. Include stories from donors (why I give), admin leadership (why we’re committed), recipient agencies/individuals (how you made a difference).
- Remember to say THANK YOU:
 - To volunteers
 - To donors
- Establish communication protocols for sending email and other communication to all state employees; retirees; and targeted groups (former donors; new employees; specific departments, etc)

Relationship Management:

- MAUW – revisit administrative functions and contract in context of new work plan; ensure balance of volunteer work and staff support
- LCOAs – engage as strategic partners in local success; consider establishing parameters and expectations for ongoing partnership
- Department Coordinators – devise strategy to inspire and motivate them as volunteers rather than “voluntolds”; consider regional champions/chairs/assistants to make sure the personal touch extends beyond Lansing/Detroit.