





## SECC Steering Committee Meeting July 9, 2014

### **Steering Committee Members Present:**

Tim McCormick–DTMB Chair, Jeff Haarer–MDARD, Past Coordinator, Mary Joe Bradfield–MCSC Representative

### **Steering Committee Members Absent:**

Ken Moore (MSEA)–Labor Representative  
OSE Representative–not appointed

### **SECC Staff and Partners:**

Nicole Literacki (MAUW), Heather Travis (MAUW), Jennifer Edmonds (LARA), Renee Tavor (Global Impact), John McClain (UNCF), Katie Roberts (Neighbor to Nation), Sandy Bock (Southwest MI UW), Bob Kopasz (SERA)

### **AGENDA/MINUTES**

A motion was made to approve the agenda and June 11, 2014 minutes. It was moved by Mary Joe Bradfield and supported by Jeff Haarer. Carried.

### **FISCAL AGENT REPORT**

A motion was made to approve the May (\$3,963.05) and June (\$3,965.13) pending to be paid for 2014. It was moved by Mary Joe Bradfield and supported by Jeff Haarer. Carried.

The 2014-2015 Proposed Budget was approved at the July 11 Steering Committee meeting in the amount of \$91,779.20. Increased budget is due to an increase in volunteer support, kickoff items and an increase in SECC staff salary based on the current MAUW/SECC contract.

### **MARKETING AND ENGAGEMENT**

- SECC Volunteer Training August 12<sup>th</sup> – Splitting volunteers into pods/thematic groups and will need at least 7 key volunteers.
  - Thematic Groups: 1) People, Health & Education, 2) Quality of Life, 3) Public Safety, 4) Treasury, 5) Value for Money Government, 6) Economic Strength
- Annual report is complete and will be available at training
- Marketing materials will be delivered to coordinators in the next few weeks

### **VISIONING AND DEVELOPMENT**

A motion was made to approve the by-laws with changes that were discussed on the call. It was moved by Jeff Haarer and supported by Mary Joe Bradfield. Carried.

### **Next Meeting**

August 13, 2014; 10:00 – noon; Conference call/webinar

**SECC 2014-2015 EXPENSE SUMMARY**

July 2014 Preliminary

SECC REVENUE & REIMBURSEMENTS						
		2014/2015		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
<b>200</b>	<b>Marketing &amp; Communications</b>					
242	Brochures & Code Directories	\$ 4,500.00		\$ -	\$ -	\$ 4,500.00
243	Posters/Tent Cards	\$ 1,500.00		\$ -	\$ -	\$ 1,500.00
244	Volunteer Recognition	\$ 5,000.00	1+2	\$ 5,781.50	\$ -	\$ 5,000.00
245	Giving Recognition	\$ 500.00		\$ -	\$ -	\$ 500.00
246	Kick-Off	\$ 5,000.00	1	\$ 4,220.58	\$ -	\$ 5,000.00
247	Public Relations/Graphic Design	\$ 2,000.00	3	\$ 55.00	\$ -	\$ 2,000.00
248	Web Design	\$ 3,000.00	4-5	\$ 686.80	\$ -	\$ 3,000.00
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ -	\$ 3,800.00
	<b>SUB-TOTAL</b>	<b>\$ 25,300.00</b>		<b>\$ 10,743.88</b>	<b>\$ -</b>	<b>\$ 25,300.00</b>
<b>300</b>	<b>Training &amp; Coordination</b>					
340	Training Materials	\$ 800.00		\$ -	\$ -	\$ 800.00
370	Training Accom. & Meals	\$ 600.00		\$ -	\$ -	\$ 600.00
380	Training Travel	\$ 200.00		\$ -	\$ -	\$ 200.00
	<b>SUB-TOTAL</b>	<b>\$ 1,600.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,600.00</b>
<b>400</b>	<b>Campaign Management</b>					
410	Clerical Support	\$ 14,816.95	8-9	\$ 1,100.00	\$ -	\$ 14,816.95
420	Professional Support	\$ 33,037.25	6,7,10,11,11a	\$ 2,726.21	\$ -	\$ 33,037.25
421	Strategy/Development	\$ 3,500.00	12	\$ 656.34	\$ -	\$ 3,500.00
425	Pledge/Online processing fees	\$ 150.00		\$ -	\$ -	\$ 150.00
430	Direct SECC Supply	\$ 500.00	13	\$ 39.86	\$ -	\$ 500.00
440	Copying & Printing	\$ 200.00		\$ -	\$ -	\$ 200.00
450	Postage & Shipping	\$ 300.00		\$ -	\$ -	\$ 300.00
460	Telephone / Fax / Email	\$ 1,500.00	14	\$ 8.45	\$ -	\$ 1,500.00
470	Meeting Accom. & Meals	\$ 325.00	15	\$ 22.52	\$ -	\$ 325.00
480	Travel	\$ 350.00		\$ -	\$ -	\$ 350.00
490	Indirect Costs	\$ 10,200.00	16	\$ 850.00	\$ -	\$ 10,200.00
	<b>SUB-TOTAL</b>	<b>\$ 64,879.20</b>		<b>\$ 5,403.38</b>	<b>\$ -</b>	<b>\$ 64,879.20</b>
	<b>TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 16,147.26</b>	<b>\$ -</b>	<b>\$ 91,779.20</b>
	LCOA Totals	\$ -			\$ -	\$ -
	<b>GRAND TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 16,147.26</b>	<b>\$ -</b>	<b>\$ 91,779.20</b>

# Michigan Association of United Ways Transaction Report

July 2014

Date	Name	Amount	Balance
<b>90000 SECC Expenses</b>			
<b>90005 SECC Marketing &amp; Communication</b>			
<b>90030 (246) Kick-Off SECC</b>			
<b>State Campaign Fund</b>			
07/01/2014		1 8,050.58	8,050.58
07/16/2014	.The Job Shop Ink, Inc.	2 1,951.50	10,002.08
<b>Total for State Campaign Fund</b>		<b>\$10,002.08</b>	
<b>Total for 90030 (246) Kick-Off SECC</b>		<b>\$10,002.08</b>	
<b>90032 (247) Graphic/Design/Public Relations</b>			
<b>State Campaign Fund</b>			
07/01/2014		3 55.00	55.00
<b>Total for State Campaign Fund</b>		<b>\$55.00</b>	
<b>Total for 90032 (247) Graphic/Design/Public Relations</b>		<b>\$55.00</b>	
<b>90035 (248) Web Design</b>			
<b>State Campaign Fund</b>			
07/30/2014	.Frog Productions	0.00	0.00
07/30/2014	.Frog Productions	4 35.00	35.00
07/31/2014		5 651.80	686.80
<b>Total for State Campaign Fund</b>		<b>\$686.80</b>	
<b>Total for 90035 (248) Web Design</b>		<b>\$686.80</b>	
<b>Total for 90005 SECC Marketing &amp; Communication</b>		<b>\$10,743.88</b>	
<b>90060 SECC Campaign Management</b>			
<b>90065 (410+420) Salaries &amp; Benefits SECC</b>			
<b>90075 Prof Salaries SECC</b>			
<b>State Campaign Fund</b>			
07/04/2014	.ADP, Inc. -	6 1,203.00	1,203.00
07/18/2014	.ADP, Inc. -	7 1,218.00	2,421.00
<b>Total for State Campaign Fund</b>		<b>\$2,421.00</b>	
<b>Total for 90075 Prof Salaries SECC</b>		<b>\$2,421.00</b>	
<b>90080 Clerical Support SECC</b>			
<b>State Campaign Fund</b>			
07/04/2014	.ADP, Inc. -	8 550.00	550.00
07/18/2014	.ADP, Inc. -	9 550.00	1,100.00
<b>Total for State Campaign Fund</b>		<b>\$1,100.00</b>	
<b>Total for 90080 Clerical Support SECC</b>		<b>\$1,100.00</b>	
<b>90085 Accounting SECC</b>			
<b>State Campaign Fund</b>			
07/30/2014	.Outsourced Controllershship Services	10 120.00	120.00
<b>Total for State Campaign Fund</b>		<b>\$120.00</b>	
<b>Total for 90085 Accounting SECC</b>		<b>\$120.00</b>	
<b>90115 SS MC Taxes SECC</b>			
<b>State Campaign Fund</b>			
07/04/2014	.ADP, Inc. -	11a 92.03	92.03

07/18/2014	.ADP, Inc. -	11	93.18	185.21
<b>Total for State Campaign Fund</b>			<b>\$185.21</b>	
<b>Total for 90115 SS MC Taxes SECC</b>			<b>\$185.21</b>	
<b>Total for 90065 (410+420) Salaries &amp; Benefits SECC</b>			<b>\$3,826.21</b>	
<b>90129 (421) Strategy/Development</b>				
<b>State Campaign Fund</b>				
07/01/2014		12	656.34	656.34
<b>Total for State Campaign Fund</b>			<b>\$656.34</b>	
<b>Total for 90129 (421) Strategy/Development</b>			<b>\$656.34</b>	
<b>90135 (430) Supplies SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		13	39.86	39.86
<b>Total for State Campaign Fund</b>			<b>\$39.86</b>	
<b>Total for 90135 (430) Supplies SECC</b>			<b>\$39.86</b>	
<b>90150 (460) Telephone - Fax SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014			0.00	0.00
07/23/2014	.ReadyTalk	14	8.45	8.45
<b>Total for State Campaign Fund</b>			<b>\$8.45</b>	
<b>Total for 90150 (460) Telephone - Fax SECC</b>			<b>\$8.45</b>	
<b>90155 (470) Meeting Costs SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		15	22.52	22.52
<b>Total for State Campaign Fund</b>			<b>\$22.52</b>	
<b>Total for 90155 (470) Meeting Costs SECC</b>			<b>\$22.52</b>	
<b>90165 (490) Occupancy/Rent SECC</b>				
<b>State Campaign Fund</b>				
07/31/2014		16	850.00	850.00
<b>Total for State Campaign Fund</b>			<b>\$850.00</b>	
<b>Total for 90165 (490) Occupancy/Rent SECC</b>			<b>\$850.00</b>	
<b>90210 (495) Technology exp SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014	.Artemis Technologies, Inc.		0.00	0.00
<b>Total for State Campaign Fund</b>			<b>\$0.00</b>	
<b>Total for 90210 (495) Technology exp SECC</b>			<b>\$0.00</b>	
<b>Total for 90060 SECC Campaign Management</b>			<b>\$5,403.38</b>	
<b>Total for 90000 SECC Expenses</b>			<b>\$16,147.26</b>	
<b>TOTAL</b>			<b>\$16,147.26</b>	

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