



September 10, 2014

10 am-12pm

Presiding: Tim McCormick

Location:

Marshall Street Armory

330 Marshall Street, Suite 211

Lansing, MI 48912

In Attendance	

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

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SECC Steering Committee: Tim McCormick, SECC Chair, Department of Technology, Management & Budget | Mary Joe Bradfield, Michigan Civil Service Commission | Jeff Haarer, Michigan Department of Agriculture & Rural Development | Ken Moore, Michigan State Employees' Association | Cindy Mason, Office of the State Employer



## SECC Steering Committee Meeting August 13, 2014

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

Tim McCormick–DTMB Chair, Mary Joe Bradfield–MCSC Representative, Cindy Moore–OSE Representative

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

Ken Moore (MSEA)–Labor Representative  
Jeff Haarer–MDARD, Past Coordinator

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

Nicole Literacki (MAUW), Heather Travis (MAUW), Jennifer Edmonds (LARA SECC Co-coordinator), Angela Brooks-Landry (ECUW), Renee Tabor (Global Impact), Barb Patton (UNCF), Kate Roberts (Neighbor to Nation) and Michelle Lantz (CAUW).

### **AGENDA/MINUTES**

A motion was made to approve the consent agenda which includes the agenda, July 9, 2014 minutes and July 2014 pending to be paid in the amount of \$16,147.26. It was moved by Mary Joe Bradfield and supported by Cindy Mason. Carried.

### **FISCAL AGENT REPORT/ MARKETING AND ENGAGEMENT**

September 8–Comedy for a Cause Lansing Kickoff Event–A request was made by Jennifer Edmonds (LARA SECC Co-coordinator) for \$500 to support the Lansing Kickoff Event.

A motion was made to approve the \$500 budget for the Lansing Kickoff Event, Comedy for a Cause, on September 8. It was moved by Mary Joe Bradfield and supported by Cindy Mason. Carried.

Heather Travis requested an additional \$500 to purchase bracelets and post cards for SECC department coordinators and volunteers.

A motion was made to approve the \$500 budget for the Lansing Kickoff Event on September 8, Comedy for a Cause. It was moved by Mary Joe Bradfield and supported by Cindy Mason. Carried.

Detroit Kickoff–September 10; working on a kickoff for Grand Rapids

### **Next Meeting**

September 10, 2014  
10:00 – noon  
face-to-face

**SECC 2014-2015 EXPENSE SUMMARY**

**August 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		\$ -	\$ 5,781.50	\$ (781.50)
245	Giving Recognition	\$ 500.00		\$ -	\$ -	\$ 500.00
246	Kick-Off	\$ 5,000.00		\$ -	\$ 4,220.58	\$ 779.42
247	Public Relations/Graphic Design	\$ 2,000.00		\$ -	\$ 55.00	\$ 1,945.00
248	Web Design	\$ 3,000.00	2,3	\$ 610.00	\$ 686.80	\$ 2,313.20
249	Retiree Campiagn	\$ 3,800.00	4,19	\$ 2,835.36	\$ -	\$ 3,800.00
	<b>SUB-TOTAL</b>	<b>\$ 25,300.00</b>		<b>\$ 3,445.36</b>	<b>\$ 10,743.88</b>	<b>\$ 14,556.12</b>
<b>300</b>	<b>Training &amp; Coordination</b>					
340	Training Materials	\$ 800.00		\$ -	\$ -	\$ 800.00
370	Training Accom. & Meals	\$ 600.00	1,15	\$ 190.26	\$ -	\$ 600.00
380	Training Travel	\$ 200.00		\$ -	\$ -	\$ 200.00
	<b>SUB-TOTAL</b>	<b>\$ 1,600.00</b>		<b>\$ 190.26</b>	<b>\$ -</b>	<b>\$ 1,600.00</b>
<b>400</b>	<b>Campaign Management</b>					
410	Clerical Support	\$ 14,816.95	8-10	\$ 1,709.64	\$ 1,100.00	\$ 13,716.95
420	Professional Support	\$ 33,037.25	5-7,11-14	\$ 4,053.54	\$ 2,726.21	\$ 30,311.04
421	Strategy/Development	\$ 3,500.00		\$ -	\$ 656.34	\$ 2,843.66
425	Pledge/Online processing fees	\$ 150.00		\$ -	\$ -	\$ 150.00
430	Direct SECC Supply	\$ 500.00		\$ -	\$ 39.86	\$ 460.14
440	Copying & Printing	\$ 200.00		\$ -	\$ -	\$ 200.00
450	Postage & Shipping	\$ 300.00		\$ -	\$ -	\$ 300.00
460	Telephone / Fax / Email	\$ 1,500.00	16,18	\$ 130.29	\$ 8.45	\$ 1,491.55
470	Meeting Accom. & Meals	\$ 325.00		\$ -	\$ 22.52	\$ 302.48
480	Travel	\$ 350.00		\$ -	\$ -	\$ 350.00
490	Indirect Costs	\$ 10,200.00		\$ -	\$ 1,106.34	\$ 9,093.66
	<b>SUB-TOTAL</b>	<b>\$ 64,879.20</b>		<b>\$ 5,893.47</b>	<b>\$ 5,659.72</b>	<b>\$ 59,219.48</b>
	<b>TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 9,529.09</b>	<b>\$ 16,403.60</b>	<b>\$ 75,375.60</b>
	LCOA Totals	\$ -			\$ -	\$ -
	<b>GRAND TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 9,529.09</b>	<b>\$ 16,403.60</b>	<b>\$ 75,375.60</b>

# Michigan Association of United Ways Transaction Report

July - August, 2014

Date	Name	Memo/Description	Amount	Balance
<b>90000 SECC Expenses</b>				
<b>90005 SECC Marketing &amp; Communication</b>				
<b>90020 (244) Volunteer Recognition SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	3,830.00	3,830.00
07/16/2014	.The Job Shop Ink, Inc.	SECC shirts Kickoff	1,951.50	5,781.50
<b>Total for State Campaign Fund</b>			<b>\$5,781.50</b>	
<b>Total for 90020 (244) Volunteer Recognition SECC</b>			<b>\$5,781.50</b>	
<b>90030 (246) Kick-Off SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	4,220.58	4,220.58
08/13/2014	.Blessings Cafe	SECC Kickoff of Beverage	1 182.25	4,402.83
<b>Total for State Campaign Fund</b>			<b>\$4,402.83</b>	
<b>Total for 90030 (246) Kick-Off SECC</b>			<b>\$4,402.83</b>	
<b>90032 (247) Graphic/Design/Public Relations</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	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	Monthly hosting	35.00	35.00
07/30/2014	.Frog Productions	Monthly hosting	0.00	35.00
07/31/2014		Recognize computer purchase	651.80	686.80
08/13/2014	.Voorhees, Clarissa E	SECC websites updates	2 575.00	1,261.80
08/27/2014	.Frog Productions	Monthly hosting	3 35.00	1,296.80
<b>Total for State Campaign Fund</b>			<b>\$1,296.80</b>	
<b>Total for 90035 (248) Web Design</b>			<b>\$1,296.80</b>	
<b>90037 (249) Retiree Solicitation</b>				
<b>State Campaign Fund</b>				
08/13/2014	.USPS	for bulk mailing	4 2,095.42	2,095.42
<b>Total for State Campaign Fund</b>			<b>\$2,095.42</b>	
<b>Total for 90037 (249) Retiree Solicitation</b>			<b>\$2,095.42</b>	
<b>Total for 90005 SECC Marketing &amp; Communication</b>				

**\$13,631.55****90060 SECC Campaign Management****90065 (410+420) Salaries & Benefits SECC****90075 Prof Salaries SECC****State Campaign Fund**

07/04/2014	.ADP, Inc. -	Nicole Literacki		1,203.00	1,203.00
07/18/2014	.ADP, Inc. -	Nicole Literacki		1,218.00	2,421.00
08/01/2014	.ADP, Inc. -	Nicole Literacki	5	1,218.00	3,639.00
08/15/2014	.ADP, Inc. -	Nicole Literacki	6	1,218.00	4,857.00
08/29/2014	.ADP, Inc. -	Nicole Literacki	7	1,218.00	6,075.00

**Total for State Campaign Fund****\$6,075.00****Total for 90075 Prof Salaries SECC****\$6,075.00****90080 Clerical Support SECC****State Campaign Fund**

07/04/2014	.ADP, Inc. -	Heather to post to SECC		569.88	569.88
07/18/2014	.ADP, Inc. -	Heather to post to SECC		569.88	1,139.76
08/01/2014	.ADP, Inc. -	Heather to post to SECC	8	569.88	1,709.64
08/15/2014	.ADP, Inc. -	Heather to post to SECC	9	569.88	2,279.52
08/29/2014	.ADP, Inc. -	Heather to post to SECC	10	569.88	2,849.40

**Total for State Campaign Fund****\$2,849.40****Total for 90080 Clerical Support SECC****\$2,849.40****90085 Accounting SECC****State Campaign Fund**

07/30/2014	.Outsourced Controllershship Services			120.00	120.00
08/29/2014	.Outsourced Controllershship Services		11	120.00	240.00

**Total for State Campaign Fund****\$240.00****Total for 90085 Accounting SECC****\$240.00****90115 SS MC Taxes SECC****State Campaign Fund**

07/04/2014	.ADP, Inc. -	Nicole Literacki SS/MC		92.03	92.03
07/18/2014	.ADP, Inc. -	Nicole Literacki SS/MC		93.18	185.21
08/01/2014	.ADP, Inc. -	Nicole Literacki SS/MC	12	93.18	278.39
08/15/2014	.ADP, Inc. -	Nicole Literacki SS/MC	13	93.18	371.57
08/29/2014	.ADP, Inc. -	Nicole Literacki SS/MC	14	93.18	464.75

**Total for State Campaign Fund****\$464.75****Total for 90115 SS MC Taxes SECC****\$464.75****Total for 90065 (410+420) Salaries & Benefits SECC****\$9,629.15****90129 (421) Strategy/Development****State Campaign Fund**

07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid		656.34	656.34
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<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		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	39.86	39.86
08/13/2014	.Bank of America	Walmart NLiteracki	15 8.01	47.87
<b>Total for State Campaign Fund</b>			<b>\$47.87</b>	
<b>Total for 90135 (430) Supplies SECC</b>			<b>\$47.87</b>	
<b>90140 (440) Copying &amp; Printing SECC</b>				
<b>State Campaign Fund</b>				
08/13/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
08/20/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
<b>Total for State Campaign Fund</b>			<b>\$0.00</b>	
<b>Total for 90140 (440) Copying &amp; Printing SECC</b>			<b>\$0.00</b>	
<b>90150 (460) Telephone - Fax SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	0.00	0.00
07/23/2014	.ReadyTalk	SECC	8.45	8.45
08/27/2014	.ReadyTalk	SECC	16 27.36	35.81
<b>Total for State Campaign Fund</b>			<b>\$35.81</b>	
<b>Total for 90150 (460) Telephone - Fax SECC</b>			<b>\$35.81</b>	
<b>90155 (470) Meeting Costs SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	22.52	22.52
08/13/2014	.Bank of America	Sir Pizza NLiteracki	17 35.25	57.77
08/27/2014	.Copper Services	SECC	18 102.93	160.70
<b>Total for State Campaign Fund</b>			<b>\$160.70</b>	
<b>Total for 90155 (470) Meeting Costs SECC</b>			<b>\$160.70</b>	
<b>90165 (490) Occupancy/Rent SECC</b>				
<b>State Campaign Fund</b>				
07/31/2014		Monthly Occupancy costs (10200.00/12=850.00)	850.00	850.00
08/13/2014	.Office Depot		5.76	855.76
08/13/2014	.Office Depot		0.00	855.76
08/20/2014	.Office Depot		0.00	855.76
08/31/2014		Adjust to actual for occupancy so it totals at 053114 11200-850	-1,470.74	-614.98
<b>Total for State Campaign Fund</b>			<b>\$ -614.98</b>	
<b>Total for 90165 (490) Occupancy/Rent SECC</b>			<b>\$ -614.98</b>	
<b>90210 (495) Technology exp SECC</b>				

<b>State Campaign Fund</b>			
07/01/2014	.Artemis Technologies, Inc.	0.00	0.00
08/06/2014	.Artemis Technologies, Inc.	0.00	0.00
08/06/2014	.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>\$9,914.89</b>	
<b>90220 SECC Retiree Solicitation</b>			
<b>90255 (550) Postage &amp; Shipping</b>			
<b>State Campaign Fund</b>			
08/20/2014	.Allegra Mail services SECC Retirees campaign	19 739.94	739.94
<b>Total for State Campaign Fund</b>		<b>\$739.94</b>	
<b>Total for 90255 (550) Postage &amp; Shipping</b>		<b>\$739.94</b>	
<b>Total for 90220 SECC Retiree Solicitation</b>		<b>\$739.94</b>	
<b>Total for 90000 SECC Expenses</b>		<b>\$24,286.38</b>	
<b>TOTAL</b>		<b>\$24,286.38</b>	

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