



October 8, 2014

10 am-12pm

Presiding: Tim McCormick

Webinar/Conference Call:

Dial: (866) 740-1260

Conference Id: 6732780

<https://cc.readytalk.com/r/eel1vyjefue6&eom>

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	
10:50-11:30	
7. Upcoming Activities/Projects	
11:30-11:50	
8. Public Comment	
11:50-12:00	

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 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 12th – 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; CANCELLED

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.)
200	Marketing & Communications					
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
	SUB-TOTAL	\$ 25,300.00		\$ 10,743.88	\$ -	\$ 25,300.00
300	Training & Coordination					
340	Training Materials	\$ 800.00		\$ -	\$ -	\$ 800.00
370	Training Accom. & Meals	\$ 600.00		\$ -	\$ -	\$ 600.00
380	Training Travel	\$ 200.00		\$ -	\$ -	\$ 200.00
	SUB-TOTAL	\$ 1,600.00		\$ -	\$ -	\$ 1,600.00
400	Campaign Management					
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
	SUB-TOTAL	\$ 64,879.20		\$ 5,403.38	\$ -	\$ 64,879.20
	TOTAL	\$ 91,779.20		\$ 16,147.26	\$ -	\$ 91,779.20
	LCOA Totals	\$ -			\$ -	\$ -
	GRAND TOTAL	\$ 91,779.20		\$ 16,147.26	\$ -	\$ 91,779.20

Michigan Association of United Ways Transaction Report

July 2014

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

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

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