





**SECC Steering Committee Minutes**  
**Michigan Association of United Ways**  
**July 13, 2011**

**Steering Committee Members:**

Tim McCormick (DTMB), Rosemary Anzicek (Civil Service Commission), Harry Hunter (OSE), Lisa Moye, (DTMB)

**SECC Staff:**

Nicole Literacki (MAUW), Heather Travis (MAUW)

**Others:**

Dea Talmage (United Way of Jackson), Kari Oberdank (Civil Service Commission), John McClain (Black United Fund), Nichole Waters (CAUW)

**Approval of Minutes**

**A MOTION WAS MADE TO APPROVE THE JUNE 8, 2011 MINUTES. IT WAS MOVED BY ROSEMARY ANZIVEK AND SUPPORTED BY LISA MOYE. CARRIED.**

**Budget and Finance Report**

**A MOTION WAS MADE TO APPROVE THE 2011/2012 Budget in the amount of \$112,616. IT WAS MOVED BY LISA MOYE. APPROVAL BY CONSENSUS.**

Budget amounts for line 410 and 420 will change based on a finalized MOU between MAUW and the State. Approximate LCOA total for 2011/2012 is \$47,910.  
June budget will be presented in August with finalized numbers as of June 30.

**Fiscal Agent Report**

Harry Hunter is still working with the Office of the State Employer to determine Labor representation for the SECC Steering Committee.

Nicole inquired about the hard copy documentation stored in the MAUW basement as the pending MAUW move to another location approaches. Steering Committee asked MAUW to use its document retention policy and/or use 5 years plus present year for keeping campaign application and historical hard copy materials.

## **Marketing and Training Report**

Trainings will be held on the following dates:

- August 16, 2011 – Eastern Upper Peninsula
- August 24, 2011 – Detroit (6019 employees in Wayne)
- August 31, 2011 – Lansing (Capital Commons)

50% Department Coordinators have been confirmed. Need letter from Jeremy to ask for additional Coordinators.

Detroit Kickoff – September 13, 2011

## **Visioning/Development**

- Deirdre Asnis from Truist will call in and present at August meeting.
- Tradition of Giving Retiree Campaign – July 15 – August 15. Over 8,000 state employee retirees received a campaign brochure.
- SECC website now has online giving through PayPal. Just click 'Donate Now' on the homepage. A new custom form is being created to include all charities approved for this year's campaign and to provide the option to be able to give to multiple charities.
- Frog Productions will be moving the SECC website from FrontPage to a Content Management System (CMS) in mid-August. Frog Productions will also host our server off site for greater security. The SECC website will undergo a new look and feel that will be more visually appealing and easier to navigate.

## **Upcoming Activities/Projects**

Lisa concerned about Memorandum of Understanding and Request for Proposal. It was proposed and agreed upon that there be created an extension of MOU between MAUW and the State of Michigan to be dated July 15, 2011-January 15, 2012 and then a new RFP process will be timed so that the Fiscal agent will be ready to go for the beginning of the calendar year 2012. Tim will work with Nicole to finalize Clerical and Professional support numbers for the 6 month MOU and send to MAUW for Scott Dzurka review and signature.

## **Future Meeting Dates**

*August 10, 2011 at 10:00 a.m.*

SECC 2010-2011 EXPENSE SUMMARY						
June 30 2011 prelim year end						
SECC REVENUE & REIMBURSEMENTS						
		2010/2011		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
<b>200 Marketing &amp; Communications</b>						
241	Pledge Cards	\$ -			\$ -	\$ -
242	Brochures & Code Directories	\$ 4,000.00			\$ 4,052.12	\$ (52.12)
243	Posters/Tent Cards	\$ 650.00			\$ 415.59	\$ 234.41
244	Volunteer Recognition	\$ 1,200.00			\$ 779.80	\$ 420.20
245	Giving Recognition	\$ 250.00			\$ 323.07	\$ (73.07)
246	Kick-Off	\$ 3,500.00			\$ 2,919.23	\$ 580.77
247	Graphic Design					
248	Web Design	\$ 3,000.00			\$ -	\$ 3,000.00
	<b>SUB-TOTAL</b>	<b>\$ 12,600.00</b>		<b>0.00</b>	<b>\$ 8,489.81</b>	<b>\$ 4,110.19</b>
<b>300 Training &amp; Coordination</b>						
340	Training Materials	\$ 1,100.00			\$ 447.05	\$ 652.95
370	Training Accom. & Meals	\$ 400.00			\$ 170.48	\$ 229.52
380	Training Travel	\$ 100.00			\$ -	\$ 100.00
	<b>SUB-TOTAL</b>	<b>\$ 1,600.00</b>		<b>0.00</b>	<b>\$ 617.53</b>	<b>\$ 982.47</b>
<b>400 Campaign Management</b>						
410	Clerical Support	\$ 11,000.00		1,895.45	10720.07	\$ 279.93
420	Professional Support	\$ 24,304.00	1	118.50	29006.41	\$ (4,702.41)
425	Pledge Processing	\$ 260.00			389	\$ (129.00)
430	Supplies	\$ 300.00	2	7.61	144.94	\$ 155.06
440	Copying & Printing	\$ 600.00	3	27.86	415.65	\$ 184.35
450	Postage & Shipping	\$ 450.00			282.02	\$ 167.98
460	Telephone / Fax / Email	\$ 1,000.00	4	37.28	817.03	\$ 182.97
470	Meeting Accom. & Meals	\$ 750.00			213.34	\$ 536.66
480	Travel	\$ 200.00			77.17	\$ 122.83
485	Rent	\$ 6,585.00			6584.76	\$ 0.24
490	Utilities/Maint.	\$ 665.00	5-6	60.60	714.68	\$ (49.68)
495	Technology Expenses	\$ 750.00	7-9	148.20	634	\$ 116.00
499	Audit / Insurance / Etc.	\$ 600.00			977.23	\$ (377.23)
	<b>SUB-TOTAL</b>	<b>\$ 47,464.00</b>		<b>2,295.50</b>	<b>\$ 50,976.30</b>	<b>\$ (3,512.30)</b>
<b>500 Retiree Solicitation (MAUW)</b>						
510	Clerical/Professional/Processing	\$ -			\$ -	\$ -
530	Envelopes	\$ 750.00			\$ -	\$ 750.00
541	Pledge Cards	\$ -			\$ -	\$ -
542	Brochures	\$ 750.00	10	330.10	\$ 330.10	\$ 419.90
543	Insert Costs	\$ 800.00	11	800.00	\$ 800.00	\$ -
546	Print Letter	\$ 500.00		699.63	\$ 699.63	\$ (199.63)
547	Labels	\$ -			\$ -	\$ -
550	Postage & Shipping	\$ 1,000.00		2,025.69	\$ 2,025.69	\$ (1,025.69)
	<b>SUB-TOTAL</b>	<b>\$ 3,800.00</b>		<b>3,855.42</b>	<b>\$ 3,855.42</b>	<b>\$ (55.42)</b>
	<b>TOTAL</b>	<b>\$ 65,464.00</b>		<b>6,150.92</b>	<b>\$ 63,939.06</b>	<b>\$ 1,524.94</b>
	LCOA Totals	\$ 49,253.22		49,253.22		\$ 49,253.22
	<b>GRAND TOTAL</b>	<b>\$ 114,717.22</b>		<b>55,404.14</b>	<b>\$ 63,939.06</b>	<b>\$ 50,778.16</b>

SECC 2010-2011 EXPENSE SUMMARY						
July 31, 2011 period end						
SECC REVENUE & REIMBURSEMENTS						
		2011/2012		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
<b>200 Marketing &amp; Communications</b>						
241	Pledge Cards	\$ -				\$ -
242	Brochures & Code Directories	\$ 4,000.00				\$ 4,000.00
243	Posters/Tent Cards	\$ 1,300.00				\$ 1,300.00
244	Volunteer Recognition	\$ 2,000.00				\$ 2,000.00
245	Giving Recognition	\$ 50.00				\$ 50.00
246	Kick-Off	\$ 3,900.00				\$ 3,900.00
248	Web Design	\$ 3,000.00	1	\$ 1,940.00		\$ 3,000.00
	<b>SUB-TOTAL</b>	<b>\$ 14,250.00</b>		<b>\$ 1,940.00</b>	<b>\$ -</b>	<b>\$ 14,250.00</b>
<b>300 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 Campaign Management</b>						
410	Clerical Support	\$ 12,040.00	40 hrs	\$ 963.20		\$ 12,040.00
420	Professional Support	\$ 31,193.00	43 hrs	\$ 1,788.37		\$ 31,193.00
425	Pledge Processing	\$ 500.00				\$ 500.00
430	Supplies	\$ 300.00	2-3	\$ 8.10		\$ 300.00
440	Copying & Printing	\$ 400.00				\$ 400.00
450	Postage & Shipping	\$ 300.00				\$ 300.00
460	Telephone / Fax / Email	\$ 1,000.00	4-5	\$ 147.38		\$ 1,000.00
470	Meeting Accom. & Meals	\$ 325.00				\$ 325.00
480	Travel	\$ 350.00				\$ 350.00
485	Rent	\$ 6,585.00	6 to 7	\$ 549.82		\$ 6,585.00
490	Utilities/Maint.	\$ 665.00				\$ 665.00
495	Technology Expenses	\$ 750.00				\$ 750.00
499	Audit / Insurance / Etc.	\$ 600.00				\$ 600.00
	<b>SUB-TOTAL</b>	<b>\$ 55,008.00</b>		<b>\$ 3,456.87</b>	<b>\$ -</b>	<b>\$ 55,008.00</b>
<b>500 Retiree Solicitation (MAUW)</b>						
510	Clerical/Professional/Processing	\$ -				\$ -
530	Envelopes	\$ 750.00				\$ 750.00
541	Pledge Cards	\$ -				\$ -
542	Brochures	\$ 750.00				\$ 750.00
543	Insert Costs	\$ 800.00				\$ 800.00
546	Print Letter	\$ 500.00				\$ 500.00
547	Labels	\$ -				\$ -
550	Postage & Shipping	\$ 1,000.00				\$ 1,000.00
	<b>SUB-TOTAL</b>	<b>\$ 3,800.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800.00</b>
	<b>TOTAL</b>	<b>\$ 74,658.00</b>		<b>\$ 5,396.87</b>		<b>\$ 74,658.00</b>
	LCOA Totals	\$ 47,910.00		\$ 47,910.00		\$ 47,910.00
	<b>GRAND TOTAL</b>	<b>\$ 122,568.00</b>		<b>\$ 53,306.87</b>	<b>\$ -</b>	<b>\$ 122,568.00</b>

**Michigan Association of United Ways**  
**Transaction Report**  
 July 2011

Date	Num	Name	Memo/Description	Amount	Balance
<b>90000 SECC Expenses</b>					
<b>90005 SECC Marketing &amp; Communication</b>					
<b>90035 (248) Web Design</b>					
<b>State Campaign Fund</b>					
07/20/2011	32114	.Frog Productions	Web design	970.00	970.00
07/27/2011	32137	.Frog Productions	Web site development	970.00	1,940.00
<b>Total for State Campaign Fund</b>				<b>\$1,940.00</b>	
<b>Total for 90035 (248) Web Design</b>				<b>\$1,940.00</b>	
<b>Total for 90005 SECC Marketing &amp; Communication</b>				<b>\$1,940.00</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>					
07/08/2011	payroll	.ADP, Inc. -	Nicole Literacki	808.96	808.96
07/22/2011	payroll	.ADP, Inc. -	Nicole Literacki	808.96	1,617.92
<b>Total for State Campaign Fund</b>				<b>\$1,617.92</b>	
<b>Total for 90075 Prof Salaries SECC</b>				<b>\$1,617.92</b>	
<b>90115 SS MC Taxes SECC</b>					
<b>State Campaign Fund</b>					
07/08/2011	payroll	.ADP, Inc. -	Nicole Literacki SS/MC	61.88	61.88
07/22/2011	payroll	.ADP, Inc. -	Nicole Literacki SS/MC	61.88	123.76
<b>Total for State Campaign Fund</b>				<b>\$123.76</b>	
<b>Total for 90115 SS MC Taxes SECC</b>				<b>\$123.76</b>	
<b>Total for 90065 (410+420) Salaries &amp; Benefits SECC</b>				<b>\$1,741.68</b>	
<b>90135 (430) Supplies SECC</b>					
<b>State Campaign Fund</b>					
07/20/2011	32112	.Office Depot	9.38%	2.38	2.38
07/27/2011	32141	.Office Depot	9.38%	5.72	8.10
07/27/2011	32142	.Office Depot	9.38%	0.00	8.10
<b>Total for State Campaign Fund</b>				<b>\$8.10</b>	
<b>Total for 90135 (430) Supplies SECC</b>				<b>\$8.10</b>	
<b>90150 (460) Telephone - Fax SECC</b>					
<b>State Campaign Fund</b>					
07/12/2011	32058	.Ready Talk	SECC	135.18	135.18
07/12/2011	32059	.Copper Conferencing	SECC conference calls	12.20	147.38
<b>Total for State Campaign Fund</b>				<b>\$147.38</b>	
<b>Total for 90150 (460) Telephone - Fax SECC</b>				<b>\$147.38</b>	
<b>90165 (490) Occupancy/Rent SECC</b>					
<b>State Campaign Fund</b>					
07/01/2011	32017	.Lake Lansing North, LLC-		548.73	548.73
<b>Total for State Campaign Fund</b>				<b>\$548.73</b>	

Date	Num	Name	Memo/Description	Amount	Balance
<b>Total for 90165 (490) Occupancy/Rent SECC</b>				<b>\$548.73</b>	
<b>90170 Utilities SECC</b>					
<b>State Campaign Fund</b>					
07/12/2011	32057	.Consumers Energy-		1.09	1.09
<b>Total for State Campaign Fund</b>				<b>\$1.09</b>	
<b>Total for 90170 Utilities SECC</b>				<b>\$1.09</b>	
<b>Total for 90165 (490) Occupancy/Rent SECC with subs</b>				<b>\$549.82</b>	
<b>90210 (495) Technology exp SECC</b>					
<b>State Campaign Fund</b>					
07/12/2011	32056	.MNA		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>\$2,446.98</b>	
<b>Total for 90000 SECC Expenses</b>				<b>\$4,386.98</b>	
<b>TOTAL</b>				<b>\$4,386.98</b>	

Thursday, Aug 04, 2011 01:33:51 PM PDT GMT-7 - Accrual Basis

SECC 2011-2012 Proposed SECC Budget					
Period Ending June 30, 2012 Final					
SECC REVENUE & REIMBURSEMENTS					
		2010-2011	PROPOSED	period end 6/30	
		APPROVED	2011-2012	FY 2010/2011	BALANCE
Acc #	Expense Descriptions	BUDGET	BUDGET	EXPENSES	REMAINING
<b>200 Marketing &amp; Communications</b>					
241	Pledge Cards	\$ -	\$ -	\$ -	\$ -
242	Brochures & Code Directories	\$ 4,000.00	\$ 4,000.00	\$ 4,052.12	\$ (52.12)
243	Posters/Tent Cards	\$ 650.00	\$ 1,300.00	\$ 415.59	\$ 234.41
244	Volunteer Recognition	\$ 1,200.00	\$ 2,000.00	\$ 779.80	\$ 420.20
245	Giving Recognition	\$ 250.00	\$ 50.00	\$ 323.07	\$ (73.07)
246	Kick-Off	\$ 3,500.00	\$ 3,900.00	\$ 2,919.23	\$ 580.77
247	Graphic Design				
248	Web Design	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
	<b>SUB-TOTAL</b>	<b>\$ 12,600.00</b>	<b>\$ 14,250.00</b>	<b>\$ 8,489.81</b>	<b>\$ 4,110.19</b>
<b>300 Training &amp; Coordination</b>					
340	Training Materials	\$ 1,100.00	\$ 800.00	\$ 447.05	\$ 652.95
370	Training Accom. & Meals	\$ 400.00	\$ 600.00	\$ 170.48	\$ 229.52
380	Training Travel	\$ 100.00	\$ 200.00	\$ -	\$ 100.00
	<b>SUB-TOTAL</b>	<b>\$ 1,600.00</b>	<b>\$ 1,600.00</b>	<b>\$ 617.53</b>	<b>\$ 982.47</b>
<b>400 Campaign Management</b>					
410	Clerical Support	\$ 11,000.00	\$ 11,000.00	\$ 10,720.07	\$ 279.93
420	Professional Support	\$ 24,304.00	\$ 29,000.00	\$ 29,006.41	\$ (4,702.41)
425	Pledge Processing	\$ 260.00	\$ 500.00	\$ 389.00	\$ (129.00)
430	Supplies	\$ 300.00	\$ 300.00	\$ 144.94	\$ 155.06
440	Copying & Printing	\$ 600.00	\$ 400.00	\$ 415.65	\$ 184.35
450	Postage & Shipping	\$ 450.00	\$ 300.00	\$ 282.02	\$ 167.98
460	Telephone / Fax / Email	\$ 1,000.00	\$ 1,000.00	\$ 817.03	\$ 182.97
470	Meeting Accom. & Meals	\$ 750.00	\$ 325.00	\$ 213.34	\$ 536.66
480	Travel	\$ 200.00	\$ 350.00	\$ 77.17	\$ 122.83
485	Rent	\$ 6,585.00	\$ 6,585.00	\$ 6,584.76	\$ 0.24
490	Utilities/Maint	\$ 665.00	\$ 665.00	\$ 714.68	\$ (49.68)
495	Technology Expenses	\$ 750.00	\$ 750.00	\$ 634.00	\$ 116.00
499	Audit / Insurance / Etc.	\$ 600.00	\$ 1,000.00	\$ 977.23	\$ (377.23)
	<b>SUB-TOTAL</b>	<b>\$ 47,464.00</b>	<b>\$ 52,175.00</b>	<b>\$ 50,976.30</b>	<b>\$ (3,512.30)</b>
<b>500 Retiree Solicitation (MAUW)</b>					
510	Clerical/Professional/Processing			\$ -	\$ -
530	Envelopes	\$ 750.00	\$ 750.00	\$ -	\$ 750.00
541	Pledge Cards	\$ -			\$ -
542	Brochures	\$ 750.00	\$ 750.00	\$ 330.10	\$ 419.90
543	Insert Costs	\$ 800.00	\$ 800.00	\$ 800.00	\$ -
546	Print Letter	\$ 500.00	\$ 500.00	\$ 699.63	\$ (199.63)
547	Labels	\$ -			\$ -
550	Postage & Shipping	\$ 1,000.00	\$ 1,000.00	\$ 2,025.69	\$ (1,025.69)
	<b>SUB-TOTAL</b>	<b>\$ 3,800.00</b>	<b>\$ 3,800.00</b>	<b>\$ 3,855.42</b>	<b>\$ (55.42)</b>
	<b>TOTAL</b>	<b>\$ 65,464.00</b>	<b>\$ 71,825.00</b>	<b>\$ 63,939.06</b>	<b>\$ 1,524.94</b>
	LOCA Totals	\$ 49,253.22	\$ 47,910.00	\$ 49,253.22	\$ 49,253.22
	<b>GRAND TOTAL</b>	<b>\$ 114,717.22</b>	<b>\$ 119,735.00</b>	<b>\$ 113,192.28</b>	<b>\$ 50,778.16</b>
13-Jul	L. Moye Motion				
	Approval by concensus				