



SECC Steering Committee Minutes

Michigan Association of United Ways

August 10, 2011

Steering Committee Members:

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

SECC Staff:

Nicole Literacki (MAUW), Heather Travis (MAUW)

Others:

Kari Oberdank (Civil Service Commission), John McClain (Black United Fund), Nichole Waters (CAUW), Deirdre Asnis (TRUIST), Annie Muzilla (TRUIST), Mary Nye (Livingston County UW), Dan TenHoopen (Heart of West Michigan UW), Pat Goggin (UW of Wexford and Missaukee Counties), Shannon Proctor (UWSEM), Natalia Petraszczuk (EarthShareMichigan), Martial Dedegbe (Neighbor to Nation), Nick Stonerook (Plymouth Community United Way), Kristen Meletti (America's Charities), Leslie Andrews (United Negro College Fund)

Visioning/Development - TRUIST

Deirdre Asnis and Annie Muzilla presented a demonstration on the capabilities of TRUIST. They took the webinar participants through a live site to show how SECC would look as an online giving campaign. The PowerPoint will be available online. We will work toward next steps, feasibility and an implementation plan.

Approval of Minutes

A MOTION WAS MADE TO APPROVE THE JULY 13, 2011 MINUTES. IT WAS MOVED BY HARRY HUNTER AND SUPPORTED BY ROSEMARY ANZICEK. CARRIED.

Budget and Finance Report

A MOTION WAS MADE TO APPROVE THE JULY 2011 PENDING TO BE PAID IN THE AMOUNT OF \$5,396.87. IT WAS MOVED BY ROSEMARY ANZICEK AND SUPPORTED BY HARRY HUNTER. CARRIED.

Fiscal Agent Report/Marketing and Training

There is no OSE/Union Representation at this point due to bargaining (per Harry Hunter).

Upcoming Events

- August 17, 2011 – Coordinator Meeting
- August 31, 2011 – Lansing Training (Capital Commons)
- August 31, 2011 – Detroit Training/Agency Fair (Cadillac Place)
- September 12-16, 2011 – Lansing (various Lansing Kick offs)
- September 12, 2011 – Sault Ste. Marie Training and Kick Off
- September 13, 2011 – Detroit Kick Off
- November 3, 2011 – Volunteer Thank You Event (Lansing Center)

The Steering Committee would like to have a 'Calendar of Events' available on the website with all the above dates. Heather will work on this.

Marketing materials for this year's campaign are complete.

Nicole is working with Kurt and Lisa on a campaign BLITZ mass email for State of Michigan employees.

LCOAs have requested to simplify the bi-weekly reporting process. A suggestion was made for an end of year campaign survey to find the value, function and attentiveness of LCOAs to Department Coordinators and Volunteers. The goal for LCOAs is to show accountability. The Steering Committee is open to reviewing other formats for LCOA reporting.

The department coordinator and volunteer list will be finalized in the next week (per Kari Oberdank).

Retiree Campaign is going great. Checks and online donations continue to come in. Heather will have actual numbers available for the next Steering Committee meeting.

Upcoming Activities/Projects

The cost share document will be prepared in September for review by the October meeting.

Future Meeting Dates

September 14, 2011

MAUW Office

10:00 a.m.

SECC 2010-2011 EXPENSE SUMMARY						
Aug 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.)
200 Marketing & Communications						
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	0	\$ 1,471.48	\$ -	\$ 2,000.00
245	Giving Recognition	\$ 50.00			\$ -	\$ 50.00
246	Kick-Off	\$ 3,900.00	1	\$ 300.00	\$ -	\$ 3,900.00
248	Web Design	\$ 3,000.00		\$ -	\$ 1,940.00	\$ 1,060.00
	SUB-TOTAL	\$ 14,250.00		\$ 1,771.48	\$ 1,940.00	\$ 12,310.00
300 Training & Coordination						
340	Training Materials	\$ 800.00	2	\$ 10.95	\$ -	\$ 800.00
370	Training Accom. & Meals	\$ 600.00			\$ -	\$ 600.00
380	Training Travel	\$ 200.00			\$ -	\$ 200.00
	SUB-TOTAL	\$ 1,600.00		\$ 10.95	\$ -	\$ 1,600.00
400 Campaign Management						
410	Clerical Support	\$ 12,040.00	56 hrs	\$ 463.07	\$ 963.20	\$ 11,076.80
420	Professional Support	\$ 31,193.00	96 hrs	\$ 988.69	\$ 1,788.37	\$ 29,404.63
425	Pledge Processing	\$ 500.00			\$ -	\$ 500.00
430	Supplies	\$ 300.00	4	\$ 37.09	\$ 8.10	\$ 291.90
440	Copying & Printing	\$ 400.00	5	\$ 2.59	\$ -	\$ 400.00
450	Postage & Shipping	\$ 300.00	6	\$ 20.45	\$ -	\$ 300.00
460	Telephone / Fax / Email	\$ 1,000.00	7	\$ 9.32	\$ 147.38	\$ 852.62
470	Meeting Accom. & Meals	\$ 325.00	8	\$ 27.00	\$ -	\$ 325.00
480	Travel	\$ 350.00			\$ -	\$ 350.00
485	Rent	\$ 6,585.00	9	\$ 548.73	\$ 549.82	\$ 6,035.18
490	Utilities/Maint.	\$ 665.00	10-12	\$ 62.38	\$ -	\$ 665.00
495	Technology Expenses	\$ 750.00	13-14	\$ 318.00	\$ -	\$ 750.00
499	Audit / Insurance / Etc.	\$ 600.00			\$ -	\$ 600.00
	SUB-TOTAL	\$ 55,008.00		\$ 2,477.32	\$ 3,456.87	\$ 51,551.13
500 Retiree Solicitation (MAUW)						
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
	SUB-TOTAL	\$ 3,800.00		\$ -	\$ -	\$ 3,800.00
	TOTAL	\$ 74,658.00		\$ 4,259.75	\$ 5,396.87	\$ 69,261.13
	LCOA Totals	\$ 47,910.00			\$ -	\$ 47,910.00
	GRAND TOTAL	\$ 122,568.00		\$ 4,259.75	\$ 5,396.87	\$ 117,171.13

Michigan Association of United Ways
Transaction Report
 July - August, 2011

Date	Num	Name	Memo/Description	Amount	Balance
90000 SECC Expenses					
90005 SECC Marketing & Communication					
90020 (244) Volunteer Recognition SECC					
State Campaign Fund					
07/31/2011	32145	.HALO Branded Solutions		1,471.48	1,471.48
Total for State Campaign Fund				\$1,471.48	
Total for 90020 (244) Volunteer Recognition SECC				\$1,471.48	
90030 (246) Kick-Off SECC					
State Campaign Fund					
08/31/2011	32200	.Saxon, Michael	UW SECC Detroit	300.00	300.00
Total for State Campaign Fund				\$300.00	
Total for 90030 (246) Kick-Off SECC				\$300.00	
90035 (248) Web Design					
State Campaign Fund					
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
Total for State Campaign Fund				\$1,940.00	
Total for 90035 (248) Web Design				\$1,940.00	
Total for 90005 SECC Marketing & Communication				\$3,711.48	
90040 Training & Coordination					
90045 (340) Training Materials SECC					
State Campaign Fund					
08/31/2011	32199	.Literacki, Nicole		10.95	10.95
Total for State Campaign Fund				\$10.95	
Total for 90045 (340) Training Materials SECC				\$10.95	
Total for 90040 Training & Coordination				\$10.95	
90060 SECC Campaign Management					
90065 (410+420) Salaries & Benefits SECC					
90075 Prof Salaries SECC					
State Campaign Fund					
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
08/05/2011	payroll	.ADP, Inc. -	Nicole Literacki	808.96	2,426.88
08/19/2011	payroll	.ADP, Inc. -	Nicole Literacki	1,745.20	4,172.08
Total for State Campaign Fund				\$4,172.08	
Total for 90075 Prof Salaries SECC				\$4,172.08	
90080 Clerical Support SECC					
State Campaign Fund					
07/08/2011	payroll	.ADP, Inc. -	Heather to post to SECC	463.07	463.07
07/22/2011	payroll	.ADP, Inc. -	Heather to post to SECC	463.07	926.14
08/05/2011	payroll	.ADP, Inc. -	Heather to post to SECC	463.07	1,389.21

Date	Num	Name	Memo/Description	Amount	Balance
08/19/2011	payroll	.ADP, Inc. -	Heather to post to SECC	463.07	1,852.28
Total for State Campaign Fund				\$1,852.28	
Total for 90080 Clerical Support SECC				\$1,852.28	
90085 Accounting SECC					
State Campaign Fund					
08/05/2011	32151	.Maner Costerisan, P.C.-		117.75	117.75
Total for State Campaign Fund				\$117.75	
Total for 90085 Accounting SECC				\$117.75	
90115 SS MC Taxes SECC					
State Campaign Fund					
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
08/05/2011	payroll	.ADP, Inc. -	Nicole Literacki SS/MC	61.88	185.64
08/19/2011	payroll	.ADP, Inc. -	Nicole Literacki SS/MC	133.51	319.15
Total for State Campaign Fund				\$319.15	
Total for 90115 SS MC Taxes SECC				\$319.15	
Total for 90065 (410+420) Salaries & Benefits SECC				\$6,461.26	
90135 (430) Supplies SECC					
State Campaign Fund					
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
08/05/2011	32147	.Office Depot	9.38%	0.00	8.10
08/31/2011	32199	.Literacki, Nicole	Staples	37.09	45.19
Total for State Campaign Fund				\$45.19	
Total for 90135 (430) Supplies SECC				\$45.19	
90140 (440) Copying & Printing SECC					
State Campaign Fund					
08/31/2011	32195	.Pitney Bowes Global Financial		2.59	2.59
Total for State Campaign Fund				\$2.59	
Total for 90140 (440) Copying & Printing SECC				\$2.59	
90145 (450) Post Ship SECC					
State Campaign Fund					
08/24/2011	32185	.Purchase Power		20.45	20.45
Total for State Campaign Fund				\$20.45	
Total for 90145 (450) Post Ship SECC				\$20.45	
90150 (460) Telephone - Fax SECC					
State Campaign Fund					
07/12/2011	32058	.Ready Talk	SECC	135.18	135.18
07/12/2011	32059	.Copper Conferencing	SECC conference calls	12.20	147.38
08/05/2011	32152	.TDS Metrocom		36.18	183.56
08/10/2011	32158	.Ready Talk	SECC	0.00	183.56
08/10/2011	32163	.Copper Conferencing	SECC conference calls	9.32	192.88
Total for State Campaign Fund				\$192.88	
Total for 90150 (460) Telephone - Fax SECC				\$192.88	

Date	Num	Name	Memo/Description	Amount	Balance
90155 (470) Meeting Costs SECC					
State Campaign Fund					
08/24/2011	32182	.Heisser's Quick Stop		27.00	27.00
Total for State Campaign Fund				\$27.00	
Total for 90155 (470) Meeting Costs SECC				\$27.00	
90165 (490) Occupancy/Rent SECC					
State Campaign Fund					
07/01/2011	32017	.Lake Lansing North, LLC-		548.73	548.73
08/01/2011	32143	.Lake Lansing North, LLC-		548.73	1,097.46
Total for State Campaign Fund				\$1,097.46	
Total for 90165 (490) Occupancy/Rent SECC				\$1,097.46	
90170 Utilities SECC					
State Campaign Fund					
07/12/2011	32057	.Consumers Energy-		1.09	1.09
08/10/2011	32160	.Board of Water & Light-		42.45	43.54
08/10/2011	32159	.Consumers Energy-		1.17	44.71
Total for State Campaign Fund				\$44.71	
Total for 90170 Utilities SECC				\$44.71	
90175 Property Mntnce SECC					
State Campaign Fund					
08/05/2011	32153	.Ellis Cleaning Company-		18.76	18.76
Total for State Campaign Fund				\$18.76	
Total for 90175 Property Mntnce SECC				\$18.76	
Total for 90165 (490) Occupancy/Rent SECC with subs				\$1,160.93	
90210 (495) Technology exp SECC					
State Campaign Fund					
07/12/2011	32056	.MNA		0.00	0.00
08/10/2011	32161	.MNA		267.35	267.35
08/15/2011	32172	.MNA		50.65	318.00
Total for State Campaign Fund				\$318.00	
Total for 90210 (495) Technology exp SECC				\$318.00	
Total for 90060 SECC Campaign Management				\$8,228.30	
Total for 90000 SECC Expenses				\$11,950.73	
TOTAL				\$11,950.73	

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