



## Statewide SEFA Council

17 Campus View Drive  
Loudonville, NY 12211  
518-782- SEFA (7332)  
Fax: 518-782-7333  
[www.sefanys.org](http://www.sefanys.org)

Tom Wickerham  
*Chair*

Pete DeCicco  
*Vice-Chair*

Cornelia Mead  
*Secretary*

Suzanne Maloney  
*Director*

Statewide SEFA Council Meeting  
December 17, 2015  
Approved Minutes

### Council In Attendance

Tom Wickerham

Nick LaMorte

Cornelia Mead

Bill Ferguson

Kathryn Pantaleo

Caroline Westbrook

(absent or excused: Furn Lorento, Matt Ecker, Scott Ray, Cherice Granger, Pete Decicco, Marilyn Daly)

### Staff

Suzanne Maloney

1. Tom called the meeting to order at 1:38 pm
2. Approval of Minutes from Nov 19 - moved by Bill Ferguson, Seconded by Nick LaMorte, minutes approved.
3. Report from the Chair:
  - Approvals of council membership from our regional committees - need to complete this. Would like this completed before we have Council officers in January. Tom asked that Suzanne send out a reminder letter to FCCM's and committee chairs.
  - Recruiting for Council membership - at least Four available council seats and several alternates are unfilled.
  - Announcements about SEFA Council changes (region 4)
  - Suzanne Maloney has decided not to continue to SEFA after 7 years. She will be helping with the transition.
4. Transition - Tom was hoping to have transition plan in hand this week, Sheila and Suzanne are still working on it.
  - Suzanne reiterated that she and Sheila are committed to making the transition as seamless as possible.
5. New applications will be downloaded from the current system as soon as the application period is complete, to be entered into UWGCR system.
6. Re-certifications, Suzanne is uploading the latest information now to Dropbox. Asked that all coordinators and federations go in now and review information, especially looking for duplicates.
  - Hopefully Dropbox will provide a seamless transition of our SEFA data to UWGCR. (Laura Alpert is contact there for the transition).



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- Concern expressed that there is a short turnaround for re-certifications. If we find agencies need to reapply there is a very short turnaround for them to apply (January 15th).
  - Suzanne also reminded us that the form will automatically shut off at midnight on Jan 15th unless we change the date.
7. Renumbering committee - no report
  8. Bill Ferguson - Finance Committee
    - Per Suzanne, Earthshare is pulling together final reports for the transition. Bill mentioned he is also still waiting for the historical bank statements which he has requested from Suzanne.
    - Bill reported on his contact with Dan Kilmartin of UWGCR (11/24) -
      - spoke about 2016 budget, reviewed proposed budget submitted with the RFA. Within about 2% of last year's budget. As guidance for local coordinators developing their local budgets, this 2% increase to statewide budget may be helpful.
      - Tom to convene Finance Committee to develop the proposed budget
      - and also about routine finance reports that the Finance Chair and the Council will expect. Bill shared examples, and Dan said he thought those would be relatively easy to deliver.
      - Tom mentioned that the transition might cause one or two one-time expenses around the transfer of data or other items, he will get that info to the finance committee as they develop the budget.
  9. Meeting feedback and adjournment
    - Reminders: In January we will have a new statewide campaign manager in United Way of Greater Capital Region. Will give them the floor at that point to introduce themselves.
      - Asked that FCCM's provide campaign reports AS SOON AS POSSIBLE after the first of the year.
    - Thanks to Caroline and Nick and Bill for development of the draft MOU for the new statewide FCCM.
    - Comments from the floor: Craig Collie asked whether campaign information should be submitted in a particular format? Still in transition. Bill Ferguson suggested total for each agency and number of donors.
  
    - Request for Tom to schedule meetings in advance so we can get them on our calendars. (Also Suzanne did coordinator
    - Motion to adjourn (Bill, seconded by Nick)

Meeting adjourned 2:15 pm