



**OVERSIGHT COMMITTEE FOR
STATE EMPLOYEE CHARITABLE CONTRIBUTIONS (OCSECC)**

Special Meeting Minutes

Tuesday, January 26, 2021 – 10:00 a.m.
Room C-48, Will Rogers Building

Notice for this special meeting was filed with the Office of the Secretary of State; the Agenda was posted in the glass case at the west entrance of the Will Rogers Building. This meeting was conducted in accordance with the provisions of the Open Meeting Act, Sections 301 through 315, Title 25.

Members Present

Jennifer Swearingen
Brenda Sullivan
Margell Newbold
Russell Boyd
Katrina Conrad-Legler

Members Absent

Emily Giles
Stacey Foster

Tim Tuck, OMES/HCM Legal Representative
Anita Rhea, OMES/HCM Secretary

SPCFRO Representatives

Ashleigh Sorrell Rose, United Way of Central Oklahoma
Will Richardson, United Way of Central Oklahoma

A. Call to order and roll call.

Chair Swearingen called the meeting to order; roll was called.

B. Notice of Compliance with Open Meeting Act.

Anita Rhea read the Statement of Compliance with the Oklahoma Open Meeting Act. The statement was signed after the reading.

C. Review, discussion and possible action on Approval of Minutes from the meeting on November 12, 2020.

Chair Swearingen made the motion to approve the minutes of the November 12, 2020, special meeting. One member abstained, all other members present approved.

D. Update from United Way Representatives on the current progress of the campaign.

Will Richardson reported that last year \$420,000.00 was collected. So far, for the 2021 campaign \$291,000.00 has been collected. This is not the final count, there are still other agencies turning in their donations.

According to Will and Ashleigh not enough campaigning was done this past year. Will reached out to last year's donors, campaign coordinators and state agencies. The United Way worked diligently in reaching out to everyone. Unfortunately, even though virtual rallies were held, they did not produce the same result as last year's in person rallies.

Katrina Conrad-Legler told the committee that, same as last year, no one came to her office, no campaigning, no donation forms, and no communication from the United Way. Ashleigh promised to look into this.

E. Review, discussion and possible action on 2021 State Charitable Campaign Application format.

Will Richardson pointed out a few minor changes to the 2021 State Charitable Campaign Application form.

Katrina Conrad-Legler made the motion to approve the 2021 State Charitable Campaign Application form as is. Brenda Sullivan seconded the motion. All other members present approved.

F. Review, discussion and possible action on deadline for turning in 2021 State Charitable Campaign Application.

Will Richardson stated that the deadline for turning in the 2021 State Charitable Campaign Application is Friday, March 26, 2021.

Chair Swearingen made the motion to approve the 2021 State Charitable Campaign Application deadline of March 26, 2021. Katrina Conrad-Legler seconded the motion. All other members present approved.

G. Review Affidavit of Publication showing proof of publication regarding application process for State Principal Combined Fund Raising Organization (SPCFRO).

Will Richardson distributed a copy of the affidavit to each member and topic was discussed.

H. Discussion regarding agencies increased participation in fundraising.

Ashleigh Sorrell-Rose shared a few ideas that were done this past year: pre-packaged food fundraiser, t-shirt sales, virtual Bingo and other games. Topic is tabled until the May meeting.

I. Report from Chair.

No report.

J. Discussion of possible Agenda items for next meeting.

- Review, discussion and possible action on approving the 2021 State Principal Combined Fund Raising Organization (SPCFRO) to administer the campaign.
- Review Affidavit of Publication showing proof of publication regarding application process for federations and charities.
- Campaign Update.

K. Comments from visitors limited to Agenda items (5 minutes per person).

None.

L. Adjournment.

Chair Jennifer Swearingen moved to adjourn the special meeting of the Oversight Committee for State Employees Charitable Contributions. Katrina Conrad-Legler seconded the motion. All other members present approved.