

MINUTES
SUNGARD ADVANCE ADVISORY COMMITTEE MEETING
October 18, 2007

ATTENDEES:

UMBC: Sandra Dzija, Megan Rolenc
UMCP: Carolyn Bayle, Anissa Holmes, Kevin Ngugi
UMES: Deborah Robinson
UMF: Alice O’Dea, Randy Possehl
TU: Jeri Bielas
UMUC: Simmy Papali
USM: Paul Hagerhorst, Betty Jennings, Vladimir Jirinec, Joseph Ng, Melody Tippet

Next Advisory Board Meeting: November 15, 2007 at UMBC

1. Review of Last Meeting Notes – no additions or corrections.

2. BSR bugs/Quality Checks

Vlad reported that the Quality Check Report has been revised to exclude Self Employed.

3. Advance Patch Update

Kevin stated that UMCP has had enough time to complete the Advance update.

4. Former Student

Betty reported that the student files have been processed. BC has approximately 18,000 student records and CP has 35,000 student records. Next step is to update students records to former students if they were not listed on the student files processed. Betty said the parent records will be processed when they are received. There should be no delay due to former student record updates. Kevin asked about the structure of the file specifically for the length of the city field. He thought it was 19 characters which is too short for some city names.

Action Item: Betty will update student records to former students within the next three weeks. Everyone should think about what criteria should be used to update parent records to former parent records. Vlad will verify that the city field in DB and loader is 30 characters and not 19 characters.

5. Pledge Write Off/Over Paid

Betty provided everyone hard copies of the Pledge Write Off and Over Paid detail and summary reports through 6/30/07. Everyone was agreeable to use 6/30/07. Betty reminded everyone that if the Pledge Payment allocation is different than Pledge, the Pledge needs to be modified to the appropriate allocation. She will update overpays since they are not date dependent.

Action Item: Next meeting we will determine what date this will be processed. Betty suggested deleting them after all gift entry are completed for December 07. Melody will review training to determine if Gift Processing provides steps on what to do if the Pledge Payment Allocation is different than the allocation on the Pledge.

6. Affiliation Master List

Vlad provided a list of Affiliations. He asked everyone to review this list to ensure it is current. The electronic version of this spreadsheet is attached to the email with the minutes for the October meeting. It was also suggested that the entity record in Advance be updated. Everyone agreed that updating the comment field with person name and date that the list was reviewed would be a good way to identify the last date reviewed. This comment field should be updated if there are changes or not.

Action Item: Everyone should review the list to ensure it is current. Any changes should be sent to Melody and Vlad by November 8.

7. Clipboard Upload

Vlad reviewed the Clipboard Upload button that was added to the web site. This was added based on feedback from the September meeting. When you use the Clipboard Upload button, a window opens with two fields to fill out. The Clipboard Name needs to be entered and the file attached. The file must be a text file of Entity ID numbers. Based on the group feedback there seems to be a need for the Clipboard Upload to also accept text files with Prospect ID and Receipt numbers. Several people mentioned they need refresher Clipboard training. Melody started a discussion about the order of the buttons on the web page. Everyone agreed that the buttons should stay in somewhat of the same order but placed logically and add more space between buttons to make it easier to read.

Action Item: Vlad will modify the Clipboard Upload to provide the option of using Prospect ID and Receipt numbers. Following the Advisory meeting on November 15, Melody will review Clipboard training with anyone that is interested. Vlad will modify the home page to make changes to buttons as discussed.

8. Recurring Gift Administration

Vlad shared a posting of questions regarding Recurring Gift Administration. How do we receipt people one gift at a time or at the end of the year? CP and UC send receipts yearly. BC provides receipts each time gift received. TC sends receipts quarterly. For direct mails, do you leave them on your lists, suppress them or send them occasional appeals? Everyone agreed that they it depends on the criteria submit for the Direct Mail. When the gift is going to expire (credit card), do you add them to appeals again or send them a specific solicitation? Kevin said that CP is researching Credit Card companies to manage as part of the electronic payment project. He will share findings with group to see if it would work with Advance. It was suggested that a sub committee be formed.

Action Item: Notify Vlad and Melody if you are interested in volunteering for this sub committee. Kevin and Megan volunteered for the committee.

9. Donor Advised Funds Record Type

Vlad distributed a hard copy of the updated Donor Advised Funds Record Type. Jeri pointed out that one of Donors she had sent were not on the list. Baltimore Community Foundation was used as an example where two entity records are needed due to giving as a Donor Advised Fund and as a Foundation.

Action Item: An updated list will be sent with the October Advisory Minutes. Everyone should determine if a second entity record is needed. Also, identify what dollars should be moved to the new entity. Be prepared to share this information at the next meeting.

10. Prospect Rating Codes

Vlad provided a before and after list of Prospecting Rating Codes. He reported that the numbering and description updates are completed. Kevin pointed out that 1 million dollars missing between rating code 1 and 2. Vlad will update rating codes of 2 description to include \$1M – \$4.9M instead of \$1M - \$4M.

Action Item: Vlad will update rating codes of 2 description to include \$1M – \$4.9M instead of \$1M - \$4M in Advance.

11. Country Codes/Citizenship Codes

Last month minutes included an update Country Code/Citizenship Code report. The action item was to come prepared to discuss removal of some of the codes.

Action Item: Everyone agreed to notify Vlad by close of business on October 18, 2007. Vlad will delete codes based on feedback he receives.

12. Prospect Module Permissions

Vlad reported that privileges can not be set for specific fields. Everyone has a solution in place to address the permissions for Prospects. Anissa brought up that the form on line needs to be updated to clarify the permissions. Also, an explanation of the permissions would be helpful. Some people are just checking boxes on the form and not verifying the privileges being requested. Someone needs to verify the privileges before approving the form.

Action Item: Vlad will post the Confidentiality Policy on the Advance web site. A spreadsheet will be developed listing an explanation of privileges.

13. Inactive Prospect in Prospect Summary Window

Vlad is working on a report for each institute.

Action Item: The report will be completed by November 8.

14. Seeding Mailings

Vlad lead a discussion regarding Seeding Mailings. CP is interested in using Seeding Mailings. BC is still considering how to handle. Vlad suggest they could request seedings for reports as phase I then determine if it should be added to Advance. Further discussion took place as to why use seedings.

15. Training/Documentation Update

Melody passed out a sample of two different job aids. Everyone like the condensed version of the job aid. Job aids will be created for the more complex task that someone may not do every day. Melody stated that she had not received any feedback on the existing training manuals that were distributed.

Action Item: Melody requested that if you have feedback send it to her by October 26.

16. Meeting Minutes and Active Users Distribution

Everyone agreed the distribution of minutes through email should continue. Vlad stated that he wanted to set up a distribution list for the Active Users report to be sent out monthly. Anissa, Kevin, Greg, Jeri, Kelly, and Deborah should be on the distribution list.

Action Item: Vlad will send out the Active User report by October 26.

17. VP Meeting Reminder

Vlad reminded everyone that the VP Meeting is scheduled for Tuesday, November 27 at 8 a.m. at UMB. He will work with Leonard on the agenda items which will probably include data usage, Confidentiality Policy, Laptop Security Policy and document shredding.

Action Item: When the agenda items have been completed, Vlad will share with the group.

18. Cost of Fundraising

Vlad reminded everyone that the Cost of Fundraising link is on the Advance web site. He reported that there were still some institutes that have not completed the Cost of Fundraising. Several people did not get notify by their organization that it was available.

Action Item: Complete the Cost of Fundraising by October 31.

19. New Business

Matching Gifts and Claims

Megan mentioned that she and Vlad had discussed cleaning up the old Matching Claims. Vlad suggested anything that was last fiscal year and beyond should be deleted. Everyone was agreeable to doing this using the date prior to June 30, 2006. If anyone wants a list of what will be deleted they can run the online report before the matching gifts are deleted. Megan also suggested a new report that will list matching claims that were fulfilled. Since some of the institutions are not notified since the check goes to UMF office. The report will allow them to acknowledge the receipt of the gift.

Action Item: Betty will clean up the old Matching Gifts. She will notify everyone when this has been completed. A new report will be developed to reflect when matching gifts come in.

Matching Screening and Matching Gift Fulfillment

A conversation took place regarding the services that HEP Development Service can provide. Vlad stated that HEP can provide Matching Screening where the constituent employer names match identification. This will help update the information in Advance for employer matches. HEP also provides Matching Gift Fulfillment in which a letter is sent to the donor with the form and information as to obtain the match from the employer.

Action Item: Vlad will obtain quotes from HEP for Matching Screening and Matching Gift Fulfillment.

Transfer Student

Anissa mentioned that CP is going to be required to track incoming transfer students. An example of a transfer student to track would be a transfer from PG Community College to CP. No one else seems to have an interest in tracking transfer students. CP is working on obtaining transfer information from the registrars. Vlad suggested if they only needed to track transfer students after graduation, the Degree Record in Advance would be the best place to store this information. There was a discussion that the transfer student information may be needed as a student so that Parents could be solicited.

20. Next Meeting Date

The next meeting will be at the **UMBC Alumni House** conference room on **Thursday, November 15 at 10 a.m.** Parking is available at the house in the driveway. Please be aware if you park in the adjacent lot, you will be ticketed for not having a campus parking permit.

Directions to UMBC:

<http://www.umbc.edu/aboutumbc/directions.php>

The Alumni House entrance is on Wilkens Avenue. The map in the link below shows the Alumni House which is building number 4 in section B1.

<http://www.umbc.edu/aboutumbc/campusmap/06map.pdf>