interoffice memorandum

to: Incoming DCCC National Finance Assistant

**CC:** Stella Ross, Missy Kurek

from: Johana Borjas, OUtgoing National Finance Assistant

date:

subject: Exit Memo

Outline:

* Overview
* Scheduling/Calendars
* Travel Binder/Briefing Folder
* Meeting Packets
* Political Tracking
* Call Time
* Thank You Memo
* DCCC Chairman Steve Israel’s Weekly Report
* Monthly Expense Reports (VISA)
* Napa/New York Issues Conference
* Miscellaneous

**Overview**

The National Finance Assistant position is a very much a catch-all role within the DCCC Finance Department. Some of the key administrative and organizational tasks include managing the schedules of the Deputy Executive Director of Finance (Missy Kurek) and the National Finance Director (Stella Ross), completing monthly expense reports (Visa), booking travel, compiling briefing binders and meeting packets, and managing political tracking. Aside from the administrative and organizational tasks you will perform for Stella and Missy, you will have the opportunity to assist with broader departmental tasks, such as the New York Issues Conference and Napa. You may also have the opportunity to hone in on areas and regions that you find particularly interesting. Express your interests to Missy and Stella and they will help facilitate your involvement in upcoming events and other things when appropriate.

This position is very much what you make of it. If your interests lie closer in line with fundraising, there are amble opportunities to assist Stella, Missy and the regions in all aspects of fundraising whether it is calling through call sheets to make sure numbers are accurate, printing renewal letters quarterly and helping prospect donors. If your interests lie closer with events and planning, Krista, the events director, is always looking for help, and you will play integral roles with the New York Issues Conference (March) as well as our Napa Issues Conference (August). If something interests you, speak up and ask to help! Everyone on this team is more than willing to teach you things that interest you and welcome help whenever it is needed.

For example, I interned for the Obama campaign for the Tri-State area (NY, CT & NJ) while in college and pretty much right up until I started working for the DCCC. Although I did not develop especially close relationships with northeast donors as an intern, I became very familiar their names and giving histories. When the Northeast Finance Team needed help, I was that much more inclined to want to assist them with the creation of call sheets and even helping with finance meeting briefings for individual donors because of the familiarity with the geographic area, haven grown up in CT and attended college in New York and previous exposure to the donor base in the area.

Another example on how you can expand your role as the National Finance Assistant is by helping with one of the DCCC’s councils. I worked on the Latino Council but other councils that may be of interest are the LGBT, Tribal and Women Lead councils among others. A good person to speak about helping with one of the councils other than Missy and Stella is Courtney Lee-Ashley. She is the Deputy National Finance Director and Director of Member Outreach and oversees the councils. During my time at the DCCC, we were slowly building the Latino Council with the help of our council co-chairs, Reps. Cuellar and Lujan. All councils at the committee are chaired by members of congress, the councils are collaboration between the representatives and DCCC staff whose interest lie in particular areas. I worked closely with Rep. Cuellar and Lujan’s chief of staff’s whether it was targeting and creating call sheets for their bosses to secure a host committee for the council’s kick-off event in December 2013 or putting together one-pagers on the council’s goals and the DCCC’s efforts so far to fulfill those goals.

If your interests lie more in event logistics, Krista, our events director, can always use your assistance with processing check requests, payments to vendors for their services during our events. To complete a check request, Krista will have to send you the receipt and a W-9 for the vendor the committee will be cutting a check for. Every quarter the committee send renewal letters to previous donors, you and Krista will work closely to make sure the correct amount of supplies are ordered for this endeavor. Additionally, before big events such as events with the President, the DCCC’s NYC Issues Conference and Napa you both will work together to put together weekend agendas and possibly gift bags among other tasks.

As the National Finance Assistant, you are the liaison between the five regional teams: Northeast and their consultant Jackie Brot Weinberg, West and their consultants Lisa and Terri, Midwest, South and Mid-Atlantic (DC) and Missy and Stella. You will be in charge of ensuring that items given to you by the regionals are approved or addressed in a timely manner. These items often include event briefings, invitations, NP or SJI thank you notes, call sheets, check request forms, etc. You will be cc’d on Long Term updates, the Leader’s calendar, schedule requests, material deadline and event material emails. These emails will help keep you in the loop, all these emails will be good indicators on what has changed and help you keep track of what is going on.

* + Pay attention to briefing deadlines that Kellie Dunn, the Finance Operations Director, sends out, as many times you will have to remind Missy and Stella of these deadlines and push through briefings that are at risk of being turned in late. Communicating with the regionals throughout the briefing process is key to a smooth approval process. Missy and Stella will both want to see the briefings, invitations, etc., so set up an approval system with them. This will cut down confusion in the approval process.
		- Kellie Dunn works closely with the Leader’s official office and will have a tentative schedule of when material will be due for the next two months or so. This is a great tool for you. If you can tell from Missy and Stella’s calendars that their day is going to be especially busy and material needs to be reviewed, speak with the regional team with the upcoming event and make a plan. For example, Team DC has a very hectic January and an event often so I have worked with them to have the briefing material for Stella to start reviewing the night before it is due.
		- For the most part, event material will go through Stella first for edits. The materials that will go to Missy directly are the Leader's talking points, Nancy Pelosi for Congress event material and member of congress material that Courtney or Michael, her assistant, ask to be reviewed. Once Stella has made edits, you can redistribute material to the regional team so they can begin implementing the edits. Usually, Missy will be okay with the edits Stella makes and there is no need to continue the review process. Sometimes Stella and Missy will explicitly ask to see event material once their edits have been made but that doesn’t happen very often.
		- Stella is very thorough and will need a good amount of time to read through all the event material, please keep this in mind when planning for the approval process.
		- It’s important to remember due to the volume of work, deadlines often change as do the versions of briefings. Many events, the regionals were making changes and updates to the briefings up until the time it is due to the Leader’s office, so be patient and stay on top of them during the approval process.
		- You will work closely with the Chairman’s assistant, Brenna Marron and Katie Mulhall the speech writer to make sure all material is submitted in on time to Kellie Dunn. Often times, the Leader’s briefings will be flipped over for Chairman Israel if they are both attending the same event.
* **Time off/sick day Requests on Cobalt, the DCCC’s employee database/Check Request Forms:**
	+ These items are usually not urgent. Therefore, if Missy and Stella appear to be too busy, it is usually best to hold off for a few hours until things have calmed down. That being said, I’ve always tried to turn these items around on the same day. Sometimes there will be weeks at a time where there is never a good time to stop and have them look over and sign these things- just be aggressive and make the time to get them done.
	+ Every employee at the DCCC has an account on Cobalt, the employee database. This is how employees will request time off and log in sick days. For the finance department, Missy approves the latter. Sometimes you will have to remind Missy to check in periodically and approve time off requests. In turn, you will have access to see the time off that has been approved for the Finance department. I usually made a note on Stella and Missy’s calendars as well as my own to make sure we knew when the finance staff would be out of the office.

Link: <https://dccc.quickbase.com/db/main?a=SignIn>

Keeping Missy and Stella organized is a significant portion of your job. Often times they will ask you to throw together a folder for an upcoming meeting, grab them lunch when they are busy, call them a cab (download the Uber App put on of their DCCC CCs on it…) or run something up to the Leader’s office. Though these tasks may seem small, they keep the department running smoothly and keep them on target and relaxed. If you sense they are particularly stressed or busy- ask if there is something you can do for them!

**Scheduling and Calendars**

You will have access to Missy and Stella’s calendars, as well as the DCCC Finance Calendar, also known as Kellie Dunn’s calendar that has all of the DCCC Events on it. Please copy details on the finance calendar over to Stella and Missy’s calendars as well as your own. The finance calendar is the master finance calendar and Kellie updates throughout the day. Make sure that Missy and Stella have copies of all the events on their calendars (just drag them onto their calendars). You will be in charge of organizing their schedules. Oftentimes they will do a lot of their own scheduling, but when asked, you will be coordinating meetings, making lunch reservations, etc. Try to remind Missy and Stella when they have upcoming meetings. This is most necessary with the regional meetings as they often are a bit more “fluid” in the schedule and get pushed around often.

When you are creating a new entry on their calendar, put some background on the meeting/event. That might entail copying the original e-mail correspondence into the body of the meeting maker, or providing a dial-in number for a conference call. Any information that you think would be helpful to them, include.

* **Regional Meetings**
	+ Set a calendar reminder for every Monday morning or Friday evening to remind you to check in with Stella to see which region she wants to meet with first that week and on what days etc.
	+ Once you are given the breakdown of who she wants to meet with first, reach out to the regions and see what works for them.
	+ Send the Meeting maker from Stella’s calendar title it “Finance (region name) Weekly Regional Meeting” to the finance region as well as yourself (this will help you track the meeting and make sure it happens on time etc)
* **NP4C Weekly Meeting/Weekly Member Meeting**
	+ Missy will meet with Mike and Becca on a weekly basis to discuss NP4C upcoming events, this meeting usually occurs every Tuesday from 4:00pm-4:30pm but that can change depending on scheduling
	+ Additionally, Missy will meet with Courtney and Michael to go over Member dues and overall member involvement

**Travel Binder/Briefing Folder**

When Missy and Stella staff Leader Pelosi, they always take a briefing folder (navy, shiny folders) or travel binder if they are out on the road. This folder includes all relevant materials for an upcoming event. Compiling a complete and organized briefing binder is extremely important, and arguably one of the most important parts of the job. Most briefing folders include the following:

**2 copies of the following:**

Event Cards (timeline, acknowledgements, table card) (Regional)

Talking points (Finance Operations Director/Katie Mulhall, Speech Writer)

**1 copy of the following:**

Main Briefing (Regional)

Attendee Briefings (Regional)

Event Spreadsheet (Regional)

Long Term (they will either give you their copy or ask the Finance Operations Director)

Block Calendar (get from Finance Operations Director)

Finance Plan (Missy or Stella)

Political Memo (Finance Operations Director)

All travel documents, in order of use

5-6 extra blank cards

\*Note- you will be included on the email’s that send all of the approved materials “up” to the Leader’s office- you can print the materials from there

Always ask Missy and Stella if they would like anything new to be included before you make each folder/binder as their needs often change from event to event. Make sure to communicate with regionals as well as Kellie, the finance operations director, before each binder/folder is made. Oftentimes regionals aren’t thinking about the briefing folder when its two days before an event, so you need to double check that they’ve started on their materials.

For longer swings be prepared that all the materials will not be ready by the time Missy/Stella leaves. Oftentimes Missy will ask you to send materials to her hotel as cards are hard to print at hotel business centers. Make sure to send "early morning" and make sure to have the tracking emails sent to you so you know where the package is and can be prepared if you know it's going to be late .

Per diems- be sure to submit ahead of travel. Per our accounting dept the per diem won't be processed without the travel information (actual airline and hotel confirmations sadly just an itinerary youve created won't do) so it's possible that this wont happen ahead of time. Once all of the travel is finalized, then submit the request.

\*Attached please find examples of a per diem for Missy and for Stella

Cell Phone Reimbursements- The committee pays for Missy’s full cell phone bill. Missy’s AT&T account information can be found on page 7-8. The committee pays for Stella’s cell phone line and half her data plan. Stella’s Verizon account information can be found on page 8.

**Booking Travel**

You will be in charge of booking Missy and Stella’s travel when they travel for any DCCC event. Many times they will need to be on Leader Pelosi’s flight- in which case you can look at the long term (at Kellie’s desk) to see which flight it is. If often changes multiple times before take off. Per accounting, we are not allowed to book refundable flights so try to book a bit closer to travel day(s). If they do not need to be on her flight, they will let you know, but discuss with them the times that they’d like to arrive and leave, then look for the cheapest nonstop ticket that meets their schedule. I used ITA Flight Software (which doesn’t include Southwest) and Google Fly. I just emailed flight options for them. Once they approve, be sure to include frequent flyer information when booking. Print out a one pager on their travel itineraries and add to their calendars. (You will have their travel items in a supplemental document) A note for flights- you will be need to stay in touch with Devan Cayea (pronounced Kay) in the Leader’s office as NPs arrangements change rather frequently.

The same goes for their hotels. Likely they will need to be in the same hotel as the Leader. If not, find a place that is convenient.

On certain extended travel swings, the Finance Department will need you to rent cars. The DCCC has a contract with Budget, below please details:

**Budget**

Employees can make reservations with Budget on their website ([**www.budget.com**](http://www.budget.com)) or by calling 1-800-526-6408 or 1-877-516-7275. In order to rent from Budget, you will need our corporate account code and billing authorization code: X929500 and M0D91A, respectively (allows charge to be invoiced instead of charged to a credit card).

*Please Note: Using the DCCC’s Budget corporate account code should remove any additional fee(s) assessed for drivers under the age of 25.*

Pertinent travel documents can be found here as well: Z:\Employee Documents and Programs\Travel Forms

Below are one pagers with Stella and Missy’s pertinent travel information – there is also a copy of each of their DCCC credit cards that you are to use to book all their flights and hotels at your desk.

Missy’s Travel 1-pager

Delta #6409355747

Spirit air 147983356

Virgin America 23585537580

United: UA- SJ469333(newly issued after united/continental merge) 03143721638 (old account- still works); password – lingo96

American Airlines: Y5808E6

Starwood Preferred Guest membership number is: 41930912083.

Continental One Pass #CO-SJ469333 pin = 1234

Northwest #NW100406987494

Southwest #00000328650965

JetBlue: 2076318743
A+ Rewards Member Number: 2080066894

Amtrak: 7013272799

Frontier: EarlyReturns® ID: 40001359020

Johana – when possible please book my hotels using my hotels.com password. I get a free hotel room – every ten nights I book on hotels.com!

Melissa Julie Kurek
US citizen
USA
Female
Dob - 8.19.81
Passport #: 477244174
Issued: 1.20.11
Expires: 1.19.21

 (315) 373-9560

AT&T

Email: kurek@dccc.org

Password: lingo96

5star ID number: 11169055

|  |
| --- |
|  |
| MelissaMember # 701327279916,206 pointsMy Status: [Select](http://cl.exct.net/?qs=b332b42775b1ae2548b9b4c2403b37b8d16742209204623970df01463e226b8d9a369ec48fefa38b4a38b28dfd74f0ac)  |

Stella’s Travel 1-pager

05/06/1982

Frequent Flyer #s:

Alaska Airlines: 51251745

US Air: J683C68

Virgin: 41144831728

Southwest: 00000252166423

Jet Blue

Travel Bank Account Number: 8279001160922975

Username: 3436884565

Password: 9924977494

 Cell: 913-558-2901

Amtrak

Stella Ross

Member # 7051061690

Hotels.com

stella.ross@gmail.com

Password: shadow10

Verizon:

 username: lisross

password: lis6773197

**Meeting Packets**

When Missy/Stella travel with the Leader, they often conduct “finance meetings” in which the Leader meets with donors or potential donors to discuss how their donations work at the DCCC. For these meetings, you will need to compose a folder filled with the necessary documentation. This documentation includes:

* DCCC “At A Glance”
* DCCC “Speaker’s Cabinet Benefits”
* DCCC “Speaker’s Cabinet Renewal Form”
* DCCC Contribution form
* DCCC Speaker’s Cabinet Newsletter, also known as the Battleground Brief
* Any articles that you are asked to add in
* Frontline Member Packet & Jumpstart Candidate Packet, Claire from Candidate Fundraising will keep these documents updates so make sure to check in with her from time to time, I save Claire’s email under personal folders and check in with her every few weeks regarding updates.

These will all be saved on the finance drive so everyone can access. You will be charged with updating as necessary and compiling the folders when needed for Stella, Missy and the regional finance teams.

Path: S:\Finance 2013-2014\Meeting Packet Documents

**Political Tracking**

We receive a lot of “political” correspondence for the Leader here at the DCCC, and you will be in charge of making scanned copies and saving documents to the shared folder. Missy will compiling a listing approx 1X a month of everything that we’ve received, note whether or not NP should see it or be made aware of it and then you bring the originals up to NPs office. On occasion, invitations will be scanned and sent to NPs office right away. The spreadsheet I kept looked like this:

Path: S:\Political Tracking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Received** | **Priority** | **Date Sent to NP's office** | **NP Follow-up required** | **Notes** |
| Thank you note from Ben Barnes re: NP Inviting him into her box for Convention | member/donor correspondence | 9/21/2012 | NP saw this during call time- please have for her.  |  |
| Thank you notes from Suzanne Delbene- candidate in WA. Thanking for NP4C and PTF contributions and the event in August. | member/donor correspondence | 9/21/2012 | Please Show the Leader |

**Call Time**

As National Finance Assistant, you will be in charge of setting up “call time” for the Leader when she comes down to make contribution ask phone calls. We set up in the main conference room, and if anyone is in the room at the time, they MUST be moved to a difference location- even if it is another member. The Assistant to the COO, Bianca Rhule, and staff in Member services can help find the bumped staff different locations to meet. After call time with Leader Pelosi, regional teams who had the Leader make calls on their behalf will need to create a call time results memo. You can help prompt the process following call time. Furthermore, the call back number the Leader leaves in voicemails will ring at your desk. The extension is 501# and the password is 1234. Please make sure to email the regional team, Stella and Missy and the consultant (when applicable) when you receive calls backs or voicemails following call time.

The room will always be set up in the same way, with the following next to the phone:

* “Call Back Number” document
* Perkins Coie Giving Limits document
* Additional Giving Limits Document

I kept several copies of these at my desk at all times, because we often would not receive much notice of when call time was happening. In addition to these you will need the following:

* Note Book
* Post-its
* Water Bottles
* Blue felt tip pens
* Dark chocolate for the Leader

Similar to traveling, Missy and Stella will need the following for call time:

* 2 Copies (one for Missy and one for Stella) of ALL CALL SHEETS IN ORDER
* Call Time Memo (which sets the order for call sheets and Stella creates in collaboration with the regional team who has call time)
* Finance Plan
* Upcoming event spreadsheets
* Any additional items that they’ve requested

**Thank You Memo**

As the National Finance Assistant you are responsible for keeping the master thank you memo up-to-date. Each region will create a thank you memo with calls the Leader will make following a DCCC event. The regions often forget they need to do this. You will have to push them to get it done with the rest of the event materials. Your job is to compile the regional TY memos into the master one which will be the one sent up to the Leader’s office almost on a daily basis. A thank you memo template is below:

\*Should be kept in chronological order

\*I kept the master TY memo saved in my personal files.

Memorandum to LEader nancy pelosi

1/24/2014 3:51 PM

To: Leader Nancy Pelosi

Fr: Missy Kurek, DCCC Deputy Director of Finance, (315) 373-9560 (c)

Dt: Thursday, January 23, 2014

RE: DCCC Thank You Memo

**Please make sure all thank you memos are formatted this way. Thank you memos are required for all NP attended events unless told otherwise.**

**Format:**

**Font: 12, Times New Roman**

**Title: Date: Event Name, City & State (BOLDED)**

**Please make sure to include name of spouse when applicable and at least two different phone numbers for the Leader to try to call.**

**Example:**

**Wednesday, December 4, 2013: DCCC Dinner hosted by President Leo Gerard and Walter Umphrey, Washington, DC**

**Walter Umphrey**

Spouse: Sheila

Cell: (409) 781-4747

Work: (409) 835-6000

Assistant: Sue Greenway

Home: (409) 866-6036

* Please call and thank Walter for hosting the DCCC dinner with President Leo Gerard on Wednesday, December 4, 2013, in Washington, D.C. This dinner is expected to raise $250,000 for the DCCC.
* An orchid has been sent to Sheila and Walter on your behalf and will be delivered on Thursday, December 4, 2013.

**DCCC Chairman Steve Israel’s Weekly Report**

Every Friday, please send out an email to the regionals by 9:15am requesting updates by 11:30am. Make sure to include the previous week’s report in your email. All updates must be sent to you by 11:30am because Kellie will have to add money updates and Stella likes to review report before it is sent up to the Chairman’s assistant, Brenna. Additional, Team DC will most likely have a few emails every Friday to donors that need to be sent out by Chairman Israel’s assistant. You will save these emails as well for our records.

Path: S:\Finance 2013-2014\SJI Weekly Report\2014

An example of the report can be found below:

**DCCC Finance Memo**

**To:** Chairman Steve Israel

**CC:** Kelly Ward

**From:** Missy Kurek, Stella Ross

**Date:**  Friday, January 17, 2014

**RE:** Weekly Finance Update

**Format:**

**Font: 12, Times New Roman**

**Title of Events: Date, City & State – Event Name (BOLDED)**

**Example:**

**Recent Events:**

* **Thursday, January 3, Washington, DC – DCCC Speaker’s Cabinet Swearing-In Dinner**
	+ Leader Pelosi, Reps. Hoyer, Clyburn, Andrews, Becerra, Cuellar, DeLauro, Edwards, Eshoo, Larson, Lowey, George Miller, Neal, Pingree, Polis, Sewell, Van Hollen and Waltz attended
	+ Candidates Ann Callis (IL-13) and Gwen Graham (FL-02) attended **(IF APPLICABLE)**

\* **Listed in alphabetical order**

**Upcoming Events:**

* **Friday, January 17th – New York – Women’s Issues Conference Planning meeting at the office of Stephanie Breslow**
* Leader Pelosi, Reps. A + B + C + D will attend

**Additional Member Involvement in the Last Week:**

* Congresswoman Eshoo’s Chief of Staff made calls on behalf of the DCCC.
* Congresswoman Sewell made calls on behalf of the DCCC.

**Donor Maintenance:**

* An orchid was sent on behalf of Leader Pelosi to Edgar Bronfman, Jr. and his wife, Clarissa, to express her condolences on the passing of Edgar’s father.
* An orchid was sent on behalf of Leader Pelosi to Mark Buell wishing him a happy birthday.

**Monthly Expense Report (VISA)**

You will be in charge of handling Missy and Stella’s credit card reports. Every month, accounting brings over a hard copy and an electronic copy of all the charges on their credit cards. In the excel spreadsheet they send, you will need to fill out the address of the charge (many can be found in the “common address” spreadsheet on the Z drive), the account code and the department code, what exactly the charge is for including event, dates traveled. It is important to be as clear as possible ie “flight for Missy” isn’t a good response “flight for missy from DC to Houston for finance meetings and events” is a more descriptive answer. As for the card copies, you need to compile a packet of all of the receipts in order. All of this will need to be submitted to accounting on of before their set due date. Missy and Stella’s will also include items for NP (flights, hotels, and flowers) so it’s important to stay in touch with NPs office to acquire all of the necessary documentation. I always worked with Emma Kaplan in the Leader’s office to reconcile any missing documentation – she is very helpful! Their reports are also among the biggest in the committee, so you will need to dedicate a lot of time to get them completed. I found staying late to get it finished when it was quiet in the office was helpful in getting it done or using your lunch time to make a few calls on the West coast was always been very helpful, especially when tracking down flower receipts.

Path to VISA processing documents: Z:\VISA Processing

**Napa/NYC Issues Conference**

You will assist the events director, Krista, with our Napa Issues Conference (August) and our New York Issues Conference (March). In this role, you will be the liaison between the hotel and our donors. You will make the arrangements for the donors at the hotels. You will also be in charge of keeping the RSVP list, which we build out all of the weekend events from (nametags, seating briefings etc) so it’s important that it is correct!! As these events approach, you will send the RSVP list to the entire department, and they will keep you apprised of any changes. You will go over this in more detail with the events director as the events approach.

**Miscellaneous**

**DCCC Language:**

* **MOCs – Members of Congress**
* **TY – Thank you**
* **NP- Nancy Pelosi**
* **SJI- DCCC Chairman Steve Israel**
* **SPK/SPC – Speakers’ Cabinet**

**Quick Messenger**

**From time to time you will be asked to have a messenger pick up and deliver correspondence and/or packages. Details below.**

Phone Number: 240-223-2233

Billing code: FR

Account #: 410

**Finance Team Contact Information**

**\*please update and circulate periodically**

Path: S:\Finance 2013-2014\Finance Documents

**Sly-Dial**

**267-759-3425**

Sometimes the regionals will ask you to check call sheet numbers for accuracy. When checking cell phone numbers please use sly-dial as it will take you directly to the donor’s VM.

**Paper sizes**

* Invite card stock and envelope – 5 x 7
* Reply card stock and envelope – 4.5 x 6.35
* The Leader’s letter head – 7 x 9.25

**Helpful phone numbers**

Captain R. Wilson (Security) – 202-853-8155, cell

The Leader’s Office – 202-225-4965

DCCC’s receptionist – Ext. 399