

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

January 21, 2014 3:30 p.m.

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena

Agenda

1. Greeting/Call to Order.
2. Review minutes from November 19, 2014 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
 - i. Next meeting dates for 2015: January 21, February 18, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 4(?).
 - ii. Location: Conference Room 107, DPHHS, 111 North Sanders
4. Public Comment – members of the public.
5. Fiscal Agent Report - Alison and Brian
 - a. Financial Reports
6. Program Contractor's Report – Alison
 - a. Campaign update
 - b. Guidelines/ Application Revision – Meeting dates
7. Chairman's Report – Mike
 - a. Update: Retirees: Donations through SECGC
8. D of A Liaison's Report – _____
 - a. No updates
9. Electronic Campaign Facilitation – Bill Crane
 - a. No updates
10. Great Falls Event – Gary Owen
11. Other Business/Adjourn

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ADVISORY COUNCIL MEETING

Wednesday, November 19, 2014 3:30 p.m.

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena

Agenda

1. Greeting/Call to Order.

Chairman Mike Manion called the meeting to order at 3:30 p.m. Members present: Bill Crane, Diane Larson, Donna Hansen, Kristen Wrzesinski, Beth Stephenson, Gloria Soja, Marie Matthews and Shelly Clinch. Members excused: Pam Carlson, Matt Dale, Gary Owen and Marcia Armstrong.

Contractor present: Alison Munson; staff present: Helen Betts

2. Review minutes from October 20, 2014 meeting.

The minutes were reviewed. **MOTION** Bill Crane moved to accept, Shelly Clinch second and the committee approved.

3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.

- a. Next meeting dates: December 5. Schedule 2015 for the 3rd Wednesday and secure a room.

The December 5 meeting will immediately follow the recognition luncheon.

A budget meeting will be held January 21 with Alison, Bill and Mike.

February 15 – terms are up for many board members. We will need HR Managers from agencies to appoint coordinators and board members for open positions.

4. Public Comment – members of the public.

No comments

5. Fiscal Agent Report - Alison and Brian

a. Financial Reports

The budget is on pace. The November payout has occurred despite a small problem with bank routing numbers changing. We are \$513 under budget for materials. We are waiting for Blue Cross Blue Shield and Cigna checks to come in. They will be contacted.

The printing budget is done, and we will re examine the payout dates of the Fiscal Agent and Coordinator.

The Management letter from AZ and Dan Byrd is due for signature.

MOTION Gloria Soja moved to accept the financial report, Diane Larson second, the committee approved.

6. Program Contractor's Report – Alison

a. Campaign update

We have a giving balance of \$489,197. A survey will go out soon to volunteers and a survey monkey.

The luncheon will be catered by Larry in the capitol. It will be a a great venue and meal for 72 people at \$472. Vans will donate a cookie tray.

We will look at the public facing site and talk with Dave Paton regarding improving access. **ACTION** Beth will check into this.

b. Committee update on public comment/application review

c. Retirees: Donations through SECGC

Discussion followed on reasons for participation and non-participation. All in all it was a great campaign. We will contact Dore Schwinden, Executive Director, Montana Public Employee Retirement Administration, regarding the retirement system to include donations from retiree checks, noting that they can also write a check.

7. Chairman's Report – Mike

An Application review committee was formed with Bill Crane, Mike Manion, Gloria Soja, Alison Munson and Helen Betts.

8. D of A Liaison's Report – Helen

No report at this time.

9. Other Business/Adjourn

Seeing no other business, **MOTION** Bill Crane moved to adjourn the meeting at 4:45, Gloria Soja second, committee passed.

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ADVISORY COUNCIL MEETING

Friday, December 5, 2014 1:00 p.m.

The volunteer luncheon was a success.

Discussion followed regarding looking into using a Web Ex program to video the appreciation luncheon to those that cannot attend to recognize all groups and individuals that assisted with the campaign. It could be filmed and placed on the SECGC website for viewing. Other suggestions were HCTV filming, loading on a DVD or loading on UTube. The cost would be about \$50.

There was a discussion regarding which members might return. If you are leaving, it is suggested that you provide the name of a replacement.