

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday, February 21, 2018**

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena, 3:30 p.m.

**1. Greeting/Call to Order – Mike Manion**

Mike called the meeting to order at 3:38 p.m.

Members present: Mike Manion, Penny Fasset, Kirsten Wrzesinski, Hope Stockwell, Bill Crane, Pam Carlson, Sandy Booth, and Gary Owen (phone)

Excused absences: Danielle Williams, Patrick Sheehan, Frank Clinch, Linda Egebjerg, and Liz Bangerter,

Agency liaisons present: Steven Hrubes, Chantal VanDaele

Contractors present: Brittany Rooze (UW)

**2. Review minutes from October 2017, November 2017 and January 2018 meetings**

**MOTION: OCTOBER:** Hope Stockwell moved to adopt the October 2017 minutes, and Kirsten Wrzesinski seconded the motion. The Council unanimously adopted the October 2017 minutes.

**NOVEMBER:** Hope Stockwell moved to adopt the November 2017 minutes, and Kirsten Wrzesinski seconded the motion. The Council unanimously adopted the November 2017 minutes.

**JANUARY:** Bill Crane moved adopt the January 2018 minutes, and Sandy Booth seconded the motion. The Council unanimously adopted the January 2018 minutes.

**3. Upcoming Meetings**

Next meeting dates: March 21, 2018 and April 18, 2018

*No known conflicts at this time*

**4. Public Comment – members of the public**

No comment at this meeting.

**5. Fiscal Agent Report – Brittany**

**Current Financials**

2016 Campaign Revenue	\$ 511,181.36
2016 Campaign Expenditures	\$ 373,272.10
2016 Campaign Balance	\$ 137,909.26
2017 Campaign Revenue	\$ 80,832.38
2017 Campaign Expense	\$ 15,384.21
2017 Campaign Balance	\$ 65,448.17

Mike clarified that a payroll deduction amount in the “other” column was reallocated correctly, and Brittany verified that that was in fact correct.

It was discovered that the state delays payroll payments to the SECGC by 2-4 weeks. Therefore, the payments received in January appear to be for December pay periods. However, the SECGC financials have always allocated January payments from the State to the new campaign year. If the Council were to allocate January 2018 payments from the State to the 2016 campaign because they technically cover December 2017 pay periods, our uncollectible would be a negative percentage because 2016 would include 13 months of payroll donations. To true up the current campaign years, we would have to move January 2017 payments from the 2016 campaign to the 2015 campaign. However, the 2015 campaign has been audited, so we don’t want to alter it. Therefore, Brittany is going to talk to Jackie Frank, the SECGC auditor, about how to code this money.

**MOTION:** Bill Crane moved to adopt the financials for January 2018, and Penny Fasset seconded the motion. The Council unanimously adopted the January 2018 financials.

## **6. Program Contractor's Report –Brittany**

Brittany reported the post-campaign survey to the NPO’s had a 33% response with some interesting feedback. The biggest problem that was brought up was having availability for remote employees to take part in the campaign. Chantal asked how they were trying to access the giving site, but Brittany wasn’t sure. The other main point was to make the Click and Give website ADA compliant. Steven will touch base with John Pavao, the accessibility person in HR, and see what is possible.

There was also lots of positive feedback as well as some ideas to increase participation that included more email blasts about the campaign as it proceeds, as opposed to one announcement at the beginning from the Governor. The Council agreed that it would be a good idea to have a beginning letter, perhaps a middle of the campaign letter, and an end of campaign letter from the Governor. The Council will discuss this with the Governor’s Office.

One other suggestion was for a better form of coordinator training. The Council discussed the possible need for phone or video conference call training, or a viewable video to train the volunteers on processes for the campaign.

## **7. Chairman's Report – Mike**

Mike brought up the need to create a 2018 Budget, and the Council agreed.

**2018 Budget Approval** *(Below are the amount changes from the 2017 budget)*

Line 4350: \$1,600

Line 6110: \$3,000  
Line 6120: \$1,000  
Line 6142: \$3,000  
Line 6240: \$1,500  
Line 6200: Line dumped and removed from the budget as it was a pointless category.  
Line 6320: \$500  
Line 6330: \$26,000  
Line 6400: \$6,700

The Council discussed the possibility of getting a cheaper audit rate based on having the SECGC audit done during periods when the auditor is not busy with tax preparation etc. The Council will discuss further at later meetings after some more research and discussion with the auditor.

**Motion:** Bill Crane moved to adopt the 2018 SECGC budget, and Pam Carlson seconded the motion. The Council unanimously adopted the 2018 budget.

## **8. Other Business/Adjourn**

The Council wants to go ahead with the postcards again this year. There was discussion on the effectiveness of spending the money to mail them out versus an email notice. The Council agreed to do both and add measures to collect data on the effectiveness of each, probably when signing up in Submittable

**MOTION:** Bill Crane moved to adjourn, and Sandy Booth seconded the motion. The Council unanimously passed the motion

Meeting ended at 4:47 p.m.