

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING MINUTES

Wednesday, March 21, 2018

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

Members present: Frank Clinch, Penny Fassett, Danielle Williams, Sandy Booth, Pam Carlson, Mike Manion, with Gary Owen via phone.

Members excused: Liz Bangerter, Hope Stockwell, Kirsten Wrzesinski, Bill Crane, and Patrick Sheehan

Contractor: Brittany Rooze

SITSD Staff: Chantal VanDaele

DOA Staff: Monica Abbott

1. Greeting/Call to Order. Mike Manion called the meeting to order at 3:34 p.m.
2. Review minutes and Financials. Mike asked the members to review the minutes. Danielle Williams made a motion to approve the February minutes. Sandy Booth seconded the motion, and the motion was approved unanimously.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
Mike asked the members about the upcoming meeting dates of April 18 and May 16. Frank might have conflict on April 18.
4. Public Comment, if applicable
None.
5. Fiscal Agent Report – Brittany Rooze

The firm of Junkermier, Clark, Campanella, Stevens PC was the lowest bid (\$6,100 for the 2016 Campaign; \$6,200 for the 2017 Campaign; \$6,300 for the 2018 Campaign; and \$6,400 for the 2019 Campaign) for auditor service and will save the Campaign several hundred dollars. Given the selection of the new auditor and the time it will take for the auditor to get oriented, the last payment for 2016 will probably be made in June.

Brittany asked Mike to write a letter to the non-profits explaining why there is a delay of the last payment for the 2016 campaign.

Brittany explained that the payments from state payroll to the campaign are two weeks behind the pay periods. The state is paying the account by calendar years. It is fine the way it is, so no adjustments need to be made. Brittany will ask the auditor to write down an explanation to show that the process is correct.

The budget for 2018 was adopted. The Submittable fees are showing on the financials for the 2018 campaign. Mike asked Brittany to adjust the budget to \$6,100 for the audit.

Current Financials

2016 Campaign Revenue	\$511,181.36
2016 Campaign Expenditures	\$373,272.10
2016 Campaign Balance	\$137,909.26
2017 Campaign Revenue	\$ 98,091.71
2017 Campaign Expenditures	\$ 23,085.13
2017 Campaign Balance	\$ 75,006.58
2018 Campaign Revenue	\$ 00,000.00
2018 Campaign Expenditures	\$ 72.00
2018 Campaign Balance	\$ -72.00

Frank Clinch made a motion to accept the financials. Penny Fassett seconded the motion, and the motion passed unanimously.

Pam Carlson asked Brittany to send the clarification from the auditor to all members

6. Coordinator Report – Brittany

A postcard and an email were sent to all the non-profits. Both were also sent to all non-profits that asked to be contacted. The applications are due May 31. The kickoff for the 2018 campaign is September 24 in the Capitol Rotunda. The celebration is scheduled for December 14 in the Capitol Rotunda.

Brittany reported that she asked for banking information from all the non-profits. The bank charges us if the transaction doesn't clear.

The names of donors not asking to be anonymous were sent to the non-profits. The non-profits can send thank you notes.

Brittany updated the language on the application site. Last year there were some non-profits that didn't sign up for the kickoff but showed up at the kickoff.

Mike asked to be notified if any department coordinators are missing.

Brittany gave the data for employees in outlying cities. The largest cities are Missoula, Great Falls, Billings, and Butte. Frank will check out a location in Billings. Gary will check out the United Way in Billings. Mike will contact Liz and Bill about an indoor location in Missoula.

For the click and give to pull up previous years giving, it would cost about \$1,800 in billable hours from SITSD. Mike will check on this.

The federations have their partners apply for funding each year. The federation would have to list all of their partners. Gary asked about having something added to show the partners. Brittany said they could request a document to upload with both parties signing. Gary will follow up with Bill about the extra document. It could eat into the donation if the federation takes fees off the partners. Mike suggested deciding after Gary and Bill discuss the process.

Brittany explained that all the non-profits are in Montana and suggested removing National, State, and Independent tabs. Chantal will check on the cost of removal.

Chantal reported no changes from SITSD supporting the campaign other than smaller staff.

7. Chairman's Report – Mike

Steven was going to check on visually-impaired compliance with John Pavao.

8. Other Business as needed

Frank asked about people that missed the deadline-- can their contribution to a non-profit outside the campaign count for the Campaign. After some discussion, the answer was “no” because: (1) the Campaign financials are based on the money pledged during the Campaign period (2) and accepting the money could be perceived as being contrary to the principle that the Campaign is designed to avoid non-profits contacting employees throughout the year.

9. Adjourn

Mike asked for a motion to adjourn. Pam made the motion, which Frank seconded. The meeting adjourned at 4:29 p.m.