

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday, June 27, 2018**

Department of Public Health & Human Services, 111 North Sanders, Room 207, Helena, 3:30  
p.m.

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

\*The Council did not reach a quorum due to absences and will motion all matters in the next Council meeting that reaches a quorum.

Meeting began at 3:42 p.m.

Members present: Mike Manion, Frank Clinch, Bill Crane, Liz Bangerter, and Sandy Booth

Excused absences: Gary Owen, Danielle Williams, Penny Fassett, Pam Carlson, Hope Stockwell, and Kirsten Wrzesinski

Agency liaisons: Steven Hrubes

Contractors present: Brittany Rooze

Auditor: Alex Schillinger

**2. Review minutes from May 2018 meeting**

**MOTION to adopt minutes:** No quorum was present to vote; therefore, the vote on these minutes will occur next meeting.

**3. Review meeting agenda and advisory Council members' schedules for the upcoming meetings – July 18, August 15**

No known conflicts

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

No comment at this meeting.

**5. Audit Report – Alex Schillinger**

Alex reviewed the 2016 audit so everyone understood what was done and what the process this year was when looking over the data. The main points were:

- Came in \$4,600 under budget;
- No new notes or issues came up that would cause alarm; and
- All data verifies and was a clean audit overall

Bill asked about page 4, and the gross profit discrepancy with the financial statements. Alex explained it was kickbacks from ACH pulls and when we reset it next month it will set the returned ACH accounts to \$0. Moving forward, Brittany explained there will be a separate account, so it is clearer. Bill clarified one more time that with one more distribution, all data will be synced with our record of financials, and Alex verified that that was correct.

Clarification was discussed on the RFP process and who provided the financials. Alex explained what wires were crossed in that preliminary process, and since Brittany was able to provide all the other necessary documents, it all worked out well.

**MOTION to Adopt 2016 Audit:** No quorum present to vote, will vote next meeting.

## 6. Fiscal Agent Report – Brittany Rooze

The 2016 campaign has had no change, but as was discussed during the audit report, will reflect the final dispersal on the next financial report.

### Current Financials –

2017 Campaign Revenue	\$221,394.62
2017 Campaign Expenditures	\$147,412.91
2017 Campaign Balance	\$73,981.71
2018 Campaign Revenue	\$3401.86
2018 Campaign Expenditures	\$948.62
2018 Campaign Balance	\$2453.24

Brittany reported the first quarter payments went out on May 1<sup>st</sup> for the 2017 campaign to all the NPO's, and we are starting to get most of the fee income from Submittable for the 2018 campaign.

The QuickBooks desktop version was updated to 2018 online. The software is better, but there was a conversion fee of \$500, and then an annual fee going forward. Line 6415 in the financials is the suggested area for this to be paid from, and the campaign can pay \$25 per month or \$200 annually. **The Council will vote on this approach in the next quorum meeting.**

**MOTION to adopt financials:** No quorum was present to vote; therefore, the vote on the financials and the QuickBooks fee will occur next meeting.

## 7. Program Contractor's Report – Brittany Rooze

The data is sorted for the Click and Give system to get all the NPOs entered, so we are waiting to hear back on ITSD and if that is a clean copy to upload when we go live.

Prizes – Helena Motors will continue its \$1,000 grand prize, and many other businesses have already contributed. We are still looking for more ideas and prizes. Ideally, we are still shooting for July 31<sup>st</sup> as the deadline so we can get a head start on the Giving Guide. Sandy said she may have some leads on businesses, so she will coordinate with Brittany later this month.

In the past, allocations to the NPOs have never been budgeted, and Brittany brought it up that she would love to add their payments to the financials. Mike agreed and said to make the switch.

A tent should be secured for the Missoula Kick-Off Event. Carol with United Way in Billings may be able to head coordinating an event there.

**8. Chairman's Report – Mike**

Mike thanked those that helped approve applications, which is a huge undertaking. Brittany added we still need to approve registration from NPOs for the Rotunda Event.

With no more business to take care of and no quorum present to adjourn, the meeting ended at 4:15