

**STATE EMPLOYEE CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, July 18, 2018**

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

1. Greeting/Call to Order – Mike Manion

Meeting began at 3:36 p.m.

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

Excused absences: Frank Clinch, Liz Bangerter, and Danielle Williams

Agency liaisons: Steven Hrubes

Contractors present: Brittany Rooze

2. Review minutes and financials from May and June 2018 meetings because of lack of quorum at the last meeting.

MOTIONS to adopt both minutes and financials:

- Hope moved to adopt the May meeting minutes, and Penny seconded the motion. The Council unanimously adopted the May minutes.
- Sandy moved to adopt the May financials, and Bill seconded the motion. The Council unanimously adopted the May financials.
- Bill moved to adopt the June minutes, and Gary seconded the motion. The Council unanimously adopted the June minutes.
- Bill moved to adopt the June financials, and Kirsten seconded the motion. The Council unanimously adopted the June financials.
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3. Review meeting agenda and advisory Council members' schedules for the upcoming meetings – August 15 and September 19, 2018

Hope may not be available for the September meeting.

4. Public Comment – members of the public

No comment at this meeting.

5. 2016 Audit Motion –

MOTION to Adopt 2016 Audit: Bill moved to adopt the 2016 SECGC Audit, and Sandy seconded the motion. The Council unanimously adopted the 2016 Audit.

The Council discussed how smooth the audit was this year and were pleased with the work and how good Alex was during the whole process.

6. Fiscal Agent Report – Brittany Rooze

Current Financials

2017 Campaign Revenue	\$251,649.27
2017 Campaign Expenditures	\$147,432.91
2017 Campaign Balance	\$104,216.36
2018 Campaign Revenue	\$9,668.95
2018 Campaign Expenditures	\$1,020.62
2018 Campaign Balance	\$8,648.33

Nothing new to report except that the Campaign is on track and moving at a good pace this year.

7. Program Contractor's Report – Brittany Rooze

Brittany is going to email all the last year's Department Campaign Coordinators and determine what gaps we need to fill for each Department.

The Billings United Way campaign manager will spearhead the Billings Campaign Kick-Off Event for September 27. The other details must be worked out.

The prizes are going well. If people have any other ideas, please let Brittany know. The Council discussed ideas for potential prizes. Hope thought of the WeStaff billboard again for some potential free Campaign advertising and will investigate it.

374 NPOs currently in the Campaign
39 are signed up for the Capitol Rotunda Event. Brittany believes more will sign up last minute like they generally do each year.

The QuickBooks fee was discussed, and the Council decided a motion was appropriate for this matter. Moving forward, the Council believes it is beneficial to maintain up-to-date financial tools.

MOTION to pay fee: Bill moved to pay the fee, and Penny seconded the motion. The Council voted unanimously to pay the fee.

Sunday, September 23rd--the day before the SECGC Campaign launches--will be the day all the yard signs out around the campuses will be put up. Brittany asked for volunteers to assist with the signs. A few members volunteered, but we will get a final head count and coordination of activities in the next two meetings.

8. Chairman's Report – Mike

Mike asked if there was anything to add from the Council members, and Gary voiced concern on needing more coordination with the Great Falls Kick-Off event. Brittany said she would start to get that set and get in contact with those to help set that up.

Mike offered to call different branch heads to help push employee involvement at the Great Falls location, as well as the other city Kick-Off locations.

Gary Suggested that we send out pre-made electronic flyers and materials that can be spread through the department heads and coordinators. The Council agreed that was a good idea, and Brittany said she has some materials that she could get to those who would need them and will implement that into her deployment and training schedule.

MOTION to adjourn: Bill moved to adjourn, and Sandy seconded the motion. The Council unanimously voted to adjourn the meeting at **4:18pm.**