

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING MINUTES

Wednesday, September 19, 2018

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

Members present: Mike Manion, Bill Crane, Hope Stockwell, Kirsten Wrzesinski, Liz Bangerter, Danielle Williams, Sandy Booth, Pam Carlson and Penny Fassett (via phone).

Members excused: Frank Clinch, Gary Owen

Contractor: Brittany Rooze

SITSD Staff: Penne Cross

DOA Staff: Steven Hrubes

- 1. Greeting/Call to Order.** Mike Manion called the meeting to order at 3:40 p.m.
- 2. Review Minutes and Financials.** Mike asked the members to review the minutes. Minutes needed to be amended, as there was a mix-up with the updated version presented to the Council. Steven will adjust once back in the office.
Motion to Adopt Minutes: Liz made a motion to approve the August minutes with amendments. Pam seconded the motion, and the motion was approved unanimously.

3. Review Meeting Agenda and Council members' schedules for the upcoming meetings. The Council may choose to meet on October 24th to ensure a quorum is present. Mike will update the Council closer to the date.

4. Public Comment, if applicable
None.

5. Fiscal Agent Report – Brittany Rooze
After the final 2016 quarterly payout, there is a \$284.70 net loss for the campaign. This is most likely due to some Q3 payouts that needed to be repaid in Q4 due to incorrect bank account numbers in Q3. The auditors may not have known this or taken this into account in their calculation. Mike wants to know exactly where that \$284.70 comes from in case of a state legislature audit. Brittany will follow up.

The 2017 and 2018 financials were gone over and nothing new or major to report other than increases from campaign contributions, attendance fees for the kick off events, and sponsorships.

Current Financials

2016 Campaign Revenue	\$511,195.43
2016 Campaign Expenditures	\$511,480.13
2016 Campaign Balance	\$284.70
2017 Campaign Revenue	\$ 318,107.97
2017 Campaign Expenditures	\$ 240,716.41

2017 Campaign Balance	\$ 77,391.56
2018 Campaign Revenue	\$10,507.92
2018 Campaign Expenditures	\$6,168.62
2018 Campaign Balance	\$4,339.30

Motion to Adopt Financials: Sandy made a motion to approve the August financials. Bill seconded the motion, and the motion was approved unanimously.

6. Coordinator Report – Brittany

Brittany reminded the Council that the SECGC Campaign and Rotunda Kickoff Event begin on the upcoming Monday, September 24.

Brittany coordinated with the Council on putting up signs the Sunday before (September 23) the Kickoff and confirmed locations and where the members should meet outside the Capitol. Logistics for Monday morning were also discussed and solidified with set-up and take-down, and everything involving picking up coffee and pizza throughout the day for the Kickoff.

The Governor’s letter is set to go out to all state employees on Monday morning (September 24) to start the campaign and help spur involvement. It has also been confirmed that two others will go out--one mid-campaign and one at the end for a final push.

Bill mentioned the pop-up when logging in to the MINE site and will set that up with Brittany in coordination with SITSD.

The Great Falls Kickoff is ready to go on Tuesday, September 25 as well as the Missoula Kickoff event on Wednesday, September 26.

7. Chairman's Report – Mike

Mike got approval from various department directors to distribute post cards at different state buildings. He also confirmed that the directors will send reminders to those in Kickoff Event cities to attend and participate in the campaign. The Governor’s office was very supportive of this.

Penne asked if Brittany could stop by and do some last-minute fixes to some landing pages, and Brittany agreed that would be a good idea. She will call Penne and follow-up tomorrow to set up a time to meet before the end of the week.

All coordinators are set and should be ready. There is a need to find an OPI coordinator, but Mike and Brittany will sort it out before Monday.

8. Other Business as needed

None

9. Adjourn

With no further business, Mike requested a motion to adjourn. Bill made the motion, and Liz seconded, which the Council approved unanimously.

The meeting adjourned at 4:19 p.m.