

# STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

## ADVISORY COUNCIL MEETING MINUTES

Wednesday, October 24, 2018

Department of Administration, Mitchell Building, 125 North Roberts, Room 159, Helena

**Members present:** Mike Manion, Bill Crane, Hope Stockwell, Liz Bangerter, Sandy Booth, Pam Carlson and Penny Fassett

**Members excused:** Frank Clinch, Gary Owen, Danielle Williams, Kirsten Wrzesinski

**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.**

**Motion to Adopt Minutes:** Liz moved to approve the August minutes with amendments. Bill seconded the motion, and the motion was approved unanimously.

3. **Review Meeting Agenda and Dates**

November 28 will be the next meeting to bypass the holiday week to ensure a quorum.  
Dec 14 will be the Volunteer Appreciation Celebration in the Rotunda at Noon.  
No known conflicts at this time.

4. **Public Comment, if applicable**

None.

5. **Fiscal Agent Report** – Brittany Rooze

The reason for the \$284.70 from the 2016 Campaign has not been pinpointed. Based on Brittany's calculations, the number should be closer to \$400. Brittany has reached out to Alex from JCCS, who performed our audit, and will inquire with him if he sees where the potential money came from, and what to do if the source cannot be found. She assumes he will say the amount is immaterial due to the overall percentage of total Campaign money. The Council would like to make sure that is the case, and, if so, document it in writing from the auditor. Bill suggested rolling over the amount to "Uncollectable Revenue" from the 2017 Campaign and calling it a wash. The Council agreed that could be a good solution. Brittany will follow up on that possibility

Nothing new for the 2017 Campaign except more payouts have been dispersed. There are new totals for the 2018 Campaign that Brittany explained to the Council—mostly payments from fees for the events and one-time employee donations. There should not be much more movement until paycheck deductions start pulling next year.

### Current Financials

2016 Campaign Revenue	\$511,195.43
2016 Campaign Expenditures	\$511,480.13

2016 Campaign Balance	\$284.70
2017 Campaign Revenue	\$ 351,048.13
2017 Campaign Expenditures	\$ 240,716.41
2017 Campaign Balance	\$ 110,331.72
2018 Campaign Revenue	\$ 18,147.05
2018 Campaign Expenditures	\$ 8,473.61
2018 Campaign Balance	\$ 9,673.44

**Motion to Adopt Financials:** Penny moved to approve the September financials. Bill seconded the motion, and the motion was approved unanimously.

Steven brought up that there was a potential need to pay more for a reorder on yard signs promoting the 2018 SECGC Campaign, since they needed to be reprinted due to the fuzzy quality. Mike will follow up with Ryan Bahnmler to confirm and work out if the extra payment is necessary.

Brittany inquired about the need to talk with the manager at Little Caesars to refund some of the mix-ups that transpired for the event. Mike will call and see what can be done since it affected the delivery of pizzas (food was not ready on-time), leaving extra amounts.

Bill mentioned a possible switch from Submittable to a service called “Cognito” to process NPO registrations for the Campaign and events, as they are potentially more cost effective. The Council agreed it is something worth reviewing if the service is easy to use, less expensive overall, and beneficial to the NPOs. Bill will investigate the service more and report his findings next month.

#### **6. Coordinator Report – Brittany**

Helena’s Kick-Off event went very well, besides the mix-up with Little Caesars, and there was a lot of positive feedback. The only hitch came from last minute space changes with table set-up in one of the hallways (tables could not be placed down the entire hallway, but the issue was resolved). The Council agreed that the event went smoothly and was a big success, and new changes to layout and flow were a great addition.

Great Falls event had lower NPO turnout but more employees than last year. The NPOs seemed to enjoy the experience. The Council discussed the desire to continue the event if the turnout is still not robust, and if it is worth the time and energy for the return. The Council agreed to table the discussion and investigate further, including inquiring with Gary about his thoughts. Brittany added that attendance may be down because there is less nonprofit participation than in previous years.

Missoula was again successful. Twenty NPOs attended, and there was a large employee attendance. United Way of Missoula had a couple Grizzly tickets to raffle, which helped draw a crowd.

The Council continued the discussion of events and potential ideas for next year, clarifying and making plans of reorganizing some things and throwing out potential sites for the out-of- Helena Kick-Off events.

- 12% of employees are giving so far.
- Overall money is down to date compared to recent years, with 81% of our goal met.
- There will be one more email from the Governor so that may spur more involvement.

*[Before the meeting, discussion amongst the Council members was had about Department of Justice, along with a few other agencies, having trouble accessing the Click and Give through the MINE site, and links that have been sent directing employees to the website. It was also brought up that all departments and agencies do not see the pop-ups]*

The Council discussed the need with lower Campaign involvement to extend the Campaign one week, like the previous year, and send one more final push, including announcing that the MINE site issue has been fixed, to hopefully build-up the involvement that has potentially been lost due to inaccessibility. Mike and Penne will follow up through the proper channels to see what can be done to fix the issues of department pop-ups not working as well as MINE access. If appropriate, modifications to the final Governor's letter and the MINE site pop up will be made to announce the fix as well.

**7. Chairman's Report** – Mike

Nothing to report but thanked the Council members for their efforts. The Council will continue to do what it can for the Campaign as it proceeds.

**8. Other Business** as needed

None

**9. Adjourn**

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

The meeting adjourned at 4:29 p.m.