

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING MINUTES

Wednesday, November 28, 2018

Department of Administration Health and Human Services, 111 North Sanders, Room 107, Helena, MT, 3:30pm

Members present: Mike Manion, Bill Crane, Liz Bangerter, Pam Carlson, Penny Fasset, Kirsten Wrzesinski

Members excused: Frank Clinch, Gary Owen, Danielle Williams, Hope Stockwell, Sandy Booth

Contractor: Brittany Rooze

SITSD Staff: Penne Cross

DOA Staff: Lauren Berka

1. Greeting/Call to Order. Mike Manion called the meeting to order at 3:33 p.m.

2. Review Minutes and Financials

Motion to Adopt Minutes: Pam moved to approve the August minutes. Penny seconded the motion, and the motion was approved unanimously.

3. Review Meeting Agenda and Dates

There will be no meeting in December.

December 14, 2019 will be the Volunteer Appreciation Celebration in the Rotunda at 12:00pm. DOA Director John Lewis will be the speaker.

Wednesday, January 16, 2019 will be the next meeting. No immediate conflicts were evident with this date, but some members noted their schedules will depend on the legislature.

4. Public Comment, if applicable

None.

5. Fiscal Agent Report – Brittany Rooze

Brittany reported that the only change to the 2017 Financials is the finalization of two payroll deduction deposits from the state. SECGC just received the payroll deductions.

2017 Financials	
2017 Campaign Revenue	\$383,761.71
2017 Campaign Expenditures	\$240,716.41
2017 Campaign Net Income	\$143,045.30

2018 Financials	
2018 Campaign Revenue	\$37,704.37
2018 Campaign Expenditures	\$16,559.99
2018 Campaign Net Income	\$21,144.38

Brittany reported that the total giving for 2018 was \$435,827.44.

Mike reported that he spoke with DOA director John Lewis and Director Lewis said that if the system was still open, he had no problem extending it for those people who were not able to donate because of technical problems. However, Mike stated that we had to check with Penne Cross to see if this was possible. Brittany said the Click and Give site is not open anymore and it there would be a cost per hour to re-open it. To re-open the site at this point would mean that SITSD would have to start re-pulling payroll reports all over again.

Bill suggested making a calendar event or reminder to make sure the website is operable for all the agencies. Brittany suggested that Liz and Hope come with her to explain to Penne the problems that were experienced during this last campaign. Bill asked whether it would be better to do this after legislative session. Liz reported further on problems with MINE interfacing with DOJ's site. Liz made a note to get an IT rep from DOJ to meet with Penne to hopefully correct problems.

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

6. Coordinator Report – Brittany

Just in Thyme Café at the Capitol will be catering soup and bread the Dec. 14th volunteer appreciation event. It will be \$5 per person. DOA Director John Lewis will be speaking. A prize will be raffled off for volunteers. Brittany is sending out surveys to coordinators to get feedback on the campaign. Brittany leaves room in the budget for postage, packaging, etc. to mail prizes, but there is about \$45 leftover in that budget. She asked whether she should purchase gift cards to raffle off during the appreciation event. Liz suggested buying 3 gift cards of \$15 each. Brittany suggested only including the names of volunteer coordinators who are present at the luncheon (rather than all the coordinator's names).

7. Chairman's Report – Mike

Mike reported that he has all the SECGC lawns signs. Brittany said she would pick them up. Some signs may have gone missing. Mike asked whether he should visit with Hope about their interest in reopening the MINE site or if he should drop it. The board agreed that we should drop the idea of re-opening the MINE site. Brittany asked whether the board wants an end date for the campaign. It used to be open even after the campaign ended so that employees who missed the deadline could continue to donate. The official cut-off date for the 2018 campaign was November 2. Liz suggested this would be a good idea to give the board a cushion to deal with contingencies. Bill suggested this would give us the flexibility to deal with unforeseen events. Penny asked what would have changed this in the first place and several thought it was a matter of changing personnel. Brittany reported that it is SITSD's

intent to change the person who has responsibility for SECGC's website. The SECGC MINE site does require a fair amount of maintenance. There have been some issues with the amount of time SECGC MINE site maintenance has required. Part of the reason for this appears to be the work required to make the website ADA compliant. Liz suggested we look at the website and simplify. Bill suggested we look at making the websites more generic without dates so that they do not need to be updated as much. Mike said that he would talk to Penne about the issues with coding the website.

8. Other Business as needed

None

9. Adjourn

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

The meeting adjourned at 4:09 p.m.