

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday, June 17, 2015

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

1. Greeting/Call to Order.

Mike Manion called the meeting to order at 3:35. Members present: Diane Larson, Marcia Armstrong, Frank Clinch, Gloria Soja, Gary Owen (via phone), and Kristen Wrzesinski. Members excused: Pam Carlson, Matthew Dale, Shelly Clinch, Bill Crane, and Hope Stockwell. Agency Liaisons present: Steven Hrubes (ADM). Contractor present: Alison Munson.

2. Review minutes from April 15 meeting.

Minutes were reviewed. **MOTION:** Frank Clinch moved to accept the minutes as presented, second by Marcia Armstrong. **Motion passed.**

3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.

Next meeting dates: July 15 and August 19, 2015.

4. Public Comment – members of the public.

No public comments.

5. Guest Presentation – MPERA

Dore Schwinden, MPERA Executive Director, discussed options with the Council regarding reaching retired state public employees. Alison will work on a piece for the fall newsletters to be sent to all retired state public employees with information on how to participate in the campaign. It was suggested that the Facebook page include information that the Council reached out to the retirees, and that the spring newsletter include an expression of gratitude for those retirees who elected to contribute.

6. Applications Update – Diane

As of the last review, 400 total applications were received, 171 of those were individual applications. Mike did turn down the late application by the Soroptimist group.

Diane, Steven, and Alison recommend changing the application submission and review process. Bill discussed the option for an online submission and review process, which would cost approximately \$60.00 to set up and \$3.50 per application.

7. Fiscal Agent Report – Alison

a. 2015 Campaign Income and May Financials

The first disbursement for the 2014 Campaign has been completed. The 2015 Campaign has received \$7,492.00, with only \$20.00 expenses so far.

MOTION: Gary Owen moved to accept the financial statements as presented, second by Marcia Armstrong. **Motion passed.**

b. QuickBooks Status

QuickBooks has arrived and is being set up.

8. Program Contractor's Report – Alison

a. Sponsorship Updates

Sponsors are being added to Facebook page along with prize updates.

b. Prize Ideas

Council brainstormed ideas for prizes and in-kind donations.

c. Updated Timeline and Campaign Review

Applications have been reviewed. The Capitol will be reserved and acceptance letters will be sent out. Alison will be setting up training for coordinators for mid-September. Yard signs at the Capitol will need to be placed September 27th. New signs are being made this year.

Alison announced that there would be a new campaign video this year, which will include interviews from coordinators and participants.

Helena kick-off at the Capitol has been confirmed for September 28, 2015. Great Falls is finalizing the location for kick-off scheduled for September 29, 2015. Missoula will be September 30, 2015.

9. Chairman's Report – Mike

No news to report.

10. Other Business/Adjourn

MOTION: Diane Larson moved to adjourn at 4:28 p.m., second by Kristen Wrzesinski. **Motion passed.**