

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday, May 20, 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 3:38. Members present: Diane Larson, Marcia Armstrong, Shelly Clinch, Frank Clinch, Bill Crane, Gloria Soja, Hope Stockwell, Gary Owen (via phone), and Kristen Wrzesinski.

Members excused: Pam Carlson and Matthew Dale.

Agency Liaisons present: Chris Dubois (IT) and Steven Hrubes (ADM).

Contractor present: Alison Munson.

2. Review minutes from April 15 meeting.

Minutes were reviewed. Hope identified that point 6, paragraph 2, second sentence was missing the word "donation." **MOTION:** Bill Crane moved to accept the minutes as corrected, second by Shelly Clinch. **Motion passed.**

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

Next meeting dates: June 17 and July 15, 2015.

4. Public Comment – members of the public.

No public comments.

5. Council Training-Jackie Frank, AZ

Jackie Frank was not available. Council intends to reschedule the training.

6. Fiscal Agent Report – Alison

a. April financials

The final \$1,500 contribution was received from CIGNA for the 2013 Campaign and this campaign is now closed. The 2014 Campaign payrolls are coming in and the first payout will be reflected on the May financials. The 2015 Campaign shows a negative \$20.00 balance due to a conference call expense, but this will balance out with revenues received through application fees.

MOTION: Bill Crane moved to accept the financial statements as presented, second by Kristen Wrzesinski. **Motion passed.**

b. Wipfli Details

Reviewed options for QuickBooks and streamlined financial reporting. Council agreed with Alison Munson's recommendation that the Council

purchase QuickBooks and pay Wipfli to set it up. Approximate cost would be \$375.00. No motion required as this option was approved in June 2014.

c. Difference between audit and financial statements

Revenue in the financial statements was \$442,827 which did not match the revenue amount in the audit financials. The Committee had requested clarification on this discrepancy. AZ confirmed that the discrepancy of \$17, 561 reflects the shrinkage amount.

MOTION: Frank Clinch moved to reapprove the audit, second by Marcia Armstrong. **Motion passed.**

7. Program Contractor's Report – Alison

a. Facebook update

Page is being updated to include prize and sponsor promotion and charitable impact statements with images. Content will be generated by United Way staff (Katie), with approval of State staff (Monica Abbott/Jodi Gollehon from ADM).

Alison Munson requested a goal amount be set for a visual representation of progress throughout the campaign. Council agreed to table the selection of a goal until the next meeting so that members would have an opportunity to review historical numbers. **ACTION:** Alison Munson will send out campaign history.

b. Updated condensed timeline

Helena kick-off at the Capitol has been confirmed for September 28, 2015. Great Falls is finalizing the location for kick-off. Missoula details should be confirmed May 22, 2015.

8. Applications Process Update – Diane Larson, Applications Chair

Application review process is going smoothly.

9. Chairman's Report – Mike

No news to report.

10. Other Business/Adjourn

MOTION: Diane Larson moved to adjourn at 4:44 p.m., second by Frank Clinch. **Motion passed.**