

# STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN

## ADVISORY COUNCIL MEETING MINUTES

October 20, 2015

Department of Public Health & Human Services, 126 North Sanders, Room 107, Helena

### 1. Greeting/Call to Order

Mike Manion called the meeting to order at 3:35 p.m. Members present: Bill Crane, Frank Clinch, Kirsten Wrzesinski, Diane Larson, Patrick Sheehan, and Pam Carlson. Excused absences: Shelly Clinch, Matt Dale, Marcia Armstrong, Hope Stockwell, and Gary Owen.

Agency liaisons present: Monica Abbott (DOA) for Steven Hrubes and Chris Dubois (SITSD support).

Contractor present: Alison Munson

### 2. Review minutes from October 16, 2015 meeting

The members reviewed the minutes.

**MOTION:** Frank Clinch moved to accept the minutes; seconded by Patrick Sheehan. The motion passed unanimously and the minutes were adopted.

### 3. Next Meeting Dates

November 18 and December 4, 2015

### 4. Public Comment – members of the public

No public comments.

### 5. Fiscal Agent Report – Alison

Alison reported that the table fees were not included yet in the financial report. The tables were \$25 a table. Many of the organizations that signed up late did not show up or pay. There were 28 less than last year. The layout this year was different from last year. It was communicated to the organizations to bring a table yet many showed up without a table.

**MOTION:** Bill Crane moved to accept the financials from August and September; seconded by Patrick Sheehan. The motion passed unanimously and the minutes were adopted.

### 6. Program Contractor's Report – Alison

Alison sent the instructions for the events in Great Falls and Missoula but found people did not follow the instructions. They wanted to buy pizza that was more expensive after she instructed them to keep the price per pizza at a certain level. Alison suggested having her office order the pizza for all of the events next year to keep costs down.

Alison will send a “hurrah email” to coordinators and give them the information about status. It was suggested to have more signs put up even though we are near the end of the campaign. Send additional emails to emails to encourage them to give this year.

The Capitol rotunda event is December 4. Alison would like to offer an Appreciation trophy to coordinator for biggest increase in donors and or dollars. She also will continue other awards for coordinators.

There was discussion about what could help encourage employees to give as most agencies are down from last year.

Liz Moore will come to a future meeting and talk about the effect on communities.

Sign pick- up – Alison suggested the members could pick-up the signs that they put out after November 6 and bring them to the meeting on November 18.

Diane Larson attended the kickoff in Missoula. She related that 17-18 vendors were on hand and maybe 50-60 people attended in Missoula. It was a good turnout and the location helped the turnout.

Carrie in Great Falls wants to try again next year. Bill Crane thought it was the location. They will work on finding a better location.

There was discussion about why the campaign was behind last year. Pam suggested that employees could be skittish because of proposed bond levies and the potential of higher taxes. It was also suggested that employees were concerned about their salary increases going toward higher health plan costs.

The United Way campaign is above halfway through.

#### **7. Chairman's Report – Mike**

Mike shared emails he received several from employees such as 'Why can't you keep what you did last year' or that they 'do not like pop-ups'. Pop-ups have been approved by the Governor's Office as part of the campaign and are an important way to inform employees about the campaign. The disturbance to employees is minimal. Regarding the question about the system retaining what an employee contributed the previous year: since there isn't a unique employee number in every department, departments recycle the numbers; so an employee potentially could see another employee's donation amount from the previous year.

The Holter Museum asked about attendance at the fair.

An employee asked about increasing their donation. The click and give will not let you donate twice. An employee may increase their donation by sending an email to Alison.

#### **8. Adjournment**

**MOTION:** Frank Clinch offered a motion to adjourn with Bill Crane seconding. The motion passed unanimously and the meeting adjourned at 4:30.