

STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING MINUTES

November 18, 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 3:36 p.m. Members present: Bill Crane, Frank Clinch, Kirsten Wrzensinski, Shelly Clinch, Diane Larson, Patrick Sheehan, Hope Stockwell, and Pam Carlson.

Excused absences: Matt Dale, Marcia Armstrong, 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 21, 2015 meeting

MOTION: Frank Clinch offered a motion which Bill Crane seconded to approve the minutes. The motion passed unanimously.

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

a. Next meeting dates: December 4, 2015 and January 20, 2016

December 4 is the celebration in capitol. The meeting will be held after the celebration.

It was decided to discuss budget at the January 20 meeting.

4. Public Comment – members of the public

No public comments.

5. Fiscal Agent Report – Alison

Alison reported that the campaign was on target. The table fees were down \$2025 but the sponsor fees were on target.

\$944 was spent on pizza for all three events. This is higher than usual but Alison has already planned how to handle that for next year. Her office will place pizza orders for all sites.

Current Financials – through October

2014 Campaign Revenue	\$422,122.47
2014 Campaign Expenditures	\$265,170.42
2014 Campaign Balance	\$156,942.05
2015 Campaign Revenue	\$ 44,151.64
2015 Campaign Expenditures	\$ 13,657.96
2015 Campaign Balance	\$ 30,493.68

Bill suggested adding account numbers in front of the names of the accounts.

Mike mentioned that some people thought the money was going to the state. Some employees do not realize why the campaign was held so non-profits would not be contacting them at work

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

6. Program Contractor's Report – Alison

a. The 2015 Campaign results are \$502,732.85 so far with more contributions coming in. Last year the campaign was 488,370.48 so there is an increase over last year.

b. December 4 celebration

The end of the year celebration will be held in the Capitol Rotunda at noon. Alison will give prizes for most increase and other prizes to help encourage the coordinators. She would like to have effective department coordinators. They are the key. It is at noon at the Rotunda and will be catered by Politically Correct.

7. Chairman's Report – Mike

Mike offered a "Thank You" to the every member of the board for their final push to make the campaign successful.

8. Adjournment

MOTION: Bill Crane offered a motion to adjourn with Hope Stockwell seconding. The motion passed unanimously and the meeting adjourned at 4:04.