

# STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN

## ADVISORY COUNCIL MEETING MINUTES

August 19, 2015

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

### 1. Greeting/Call to Order

Mike Manion called the meeting to order at 3:36 p.m.

Members present: Shelly Clinch, Patrick Sheehan, Matt Dale, Gary Owen (via phone), Bill Crane, Marcia Armstrong, and Hope Stockwell.

Excused absences: Diane Larson, Frank Clinch, Kirsten Wrzesinski, and Pam Carlson.

Agency liaisons present: Gretchen Bingman (DOA) for Steven Hrubes and Chris Dubois (ITSD support).

Contractor present: Alison Munson

### 2. Review minutes from July 15, 2015, meeting

Minutes were reviewed.

**MOTION:** Matt Dale moved to accept the minutes; seconded by Marcia Armstrong. Motion passed.

### 3. Next Meeting Dates

September 19 and October 21, 2015

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

No public comments.

### 5. Council Training – presented by Jacki Frank, CPA, Anderson ZurMuehlen & Co., PC. "Board of Director Responsibilities and Duties for Nonprofit Boards"

Jackie provided a hand-out from which she roughly followed. The handout is attached to these minutes. Jackie emphasized transparency, good governance, and accountability. She also discussed the member duties of care, loyalty, and faithfulness to the organization's mission and goals—all of these duties oriented toward achieving good and effective governance. Jackie offered a number of suggestions and observations, including drafting a conflict of interest policy and providing education on the SECGC to new board members. Jackie also discussed record retention and whistleblower protection.

### 6. Fiscal Agent Report – Alison

Finances are now kept in QuickBooks, and this has been working well.

## Current Financials

2014 Campaign Revenue	\$316,311.18
2014 Campaign Expenditures	\$262,418.42
2014 Campaign Balance	\$ 53,892.76
2015 Campaign Revenue	\$ 8,796.93
2015 Campaign Expenditures	\$ 6,754.82
2015 Campaign Balance	\$ 2,042.11

**MOTION:** Matt Dale moved to accept the report; seconded by Patrick Sheehan. Motion passed.

## 7. Program Contractor's Report – Alison

Alison reported on the video recorded to promote the campaign. She noted that during the videotaping of state employees, many state employees were under the impression that the donations go to the State, rather than to nonprofits, indicating a great need for education.

Sixteen percent of state employees give to the campaign.

The Governor's Office of Community Service is providing help to the campaign. A letter from the Governor will be issued along with the video.

Corporate sponsorship:

Levitt Group           \$250  
Sheila Hogan         \$200

Numerous in-kind donations have been made, too.

Valley Bank and First Interstate were lost as prize donors. Alison and Matt will work on this.

The kick-off packet has been sent to Missoula and Great Falls.

## 8. Other Business

Bill mentioned that the Giving Guide Cover could use an update. He and Steven are working on the guide and paper pledge forms and will get the finals to SITSD to post.

The Missoula kick-off location on Palmer being considered, but the lease holder is balking. The question of whether permission for this activity under a state lease was raised. The Department of Transportation office in Great Falls is being considered as a possibility. It has plenty of room and parking. Bill hoped to have this finalized shortly.

Bill also mentioned an issue last year with the toggle for the donor option of sharing their information or remaining anonymous. It took about two weeks to fix. This fix is being verified for this year's campaign.

Bill also brought up that it needs to be clear that when prizes are solicited, they are for SECGC and not the State.

**9. Chairman's Report – Mike**

Nothing to report

**10. Adjournment**

**MOTION:** Matt Dale moved to adjourn; seconded by Bill Crane. Motion passed.  
Meeting was adjourned at 4:38 p.m.