

STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING MINUTES

September 16, 2015

Department of Administration, 125 North Roberts, State Procurement Conference Room, Helena

1. Greeting/Call to Order

Mike Manion called the meeting to order at 3:50 p.m. (The room reserved was not available and the meeting moved to the Mitchell Building.)

Members present: Diane Larson, Kirsten Wrzesinski, Patrick Sheehan, Pam Carlson, Gary Owen (via phone), and Hope Stockwell (via phone).

Excused absences: Shelly Clinch, Matt Dale, Frank Clinch, Bill Crane, and Marcia Armstrong,

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

Contractor present: Alison Munson

2. Review minutes from August 19, 2015, meeting

The members reviewed the minutes.

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

3. Next Meeting Dates

October 21, 2015 and November 18, 2015

Hope Stockwell is unable to attend the October meeting but can attend the November

4. Public Comment – members of the public

No public comments.

5. Fiscal Agent Report – Alison

- Jessica Tate will attend the October meeting.
- The auditors from Anderson Zurmuehlen allowed SECGC to move the \$4.93 left in the account from 2013.
- More non-profits applied this year for the campaign resulting in an increase in fees.
- To date, there are not as many non-profits registered as last year for the fair.

Current Financials

2014 Campaign Revenue	\$351,955.46
2014 Campaign Expenditures	\$262,421.42
2014 Campaign Balance	\$ 89,534.04

2015 Campaign Revenue	\$ 9,471.93
2015 Campaign Expenditures	\$ 9,008.53
2015 Campaign Balance	\$ 463.40

After discussion, it was decided to approve the financials at the October meeting. Alison will send the financials to the members.

6. Program Contractor's Report – Alison

Alison reported she held a meeting with department coordinators. It was a half-hour training demonstrating the click and give. They were excited about the use of Facebook this year.

There was discussion about the gifts and some of the coordinators thought there should be more prizes. Alison told them that some could be added at the last minute. The council members made suggestions including Carroll College tickets, Helena Brewers tickets, and contacting local banks that haven't donated already. The group brainstormed names of businesses to contact for gifts.

The sign distribution around the Capitol Complex announcing the campaign is scheduled for September 27, 2015 at 11a.m.

The 2015 Campaign Kickoff is in the Rotunda on September 28, 2015 from 10 a.m.-2 p.m. Alison has arranged for pizza delivery at 11:30 a.m. There will be pizza available until the end of the kickoff. The campaign lasts six weeks ending November 6, 2015.

December 4, 2015 is the date selected for the celebration luncheon in the rotunda. It was suggested to contact Lt. Governor McLean to see if she could attend and speak. If she is not available, then ask Sheila Hogan and Pam Bucy to speak. Alison will look into having it streamed live.

7. Chairman's Report – Mike

Mike reported the kickoff scheduled in Great Falls is confirmed for Tuesday, September 29, 2015 from 11:30 a.m. – 1:00 p.m. It is outside and they are looking for a backup location in case of bad weather. The non-profits will have to bring tables. Mike will be at the one in Great Falls.

Mike was able to resolve the issue in Missoula. The Missoula kick-off location is on Palmer Avenue. Bill Crane is working on the setup for Missoula. Diane Larson will go to Missoula on Wednesday, September 30, 2015.

Mike reported that pop-ups are being allowed. An email will go from the Governor to all employees regarding the campaign.

8. Adjournment

MOTION: Diane Larson offered a motion to adjourn; Patrick Sheehan seconded it. The motion passed unanimously. The meeting adjourned at 4:30 p.m.