

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN**

**ADVISORY COUNCIL MEETING**

**Wednesday March 21, 2012 3:30PM**

**555 Fuller**

1. Greeting/Call to Order.
2. Review minutes from February 15, 2012 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Tim - Budget Committee
5. Program Contractor's Report – Beki
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Public Comment – members of the public
9. Other Business/Adjourn

# STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN

## ADVISORY COUNCIL MEETING

Wednesday, February 15, 2012, 3:30 p.m.

555 Fuller Avenue Conference Room

**1. Greeting/Call to Order.** Chair Jack Lynch called the meeting to order at 3:30 p.m. Members present: Rob Mayer, Matt Dale, Dave Paton, Bill Crane, Jack Lynch and Marie Matthews. Members excused Mary Wright, Marcia Armstrong, Gary Owen. Contractors present: Tim McCauley and Beki Brandborg.

**2. Review Minutes from January 18, 2011, Meeting.** Matt Dale moved to approve the minutes, Beki Brandborg seconded. Minutes approved.

**3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.** The next meetings scheduled are March 21, April 18, and May 16.

**4. Fiscal Agent's Report.** Verification letters have been sent out. 2-3 comments returned. The 2010 audit is underway. Jackie Frank from AZ may attend the March meeting to review findings. Tim requested that application materials include a box to confirm the banking information. The idea was passed onto the Eligibility Committee. Tim distributed the 2011-2012 Expenditure report. After discussion, Dave Paton moved, seconded by Matt Dale, to accept report. The motion passed. Tim distributed the 2012-2013 Budget report. After discussion, Matt Dale moved, seconded by Dave Paton, to accept the budget. The motion passed.

Budget committee members are Beki Brandborg, Bill Paton, Tim McCauley, and Jack Lynch.

**5. Program Contractor's Report.** Beki Brandborg distributed the draft schedule for the 2012 Campaign. Helen Betts will schedule Eligibility Committee Meetings; the committee needs to make recommended changes to the eligibility materials and approve the non-profit list. Dave Paton reported on the number "hits" on the two videos; 350 Non Profit Views, 85 Coordinator View. Beki Brandborg summarized the evaluations from the coordinators; such as adjusting prizes to improve statewide distribution, increase the awareness of prizes, rejuvenation of the campaign. Beki Brandborg discussed a memo to department coordinators that now is the time to recommend new Non-Profits.

**6. Chairman's Report.** No report.

**7. D of A Liaison's Report.** No report.

**8. Public Comment.** There was no public comment.

**9. New Business/Adjourn.** Meeting adjourned.

