

## **STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN**

### **ADVISORY COUNCIL MEETING**

**Wednesday, June 18, 2014 3:30 p.m.**

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

### **Agenda**

1. Greeting/Call to Order.
2. Review minutes from May 28, 2014 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
  - a. Next meeting dates: July 16, August 20, September 17, October 15, November 19, and December 5.
4. Public Comment – members of the public.
5. Fiscal Agent Report - Alison and Brian
  - a. QuickBooks - Software Alternatives
    - i. June 20<sup>th</sup> Meeting with Beth Stephenson
  - b. Financial Reports
6. Program Contractor's Report – Alison
  - a. Corporate Sponsor update
  - b. Tagline for SECGC signage
  - c. Trend Analysis
  - d. Relationship Building – Great Falls
7. Chairman's Report – Mike
8. D of A Liaison's Report – Helen
9. Other Business/Adjourn

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## ADVISORY COUNCIL MEETING

Wednesday, May 28, 2014 3:30 p.m.

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

## Minutes

### 1. Greeting/Call to Order.

Chairman Mike Manion called the meeting to order at 3:35. Members present: Shelly Clinch, Bill Crane, Marcia Armstrong, Donna Hansen, Kirsten Wrzesinski, Matt Dale, Gary Owen, and Diane Larson. Members excused: Gloria Soja, Kathy Miller, and Marie Matthews. Staff present: Helen Betts. Contractor present: Alison Munson. Guest: Beth Stevenson, ITSD.

### 2. Review minutes from April 16, 2014 meeting.

**MOTION** Bill Crane moved to accept the minutes, second by Matt Dale, passed.

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

The committee will meet Friday, May 30 to score applications from federations. The regular upcoming meetings are set for the 3rd Wednesday of the month, June 18 and July 16, etc.

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

No public comment.

### 5. Fiscal Agent Report - Alison

#### a. Demonstration: importing/exporting state's payroll deduction data

Per request by the AZ auditors, Alison demonstrated how she exports data. Alison signs into the MINE site through sharing, copies the source code into notebook as html, imports into excel, then into Access. Access allows manipulation of the data, but there are no other United Way Lewis and Clark County staff members that work in Access. All of these processes could result in a missed line. The auditors would like for the State to just hand Alison something that is clean and ready in excel. The auditor would then compare the State's reports with Alison's reports for verification. QuickBooks is good for financials but it can't work with donor data. Beth Stephenson suggested she may be able to export the data directly to Excel and Alison could then filter as she needs. **ACTION** Alison and Bill Crane will work with Beth on the export. **ACTION** For the next meeting, Alison will look at alternatives to QuickBooks. **ACTION** Alison will also contact Jacki Frank, CPA with Anderson ZurMuehlen, to request the trend analysis of uncollected contributions over the years.

The fiscal reports were reviewed and the only change was an \$1880 deposit of application fees. **MOTION** Matt Dale moved to accept the report, Bill Crane second, passed.

#### b. Tagline for SECGC signage

Alison addressed if the board would like to include a 'tagline' on signage with the heart and hands symbol for SECGC. She presented a list of possible taglines. If there is interest, she would like to have it before kick-off. There was general discussion and questions about a possible tie in with the mission statement. **ACTION** It was suggested for Alison to send a SurveyMonkey to members to vote on whether to have a tagline and if so, what statement.

## 6. Program Contractor's Report – Alison

### a. Recommendations from the Federation Campaign calls

There was interest in having a second kick-off site in Great Falls. A location was discussed that would be convenient for state employees. Since the State offices are disbursed over the city, there is no common area that would entice employees to come over the noon time. The event could be held on another day should Alison decide to attend. **ACTION** Alison would like some regional contacts to call to see if there is interest and a location. She will start by contacting Transportation. If another site is not held this year, we could work on building relationships with the regional offices.

Alison reports that we may lose our Corporate Sponsor Mountain West Bank through a buy-out. **ACTION** Matt Dale has a connection involved in that transition and will speak to them about continuing the sponsorship. Other suggestions were Cigna, Delta Dental, Mergenthaler, A to Z and Anderson ZurMuehlen.

## 7. Chairman's Report – Mike

### a. Update: ITSD's support

Beth Stephenson with ITSD was available to answer questions regarding ITSD's involvement and how they can help with the campaign. Some of the requests involve the ability to print a list of donors and send a check, the ability to save last year's donation choices and how the non-profits are listed. They are purposely not listed alphabetically and are typically changed around so there is not a preference for first listings. **ACTION** When meeting with Beth, Alison will address these topics.

### b. NPO Application

#### i. Deadline and 25 word statement

Next year, it was suggested that the application for non-profits for the campaign should include a static deadline and a service description limited to 25 words. **ACTION** In this year's acceptance letters, Alison will mention the upcoming changes in next year's process so the applicants are aware of the tightening of the process. To avoid any changes to the application letter made by the applicants, a PDF may be used. A send out date of the end of March with a due date of June 1 was proposed. **ACTION** Alison and Helen will send the current application to Beth to see how it can be changed for use by the applicants.

## 8. D of A Liaison's Report – Helen

### a. Contract: Financial Services Coordinator

The Financial Services Coordinator Contract was renewed with an increase of \$100 through a vote of the members by email sent from Mike Manion.

## 9. Other Business/Adjourn

Gary Owen questioned the auditor's recommendation for separate bank accounts for each year. Discussion followed regarding the need to zero each year. It was suggested that we could maintain one bank account but track years in Quick Books. No further discussion.

**MOTION** Meeting adjourned at 4:45, so moved by Matt Dale, second by Gary Owen, Passed.

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