

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday, August 20, 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 July 16, 2014 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
 - a. Next meeting dates: September 17, October 15, November 19, and December 5.
4. Public Comment – members of the public.
5. Fiscal Agent Report - Alison and Brian
 - a. Financial Reports
 - b. Update: QuickBooks
6. Program Contractor's Report – Alison
 - a. Update: Vendors - Nonprofit Fair Kickoff
 - b. Update: Corporate Sponsors
7. Chairman's Report – Mike
 - a. Pop-up messages
8. D of A Liaison's Report – Helen
9. Electronic Campaign Facilitation – Bill Crane
 - a. SECGC Website – Giving Guide
10. Other Business/Adjourn
 - a. Great Falls Event – Gary Owen

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Minutes – Meeting Notes

1. Greeting/Call to Order.
Chairman Mike Manion called the meeting to order at 3:35. Members present: Shelly Clinch, Bill Crane, Donna Hansen, Marie Matthews, Gloria Soja, Marcia Armstrong, Kirsten Wrzesinski, and Gary Owen. Members excused: Pam Carlson, Diane Larson and Matt Dale. Staff present: Helen Betts. Contractor present: Alison Munson.

2. Review minutes from June 18, 2014 meeting.
Minutes read, Bill Crane moves, Gloria Soja second, so moved and passed. **MOTION**

3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
 - a. Next meeting dates: August 20, September 17, October 15, November 19, and December 5.

Kirsten Wrzesinski and Donna Hansen cannot attend the August meeting. Minutes will be assigned at meeting.

4. Public Comment – members of the public.
No public comment.

5. Fiscal Agent Report - Alison and Brian
 - a. Financial Reports
The campaign applications fees total \$8,356 and were budgeted for \$8,500. There are 3 additional \$40 checks to deposit bringing us to \$8,476. And the first payment of the 2014 Program Coordinator's Contract has been paid.

Campaign Balances:

		<u>2013</u>		<u>2014</u>
Revenue	\$	247,235.16	\$	9,362.70
Expense	\$	143,851.44	\$	2,162.56
Balance	\$	103,383.72	\$	7,200.14

b. Update: QuickBooks

Brian Johnson is working on securing Quick Books for the financials. United Way cuts their checks through Galusha, and Anderson ZurMuehlen audits the books.

c. Update - Meeting with Beth Stephenson & Denise Adamson

Alison met with Beth and Denise regarding adjusting the financials reports. Alison will be able to access and sort the data but not change it. This eliminates the need for the Access program. ITSD will change the wording on the web site and create a PDF fillable form. **ACTION** Mike Manion will talk to Ron Baldwin about the Monday pop-up messages. He will talk to Tim Burton ensuring that the Governor's Office approves. We will also need a Governor endorsement letter to kick-off the campaign. It was also brought up that we could advertise on the coordinators' weekly letter.

Bill Crane suggested adding an agenda item for 'Electronic Campaign Facilitation'.

ACTION

Gary Owen moved to accept the Financial Report, Bill Crane second, so moved and passed. **MOTION**

6. Program Contractor's Report – Alison

a. Update: Vendors - Nonprofit Fair Kickoff

Alison reports that we have 18 organizations signed up. September is the due date so we are doing good. The tables cost \$25 and last year we brought in \$2025, which paid for the 'free' lunches.

b. Update: Corporate Sponsors

We have \$3000 confirmed already from Corporate Sponsors. Last year we had \$4000 donated. We are waiting for Wal-Mart (\$1500), Cigna, Delta, Wells Fargo, Northrup Grumman, BCBS and Town Pump (we have received gift cards in the past). The money will be spent on electronics and get-a-ways. Great Falls (Bill Crane) has collected the football and basketball tickets, Sacajawea Inn, AAA, Helena Motors, Lottery, and Home Depot (grill).

c. SECGC Website – Giving Guide

Bill Crane reports that the Giving Guide is largely done with the exception of the final prize list. It will be ready to print. **ACTION** Alison will send the logos to Bill.

The website page in MINE will incorporate some corporate logos. Alison will be the 1st contact for website connectivity problems to try to save some billable hours.

Volunteers – Alison presented a statewide idea regarding volunteers. She suggests that non-profits make contact with agencies in their towns to foster participation in promoting giving. **ACTION** Alison will prepare a letter of introduction for Mike Manion's review and signature to send to agency employees that non-profits may contact them. Alison also created 'I Gave' SECGC stickers.

Volunteer training will be held at D of A, room 136 on September 16 and 17, 2014. Alison is working on volunteer prizes like car washes or ice cream.

ACTION Helen Betts will assist in locating last year's volunteer training videos from the website.

Volunteer Appreciation, December, options –
Pizza – Little Caesars - \$5 – no delivery
Pizza Hut - \$7 – delivery
Dominos (locally owned) - \$6 – delivery
Larry at the Capitol - \$4 – soup and salad

ACTION Alison will bring options to the next meeting.

7. **Chairman's Report – Mike**

Mike Manion received a request from Tamara Notts of the Recovery Center in Missoula to participate this year. The request was late, and he asked that the Center apply next year. We added the Humane Society application because they are past participants and had gone through a change that left the application un-submitted.

8. **D of A Liaison's Report – Helen**

a. **Nonprofit Acceptance letters**

Nonprofit Acceptance letters went out on June 30. They typically go out in August.

9. **Other Business/Adjourn**

Gary Owen addressed the kick-off event in Great Falls. The Helena kick-off is Monday, September 29, so the Great Falls event could be Tuesday, September 30 to allow the vendors to attend both events. Two locations were brought up – The Civic Center and the Neighborhood Works. It was suggested that we waive the table fee the first year, order pizza and have a few drawings. We could even consider a December volunteer appreciation. Lewistown would also like to be considered for a kick-off event in the future.

No other business. **MOTION** Bill Crane moved to adjourn, second by Gary Owen, so moved and passed.