

**STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
WEDNESDAY, AUGUST 15, 2012, MEETING
555 FULLER**

Amended

- 1. Greeting/Call to Order.** Chairman Jack Lynch called the meeting to order at 3:33 p.m. Members present: Jack Lynch, Rob Mayer, Mary Wright, Gloria Soja, Bill Crane, Marcia Armstrong and Kirsten Wrzesinski. Members excused: Kathy Miller and Matt Dale. Contractors present: Tim McCauley and Beki Brandborg. Staff excused: Helen Betts. Guest present: Martha Vogt. Lynch introduced and welcomed Soja to the Advisory Council.
- 2. Review of Minutes from July 18, 2012, Meeting.** Wright asked that in item 6, the words "was discussed" be inserted at the end of the first sentence. In addition, she asked that in item 9, the word "adjourned" be substituted for the word "dismissed." McCauley moved, seconded by Brandborg, to approve the minutes as amended. The motion passed.
- 3. Review Meeting Agenda and Advisory Council Members' Schedules for the Upcoming Meetings.** The next meetings will be on September 19, October 17 and November 21.
- 4. Fiscal Agent Report.** McCauley distributed copies of the 2012-2013 revenue and expenditures reports. After discussion, Brandborg moved, seconded by Soja, to accept the reports. The motion passed.
- 5. Program Contractor Report.** Brandborg reported that she is working on prizes. The prize list is final and has been submitted for the Giving Guide. She is also looking for sponsors for the Giving Guide and the Non-Profit Fair on September 24. She is looking for volunteers to pick up and deliver coffee for the Fair and to help leaflet State workplaces with invitations to the Fair on September 24. She also noted that the placing of Campaign yard signs around the State campus will be Sunday, September 23.
- 6. Chairman's Report.** There was no Chairman's Report.
- 7. D of A Liaison's Report.** Lynch gave Betts's report in her absence. The report said:
 - Brandborg has signed the contract amendment to extend her SEGCG contract for another year (through December 2013). The next step is to have Director Kelly sign it. **The Council approved Brandborg's contract unanimously by means of an e-mail vote.**
 - Also a note for future reference, 2013 is the final year that this contract can run. After that, a new contract will have to be established so you will all probably want to start thinking about the new solicitation next spring or early summer.
 - Brandborg is paid \$17,500 each year.
- 8. Public Comment.** There was no public comment.

9. Other Business/Adjourn. Crane suggested deleting from the pledge form the portion where employees can request more information on non-profits participating in the Campaign because the request does not yield much, if any, information. In addition, portion of the pledge form where employees can request information on the participants they select and having the information sent to employees' state addresses may be a violation of their privacy. The Council agreed to delete it.

Crane also gave credit for work on the Giving Guide to Montana Shares employees Vogt and Kristi Paulsen. Vogt reported that she has a first draft of the Giving Guide completed. She suggested eliminating the feature on past Giving Guides where employees can nominate a non-profit for future Campaigns. Employees can consult the Frequently Asked Questions on the Campaign website for the information. The Advisory Council agreed.

Crane addressed the order of listing of independents and federations in future Giving Guides. Because only three percent of donations go to the national federations, such as Independent Charities of America, they have earned a permanent last place in the listings. He proposed a method of rotation for the other participants. The Advisory Council agreed.

Crane also said that he and Brandborg went to the recent statewide meeting of the United Ways. There is interest in having events like the Non-Profit Fair as a kickoff in some of their cities that have enough state employees (Missoula, Great Falls, Kalispell).

Lynch adjourned the meeting at 4:20 p.m.