

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday September 18, 2013 3:30PM

555 Fuller

1. Greeting/Call to Order.
2. Review minutes from August 21, 2013 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
4. Fiscal Agent Report - Alison and Brian -
5. Program Contractor's Report – Beki
6. Chairman's Report – Jack –
7. D of A Liaison's Report – Helen
8. Campaign Materials Committee Report – Bill
9. Public Comment – members of the public
10. Other Business/Adjourn

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Wednesday August 21, 2013, 3:30PM

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- 1. Greeting/Call to Order.** Chairman Jack Lynch called the meeting to order at 3:34 p.m. Members present: Jack Lynch, Mary Wright, Dave Paton, Bill Crane, Rob Mayer, Matt Dale and Gary Owen (by phone). Contractor present: Brian Johnson. Staff present: Helen Betts. Members excused: Kathy Miller and Kirsten Wrzesinski Contractor excused: Beki Brandborg.
- 2. Review minutes from July 17, 2013 meeting.** Dale moved, seconded by Paton, to approve the minutes. The motion passed.
- 3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.** The next meetings are scheduled for September 18, October 16 and November 20.
- 4. Fiscal Agent Report.** Johnson reported that although the May financial reports were accurate as approved, the minutes had two errors in reporting them. In paragraph 4 of the May minutes, operations expenditures were reported on the second line as \$43,042.06. That number should have been \$46,034.06. On the third line the figure \$9,007.44 should have been \$140,414.89. Lynch will entertain a motion at the next meeting to change the May minutes accordingly.

Johnson distributed copies of the 2012-2013 and 2013-2014 revenue and expense reports. He noted that an amount of \$25 recorded as a miscellaneous expense was incorrect and has been corrected. After discussion, Dale moved, seconded by Paton, to approve the revenue and expense reports. The motion passed.

- 5. Program Contractor's Report.** Lynch reported that Brandborg and Crane have been working on issues related to the paperless campaign and asked Crane to provide the details. Crane reported that they have set up a meeting with Ron Baldwin, the state's Chief Information Officer to arrange for sending out pop-ups to each employee's computer each Monday of the Campaign with a hyperlink to the Campaign website. The meeting is scheduled for August 27 at 3:30 p.m., second floor of the Mitchell Building. Because this may cause some departments to incur extra expense, Dale moved, seconded by Owen, to authorize the Advisory Council to offer to pay the extra expense up to \$1,000 if necessary. The motion passed.

- 6. Chairman's Report.** Lynch reported that there may be some departments that are unwilling to implement the pop-up Campaign announcements. For those departments' employees, we can make available an e-mail announcement to accomplish the same purpose. We will also make sure a hyperlink to the Campaign website is included in Governor Bullock's e-mail to all state employees.

Brandborg has met with the Governor's liaison to the Campaign, and she is completely supportive of the Campaign. She will also meet with Sheila Hogan, Department of Administration Director, to make sure we have her support as well.

Lynch thanked Crane for all his work, which is an invaluable asset to the Campaign.

7. **D of A Liaison's Report.** There was no D of A Liaison's report.
8. **Campaign Materials Committee Report.** Crane distributed a draft cover page for the "rudimentary" giving guide that will be made available in Word and pdf formats for anyone who needs a printed copy. He invited changes and edits.
9. **Public Comment.** There was no public comment.
10. **Other Business/Adjourn.** There was no other business. Lynch adjourned the meeting at 4:07 p.m.