

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday, October 15, 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 September 16, 2014 meeting.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
 - a. Next meeting dates: November 19, and December 5.
4. Public Comment – members of the public.
5. Fiscal Agent Report - Alison and Brian
 - a. Financial Reports
6. Program Contractor's Report – Alison
 - a. Campaign update
 - b. Retirees: Donations through SECGC
7. Chairman's Report – Mike
8. D of A Liaison's Report – Helen
9. Electronic Campaign Facilitation – Bill Crane
10. Great Falls Event – Gary Owen
 - a. Update: Great Falls Nonprofit Event
11. Other Business/Adjourn

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Tuesday, September 16, 2014 3:30 p.m.

Department of Administration, 125 North Roberts, Helena

Minutes

1. Greeting/Call to Order.

Chairman Mike Manion called the meeting to order at 3:30 p.m. Members present: Bill Crane, Diane Larson, Shelly Clinch, Pam Carlson, Donna Hansen, Kristen Wrzesinski and Marie Matthews. Members excused: Gloria Soja, Marcia Armstrong, Matt Dale, and Gary Owen.
Contractor present: Alison Munson; staff present: Helen Betts and Beth Stephenson.
2. Review minutes from August 20, 2014 meeting.

Minutes read, Bill Crane moved, and Donna Hansen seconded to accept minutes. **Motion** passed.
3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
 - a. Next meeting dates: October 15, November 19, and December 5.
Meeting dates accepted. Note that December 5 is Celebration followed by 10 minute meeting recap.
4. Public Comment – members of the public.

None
5. Fiscal Agent Report - Alison and Brian
 - a. Financial Reports
The campaign had a 2013 quarterly payout and payments from the 2013 campaign. \$1750 in from sales of SECGC tables as of August 31, 2014. We plan on having 90 tables which will be reflected on the September 30, 2014 financials. Adopt financials as presented in charts, Marie Matthews moved, Bill Crane second. **Motion** passed.
6. Program Contractor's Report – Alison
 - a. Update: Nonprofit Fair Kickoff
 - b. Update: Corporate Sponsors
There will be no raffle prize in center of room, but we will have pizza at the end of hallways from Dominos serving at 11:30 - 25, 12 noon - 50, and 12:30 - 25. **Action** Alison will look for Pepsi/Coke donations. Corporate sponsorships are coming in. For next year's sponsors we will need to contact Northrup Grumman in November as well as NorthWestern Energy. The December 5th celebration will have no entertainment, but the Capitol rotunda cafeteria will serve food, and Lisa Bullock and Sheila Hogan will speak.

We reviewed the giving flyer. We could remove the closing celebration reference and update the giving totals from last year.

Alison held the first volunteer training on SECGC. It went well. Every department runs their campaign differently. We could place more focus on new employees. Maybe place a flyer in the new employee folder. **Action** Helen will work with Alison. Alison presented the new SECGC mobile sign board. It was very well received. We reviewed the prize list. The early bird in week one can be entered for any monetary amount to qualify for prizes. Alison will work with departments to pick up entries from later on that Friday. Bill mentioned that those that give early can win multiple times. Alison will deliver all prizes this year. That was also well received. Sign discussion – **Action** Alison will pick up the signs to be distributed and posted. **Action** Mike will talk to General Services about sign regulations. We need to create a list of sign placements to insure they are picked up the following week. Everyone is invited to meet on Sunday, Sept 28 at 9:30 to help place signs. (The NAMI walk is at 12:30) **Action** On Sept 29 Marie will pick up coffee at Starbucks (on Prospect) at 10a.m.

7. Chairman's Report – Mike

It was decided to let Canine Companions in the campaign because they had been in contact with the campaign since July but did not have the paperwork in time. They have been participants for years.

8. D of A Liaison's Report – Helen

No report at this time

9. Electronic Campaign Facilitation – Bill Crane

a. SECGC Website – Giving Guide

- Review Computer Popups
- Review MINE Page Information
- Review Volunteer Information/Materials
- Update: Great Falls Nonprofit Event

Bill – will scratch the Dec 6 reference in SECGC letter and revise the last sentence of the 1st paragraph.

Beth had a presentation on the IT component with Bill. They talked about the pop-ups, which the governor's office has approved. Each agency IT will receive a bundle to activate pop-ups. If they don't, they will receive a governor message to activate. They walked through the MINE site. Beth has adjusted language, links and multiple screens on the site for 2014. It was proposed that many of the links be generic so that they do not need annual adjustments. Prize winners will be listed on the prize page.

The Great Falls event Sept 30 is sold out with 24 tables. It will be held 11 – 2 at NeighborWorks. There was no table fee to encourage attendance. There will be a flyer to pass to Great Falls contacts. Alison has an employee list for Great Falls to help advertise. We will also pass on our Great Falls contacts to Alison. We would like to consider more satellite kickoffs.

10. Other Business/Adjourn
 - a. Great Falls Event – Gary Owen
- Adjourn at 4:50