

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, February 17, 2016**

Department of Public Health & Human Services, 111 North Sanders, Room 207, Helena, 3:30 p.m.

1. Greeting/Call to Order – Mike Manion

Mike called the meeting to order at 3:38 p.m. Members present: Bill Crane, Kirsten Wrzensinski, Shelly Clinch, Danielle Williams, Marcia Armstrong, Hope Stockwell, and Frank Clinch.

Excused absences: Matt Dale, Patrick Sheehan, Pam Carlson, and Gary Owen.

Agency liaisons present: Monica Abbott (DOA) for Steven Hrubes.

Contractors present: Alison Munson and Jessica Tate.

2. Review minutes from January 20, 2016 meeting

MOTION: Bill Crane offered a motion to accept the minutes, and Shelly Clinch seconded his motion. The motion passed unanimously.

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

- a. Next meeting dates: March 16, 2016 and April 20, 2016

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Alison Munson and Jessica Tate

- a. January 2015 financials

Jessica gave the financials report. Bill Crane went to United Way's offices and helped with the formatting of the reports. The 2016 budget was added to QuickBooks. Currently the budget is on track. Alison and Jessica are working with AZ on the audit. They will start paying the non-profits organizations in May. The organizations are paid quarterly in May, August, November, and March

There is the final payment to United Way still left to be made.

The letter to employees listing their donations for the 2015 campaign will be emailed the first week of March.

MOTION: Marcia Armstrong offered a motion to accept the financials. Bill Crane seconded the motion to accept financials. The motion passed unanimously.

- b. Annual audit

The auditors will have the audit complete by March 7. The audit findings will be available at the meeting on March 16.

Current Financials – through January

2014 Campaign Revenue	\$489,726.79
2014 Campaign Expenditures	\$368,231.46

2014 Campaign Balance	\$121,495.33
2015 Campaign Revenue	\$ 59,556.59
2015 Campaign Expenditures	\$ 23,425.73
2015 Campaign Balance	\$ 36,130.86

6. Program Contractor's Report – Jessica Tate

- a. Online application cost and recommendation-update application fee
Having the application in an online system would save time and money. Jessica has a link for application using Submittable. The cost is 50% off if we use them. 800 submissions are allowed per month. There is a 99-cent fee plus 5% fee for each submission. The organizations can upload their application, save it, and come back to work on it. It will not allow them to submit until all the documents are there.

There was discussion to raise fees on federation and affiliates by \$5 for this year. It should cover most of the costs. Jessica explained that she researched other options but she found that Submittable was the best price available and the most affordable. The price would be locked in until there is change in the terms. Over the last two years, the program has saved more than the cost of the online application.

Bill Crane mentioned that through Montana Shares he has used Submittable and liked being able to have all of their information in one location and easily viewed. He was totally in favor of using the system.

MOTION: Bill Crane offered a motion to use Submittable for the online application process. Frank Cinch seconded the motion to use Submittable. The motion passed unanimously.

MOTION: Marcia Armstrong offered a motion to increase fees on the Federations and the Affiliates. Hope Stockwell seconded the motion to raise the fees. The motion passed unanimously.

- b. Budget update if approved – delayed until March meeting.
- c. Applications are due May 16th
- d. Jessica Tate will have a contract from Submittable to submit to the council.
- e. Monica Abbott will update SECGC webpage, and Jessica Tate is working with Monica Abbott to ensure the current and correct information is posted.
- f. Missoula increased by \$1,793.12 and Great Falls increased by \$3,713.18. Bill Crane asked about the number of givers in the two cities. Jessica Tate will obtain the numbers for both cities.

Bill Crane asked about paying the fiscal agent fee earlier. He suggested making the final payment before the end of the audit.

For the 2015 campaign, the fiscal agent is paid in May, August, November all in 2016, and March 2017 in quarterly payments. Mike explained it would be easy to change the contract to pay out the campaign sooner.

7. Chairman's Report – Mike

Nothing to report today.

8. Other Business/Adjourn

MOTION: Frank Clinch offered a motion to adjourn, which Bill Crane seconded. The motion passed unanimously and the meeting adjourned at 4:30 p.m.