

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday, July 27, 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 3:35 p.m.

Members present: *Bill Crane, Danielle Williams, Pam Carlson, Hope Stockwell, and Jessica Barnes.*

Excused absences: *Patrick Sheehan, Kirsten Wrzesinski, Marcia Armstrong, Frank Clinch, Gary Owen.*

Agency liaisons present: *Steven Hrubes (DOA), Chris DuBois (ITSD), Chantal VanDaele (ITSD).*

Contractors present: *Allison Munson*

**2. Review minutes and financials from June 15<sup>th</sup> meeting.**

June minutes and financials were skipped due to lack of quorum.

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

- a. Next meeting dates: August 17<sup>th</sup> and September 14<sup>th</sup>.

Danielle may be absent for August meeting but will check schedule. Hope will be gone for the September meeting.

**4. Public Comment – members of the public**

No comment at this meeting.

**5. Business/Topics – Mike**

Discussed lack of quorum once again, and will approve May financials along with outstanding motions in next month's meeting.

**6. Fiscal Agent Report –Allison**

**Current Financials – through July 2016**

2015 Campaign Revenue	\$ 282,602.81
2015 Campaign Expenditures	\$ 166,850.99
2015 Campaign Balance	\$ 115,751.82
2016 Campaign Revenue	\$ 7,373.01
2016 Campaign Expense	\$ 144.00
2016 Campaign Balance	\$ 7,229.01

Applications fees are down but not all Federations have paid for their being a part of the campaign. It will still be less because of fees on Submittable. To offset this some, we can pursue the idea of charging table fees at out of town kick-off events. We can see how this year goes.

Bill mentioned it would be nice to approve financials that are more current, instead of lagging, so we can get up to date and real time information. Allison said she will check with auditors to see if this is a feasible option.

**MOTION:** Will motion next meeting.

**7. Program Contractor's Report – Allison**

**423 Non-profits are signed up**

**14 Federations**

**157 Independents**

a. Solicitation Letter

Letters have been sent out asking businesses for donations to the campaign giveaways. She asks that she be contacted before any asks are made to minimize duplicate “asks”. She will also be asking fellow United Ways for special packages and prizes.

Thank you notes have been sent out as well, and as things are received.

b. Campaign Goal at \$510,000

It was suggested that the campaign goal be set to \$510,000 this year. Following growth trends from previous years, we may be able to achieve this goal and it would look great to reach the intended goal.

c. Dates for Out of Town Kick-Off Events

Allison will contact Mike via conference call and set dates for the out of town events.

Coordinating the ownership of the credit card to buy pizza at the events was discussed, and an action plan will be created among those attending the out of town events to ensure someone has it at each location.

d. Yard Sign Distribution

Sunday, September 25, at 11am, we will be meeting on the capital to distribute yard signs about the campus and other locations in town. The committee discussed various locations we should place them and will try to get more signs printed to allow for better than normal coverage.

e. Main Kick-Off Event

Monday, September 26, 10am to 3pm. Non-profits will set up that morning and hopefully we will encourage as many people to attend and visit as possible. Allison will check to see if any of the non-profits will need assistance in the setting up portion from committee members and volunteers.

Talked to Chris about any loose ends for SITSD that may need help, and how to fix and clear out previous issues. Will run a test prior to the start date to make sure all is good with the process.

Automatic emails were brought up by a couple committee members and how it is set to automatically reply to a person's default signature within Submittable. Discussed how to get it to revert to United Way.

The automatic pop-up on state employees computers was discussed by the committee and we would like to continue with that this year, and will coordinate the installment of that in the system.

#### **8. Chairman's Report – Mike**

Mike informed the committee that the Legislative Auditors have requested a breakdown of current practices on tax withholding for prizes given during our "Giving Week" as an incentive for state employees to donate. The committee discussed that it has never come up before, nor has anyone inquired as to a prizes amount to report on their taxes. Mike said he will report back to the committee when he is informed of what the legitimate process should be by the Legislative Auditors.

Mike asked how we solicit prizes currently, and if formal ask letters and a list for tracking would be prudent. Allison will look into it from her auditors.

It was asked if the campaign coordinators list was full and it still had a few departmental slots open, so the committee discussed potential options of persons to fill the vacancies that might be able to donate time.

#### **9. Other Business/Adjourn**

Please let Allison know of any leads or ideas for gifts.

**MOTION:** Meeting adjourned without official motion at 4:15 p.m.