

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday, June 15, 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 3:34 p.m. Members present: Bill Crane, Patrick Sheehan, Danielle Williams, Marcia Armstrong, Pam Carlson, Hope Stockwell, Kirsten Wrzesinski, and Jessica Barnes

Excused absences: Frank Clinch, Gary Owen, Allison Munson.

Agency liaisons present: Steven Hrubes (DOA).

Contractors present: Jessica Tate.

**2. Review minutes from April 20, 2016 meeting**

Mike motioned to adopt April 20<sup>th</sup> meeting minutes.

Bill 1<sup>st</sup>

Danielle 2<sup>nd</sup>

Mike motioned to adopt May 18<sup>th</sup> meeting minutes pending one change to Hope helping Jessica with the financial spreadsheet.

Bill 1<sup>st</sup>

Hope 2<sup>nd</sup>

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

a. Next meeting dates: July 20<sup>th</sup> and August 17<sup>th</sup>.

Hope may not be able to attend the July meeting.

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

No comment at this meeting.

**5. Business/Topics – Jessica Tate**

Jessica secured a prize for the outstanding prize from last year's campaign and delivered to the award winner, Kent Atwood, who was very grateful. Will take the promised basket from NW-United way if it comes, but will not be seeking further prizes from them in the future.

Attached to the financials is the new volunteer coordinator list for upcoming events from all the different departments. It is color coded to show outstanding need yet to be filled and positions already filled. The committee discussed potential contacts that needed coordinators from separate divisions and departments. Also, clarified current people receiving information concerning SECGC events.

Still receiving non-profit applications, but should finish up before next month. 426 currently registered through Submittable. Jessica explained how the new upload process will streamline and clear data on the ITSD side of things to cause less internal errors on submissions and donations.

Jessica hopes to have a comparison report on total non-profit participation in the following month or so.

## 6. Fiscal Agent Report –Jessica Tate

**\*\*\*(Patrick Sheehan needed to leave at this time due to a schedule conflict, diminishing the SECGC quorum total, thus, ceasing further motions to adopt information for the duration of the committee meeting. Per Mike, we will motion all leftover business upon next meeting in July, and clarify any information discussed beyond this point.)**

The committee discussed the accidental continuation of certain non-profits in the past years campaign, i.e. Yellowstone United Way, and the money that was donated to them even without submitting, and explained that they dispersed the given funds to their affiliate nonprofits equally. Once again, Jessica said this will be a non-issue going forward with the new upload process.

Close date for applications to Submittable and event registration fees should show on next month's financials.

### May 2016 financials

#### **Current Financials – through May 2016**

2014 Campaign Revenue	\$489726.79
2014 Campaign Expenditures	\$486916.71
2014 Campaign Balance	\$ 2,810.08
2015 Campaign Revenue	\$209,160.76
2015 Campaign Expenditures	\$ 23,429.73
2015 Campaign Balance	\$185,731.03

**MOTION:** Will motion on July 20<sup>th</sup>.

## 7. Program Contractor's Report – Jessica Tate

### a. Kalispell Event Location

Was discussed that the mall in Kalispell may be willing to offer the open space for the SECGC event. Jessica said she was waiting to hear back from some of the local state departments there on whether they thought this would be a good location proximity wise for attendance.

### b. Great Falls Event Location

Mike stated that Frank was going to vet out some spaces in Great Falls. Jessica has been in contact with some people there as well and Mike said he would help her out as well if she needed.

c. Missoula Event Location

Reported that everything should be good to go in Missoula on all aspects at this time.

d. Prizes for Giving Week

Jessica reminded the committee members to let her know if they thought of any prizes for Giving Week as she has started gathering them.

e. Mike said it would be a good idea for all committee members to attend events at various cities in support and represent ourselves and to look at our calendars. Jessica Barnes said she would be willing to go to Kalipsell. Bill said he would likely attend Missoula, and Mike said he plans on attending where he can. Other members will look at schedules.

f. Mike recognized the efforts of the members that were approving Submittable applications. Hope asked for a deadline on the applications and July 5<sup>th</sup> with extensions, was decided upon. There were quite a few left so Mike asked that the committee get them done quickly and as soon as possible.

**8. Chairman's Report – Mike**

Mike inquired about the social media and where it was at. Monica in the DOA Directors office will be posting next week in efforts to promote and Jessica will take care of the rest of the promotion and be in contact with Monica if need be. Jessica would like to ultimately get all the information centralized onto Facebook for all non-profits to easily access.

Status of the Governors letter to state employees was discussed and Jessica has taken care of it and is expecting a couple weeks for a response from the Governor's office, but it should be taken care of.

**9. Other Business/Adjourn**

The committee feels we are on timeline and validated the importance of the SECGC coordinators and what their roles are to us.

**MOTION:** Meeting adjourned without official motion at 4:14 p.m.