

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday, March 16, 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 3:36 p.m. Members present: Bill Crane, Kirsten Wrzesinski, Shelly Clinch, Danielle Williams, Marcia Armstrong, Hope Stockwell, and Frank Clinch, Patrick Sheehan, Pam Carlson, and Gary Owen(via phone).

Excused absences: Matt Dale and Alison Munson.

Agency liaisons present: Steven Hrubes.

Contractors present: Jessica Tate.

**2. Review minutes from February 17, 2016 meeting**

**MOTION:** Pending one name correction, Bill Crane offered a motion to accept the minutes, and Patrick Sheehan seconded his motion. The motion passed unanimously.

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

- a. Next meeting dates: April 20, 2016 and May 18, 2016  
Possible conflict with multiple members in May.

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

No comment at this meeting.

**5. Fiscal Agent Report** – Jessica Tate

- a. February 2015 financials

Jessica gave the financials report. Just paid out the last 2014 payout to remaining non-profit, so we will be able to reconcile in April for the 2014 campaign. Amounts were adjusted per last meeting to reflect new approved amount for materials and the new Submittable cost.

- Discussed line 4100-Annual Campaign in financial report. Was brought up that we should update the predisposed amount to the current amount based directly on previous year's numbers. Consensus was this would be a good idea to better reflect a more accurate amount.
- b. Overall 2015 financials
    - Jessica explained there are still donor invoices out that need to come in, so overall net amount will increase by \$1,200 to actually exceed budget as those arrive and get added.
    - Discussed line 6410-Audit Fees to show \$6,600.
    - Bill then put forth to budget the payouts for Allocations and Designations to obtain more accurate numbers, as well as seeing the amount pledged verses amount received for the 2015 campaign.

- Jessica said she will clean up the budget sheet with new amounts and additions for next month's review.
- Jacki will be going over the Annual Audit at the April 20, 2016 meeting.

**MOTION:** Mike Manion offered a motion to accept the February financials. Gary Owen motioned to accept. Bill Crane seconded the motion to accept. The motion passed unanimously

**MOTION:** Mike Manion offered a motion to accept the 2015 Campaign Budget. Bill Crane offered a motion with stipulation of additions and updates to review at next meeting. Marcia Armstrong seconded the motion. The motion passed unanimously.

## **6. Program Contractor's Report – Jessica Tate**

- a) 62 nonprofits have already submitted to the 2016 campaign with the new online application process. Reported that people are finding the interface user friendly and easy to navigate. There are little to no errors in submissions, with only one hiccup of an Independent applying as a Federation, but was resolved. Also reported that nonprofits registration fees are already being processed with the ability not for online payments.
- b) All Applications are due May 16.
- c) Jessica went over how to review applications, since there will be no physical copies. She will send out information on how to log in to the back end of application site and start reviewing. Alison will also go over this process at next meeting, so we discussed moving the meeting to a room with projector abilities. Will be decided upon and committee members will be notified where that location will be if changed.  
Hope Stockwell asked if there are new committee reviewing standards since applications are now accessible to everyone, whereas before it was necessary to meet at one location. Mike Manion stated that the standards are the same and an application review committee would be put in place to be able to console with one another, but we would discuss how that looks and what is expected further on in the process when we get closer to the reviewing period.
- d) The SECGC campaign coordinator survey was sent out to get a feel if the standards and expectations were met. Approximately half are returned, but Jessica is waiting to report results and numbers in hopes that more surveys will come in the next month for more accurate data. She plans to report those results in the next meeting.

## **7. Chairman's Report – Mike Manion**

- a) Mike asked that we start thinking about what we want to do differently for the upcoming campaign over the next couple months. He stated with the progress we made in going to Great Falls and Missoula and with the new submission system, we have an opportunity to take a look at things and grow and build on what we have. Gary Owen added we should be getting an early start on finding contacts and venues for the upcoming year. The group concurred it would be in our best interests as well. He also said he would see about getting feedback from agencies that participated to see what thoughts were about the event held and what can be done better.
- b) Hope Stockwell brought up the idea to limit nonprofit participation based on accumulated previous years donations, in regard to those organizations that receive less than the cost for their registration fee and for us to let them participate in the campaign with manual processing, time invested, etc. The committee discussed all aspects of payments, labor, and options. The consensus was it would be untoward for us to stifle participation, and it is simply up to the nonprofit to advertise and market on their own behalf to ensure that they receive adequate donations from state employees.
- c) Hope also mentioned the possibility of getting board members of the organizations involved that are state employees, or if there was a way to get a list of employees that serve on organization boards. After some discussion, Gary Owen brought up concerns over personal advocating and promotion by state employees showing favoritism which is against campaign policy. The committee concluded that it would be up to the nonprofits to reach out board members and involve them how they saw fit within parameters, and we can let them know that is an option.

## **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 4:20 p.m.