

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING MINUTES

Wednesday, November 16, 2016

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena, 3:30 p.m.

Members Present: Hope Stockwell, Pam Carlson, Kirsten Wrzesinski, Gary Owen (via phone), Danielle Williams, Frank Clinch, Jessica Barnes, Mike Manion, and Bill Crane
Absent : Patrick Sheehan

DOA staff present: Monica Abbott and Chantal VanDaele

1. Greeting/Call to Order.
Mike called the meeting to order at 3:38 p.m.
2. Review minutes from October 19, 2016 meeting
The minutes were reviewed without any changes.

Motion: Bill Crane moved to approve the minutes. Frank Clinch seconded the motion, and the motion passed unanimously.

3. Review meeting agenda and Council members' schedules for the upcoming meetings.
 - a. Next meeting dates: December 2, 2016 and January 18, 2017
Pam Carlson and Gary Owen are not available for the December meeting.
4. Public Comment – members of the public.
No comment.
5. Fiscal Agent Report – Alison

Alison went over the financials for the 2015 Campaign and the 2016 Campaign. The amount for the table fees is not at a similar amount as in past years. Alison thought it might be with how Submittable assigned the fees. She will check with Submittable.

Current Financials Reviewed by the Council – through October 2016

2015 Campaign Revenue	\$390,644.35
2015 Campaign Expenditures	\$372,250.25
2015 Campaign Balance	\$ 18,394.10

2016 Campaign Revenue	\$ 80,793.12
2016 Campaign Expenditures	\$ 8,462.25
2016 Campaign Balance	\$ 72,276.87

Motion: Frank Clinch moved to accept the financials conditionally with Alison checking the table fees amount. Danielle Williams seconded the motion, and it passed unanimously.

6. Program Contractor's Report – Alison

a. Status of 2016 Campaign

There was a discussion of number of donors and amounts donated. Agencies that used to be high donors are lower this campaign and the reverse for agencies that had traditionally been at the bottom. The number of donors increased by 100.

The December event will be held December 2 in the Rotunda at noon. Alison has a survey and will raffle a Samsung tablet to those answering survey. The survey will be sent to all coordinators so those that are not located in Helena can still complete the survey and be part of the drawing.

b. Future Application Process.

Alison suggested a discussion of the process for the January meeting. Perhaps, it would be worth considering having the current participating non-profits to opt-out of the Campaign and only provide updated information, if any. New participants would have to fill-out a full application.

7. Chairman's Report – Mike

The Program Coordinator contract expires with United Way on December 31, 2016, but Mike mentioned it is eligible for renewal. He will contact the committee regarding a possible renewal. Marcia Armstrong is retiring and the Council still needs to fill Matt Dale's position. Frank will check to see if anyone in DPHHS would be interested in Marcia's position.

Chantal will consider more IT ways to reach millennials

8. Other Business/Adjourn

Motion: Bill Crane moved to adjourn. Pam seconded the motion, and the motion passed unanimously.