

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Wednesday, October 19, 2016**

Department of Public Health & Human Services, 111 North Sanders, Room 107, 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, Kirsten Wrzesinski, Danielle Williams, Frank Clinch, Gary Owen, Hope Stockwell, Jessica Barnes, and Pam Carlson.
Excused absences: Marcia Armstrong and Patrick Sheehan.

Agency liaisons present: Steven Hrubes
Contractors present: Alison Munson.

2. Review minutes from September 21, 2016 meeting

MOTION: Frank Clinch offered a motion to accept the minutes, and Bill Crane seconded his motion. The motion passed unanimously with provision for the few grammatical corrections that Hope Stockwell provided.

3. Review meeting agenda and Advisory Council's members' schedules for the upcoming meetings

Next meeting dates: November 16th and December Volunteer Appreciation Gathering on Dec 2nd

Hope believes she may be gone for the meeting in November, and will be gone for January through April Meeting due to work. Danielle may miss November 16th as well.

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Alison Munson

The September 2016 financials were not viewable in current format for the Council's consideration. Alison will print new September 2016 financials, and the Council will approve at the next meeting on November 16, 2016.

MOTION: No motion. The financials for September and October 2016 will be presented at the next meeting.

Current Financials Reviewed by the Council – through August 2016

2015 Campaign Revenue	\$355,733.62
2015 Campaign Expenditures	\$269,980.15
2015 Campaign Balance	\$ 85,753.47
2016 Campaign Revenue	\$ 8,903.23
2016 Campaign Expenditures	\$ 4,501.12
2016 Campaign Balance	\$ 4,402.11

6. Program Contractor's Report – Alison Munson

The campaign is ahead in donations by approximately \$10,000 than last year at this time.

The monetary amount of the donations is smaller on average, but the number of donations has risen. This was potentially due to a younger generation beginning to give to the campaign.

We appear to be on target for accomplishing the \$510,000 goal.

Dec 2nd event is scheduled for noon. Alison is seeing about getting the Lt. Governor to speak.

The Rotunda Event was one of the best attended in recent years. Lots of people turned out to visit booths and many tables reported running out of free giveaways. Getting the word out properly and way ahead of time worked this year.

Danielle reported that multiple individuals are inquiring why certain nonprofits are not in the campaign. Alison said that the accurate answer to give them is that the nonprofit in question did not apply or apply on time so they were not able to be added. Alison explained the criteria for denying a non-profit into the campaign, and it rarely, if ever, happens.

Jessica asked what the process was for the winners of prizes and how individuals should acquire them. Alison explained they have been going to DOA-HR, and can be picked up there by the individual or the department coordinator to deliver. If they are winners from outside of Helena, they have been mailed the prize directly, if possible.

7. Chairman's Report – Mike

The Great Falls Event was sparsely attended, most likely due to the location being a little far away. Frank reported about 5 to 6 NPOs attended, and then said next year DPHHS may be the place to go for a better turnout. Frank will talk with the OPA Director there to see about the possibility for next year's event.

The Missoula Event was a great success for the second year in a row. The Palmer Complex is a great location, and besides it being a little windy, the event went without a hitch. The event had 20 or more NPOs represent.

The Kalispell Event lacked a robust attendance with only about 9 employees who attended. The date had been changed by the coordinator there from Thursday, September 29, to Friday, September 30, which likely contributed to the low attendance. Around 15 NPOs attended. The location was good and was central to all the state buildings. The Council will review its planning for Kalispell next year.

8. Other Business/Adjourn

Hope reminded everyone that forwarded emails have the previous conversations under them, so be aware of what you are forwarding on to employees, volunteers, etc...

MOTION: Bill Crane offered a motion to adjourn, which Frank Clinch seconded. The motion passed unanimously and the meeting adjourned at 4:17 p.m.