

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Wednesday, September 21, 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 3:32 p.m. Members present: Bill Crane, Kirsten Wrzesinski, Danielle Williams, Frank Clinch, Patrick Sheehan, Hope Stockwell, Jessica Barnes, and Pam Carlson.
Excused absences: Marcia Armstrong and Gary Owen.

Agency liaisons present: Monica Abbott (DOA) for Steven Hrubes and Chantal VanDaele (SITSD).
Contractors present: Alison Munson.

2. Review minutes from August 17, 2016 meeting

A few minor corrections to the minutes were noted. In 3., it should read Mike requested the motions to accept the month's "minutes" instead of "financials." In 4., the date should read "Sept 21" not "Sept 20." Finally, in 10., the last "Alexa" is missing an 'a' on the end of her name.

MOTION: Bill Crane offered a motion to accept the minutes, and Danielle Williams seconded his motion. The motion passed unanimously.

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

Next meeting dates: October 19 and November 16, 2016

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Alison Munson

Alison Munson went over the financial reports. She will send the correct report to the group.

MOTION: Bill Crane offered a motion to accept the financials, and Kirsten Wrzesinski seconded his motion. The motion passed unanimously.

Current Financials – 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

There was discussion of having a basket from the Council as a gift basket to be included in the drawings during the campaign.

The Legislative Audit Division has not yet asked for any additional information regarding tax treatment of the \$1000 cash prize.

Alison asked for a volunteer to pick-up the coffee at Starbucks on Prospect, and Jessica Barnes volunteered. Mike, Frank, and Danielle volunteered to Alison's request for people to pick-up pizza at Little Caesar's. They are making pizzas for \$5 for the campaign.

There will be kick-off events in Great Falls Tuesday, Missoula on Wednesday, and Kalispell on Friday.

Alison and Bill explained how non-profits can belong to multiple federations. There was discussion about how they should be listed. Alison asked to table the discussion until the next meeting as her board was voting over this issues the next day.

Alison made a suggestion to have organizations opt in each year. Basically, an invoice would be sent to them and if they pay it, they would be in again. The organization would pay its fee to SOS and maybe update their 25-word description. A paper application could be utilized for new organizations. The decisions would need to be made before March.

Jessica created a short presentation about SECGC and will make it available for other agencies.

Alison reminded everyone that a payroll deduction can only be done once. You can give a check or use a credit card for a one-time donation if you want to give more than your payroll deduction.

7. Chairman's Report – Mike

Pop-ups will start popping up on Monday morning. The goal this year is \$510,000.

The Council will put up the signs around the Capitol building on Sunday starting at 11:00 a.m.

Many asked about what time would be helpful on Monday to help out. 11:30 was determined because pizza would be arriving at that time.

8. Other Business/Adjourn

MOTION: Bill Crane offered a motion to adjourn, which Frank Clinch seconded. The motion passed unanimously and the meeting adjourned at 4:22 p.m.