

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, January 20, 2016**

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

1. Greeting/Call to Order – Mike Manion

Mike called the meeting to order at 3:38 p.m. Members present: Bill Crane, Kirsten Wrzensinski, Shelly Clinch, Matt Dale, Hope Stockwell, and Pam Carlson. Excused absences: Frank Clinch, Patrick Sheehan, Marcia Armstrong, and Gary Owen.

Agency liaisons present: Monica Abbott (DOA) for Steven Hrubes.
Contractors present: Alison Munson and Jessica Tate.

2. Review minutes from November 16, 2015 meeting

MOTION: Matt Dale offered a motion to accept the minutes and Bill Crane seconded his motion. The motion passed unanimously.

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

- a. Next meeting dates: February 17 and March 16, 2016

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Alison Munson

- a. December 2015 financials

They closed books on the 2015 campaign. The first day of the audit is February 17, 2016.

They will make the final payment for 2014 campaign. All that will be left is fiscal agents costs and the administration fees.

The overhead of costs for the campaign run approximately 8%. Other campaigns are around 21% taking the administrative fee prior to sending money to the non-profits. The community fund of United Way covers the uncollectible debts Bill Crane asked if the fiscal agent payment for the previous campaign could be paid sooner. Alison Munson explained that it is in the contract so it would be something changed in the contract if the committee agreed to change the payment date.

MOTION: Matt Dale offered a motion to accept the financials. Bill Crane seconded the motion to accept financials. The motion passed unanimously.

- b. Annual audit

The auditors will contact a sample of donors to verify contributions. Alison will send draft of the letter going to the donors to Mike.

The members went through budget expenditures. Alison mentioned that a coordinator asked about a brochure to handout to employees instead of relying on electronic. The group decided after discussion that posters should suffice. The

consensus was to keep it environmental and fiscally responsible. Alison mentioned since they moved to post card instead of huge packet, the printing costs were cut in half.

The volunteer events number total \$1450. Alison would like to keep the budget at \$2500 in case the events grow. Kalispell would like to participate. Alison would also like to continue to recognize coordinators that stepped up. The members think if Kalispell is asking we should try it. Alison will add Kalispell to the budget for 2016

Current Financials – through October

2014 Campaign Revenue	\$489,715.81
2014 Campaign Expenditures	\$368,231.45
2014 Campaign Balance	\$121,484.35
2015 Campaign Revenue	\$ 59,556.59
2015 Campaign Expenditures	\$ 41,411.65
2015 Campaign Balance	\$ 18,144.94

6. Program Contractor's Report – Jessica Tate

a. Online app – application cost and recommendation

Submittable is a group in Missoula that will submit anything for groups. They give a discount for non-profit and the group only pays for months they use it. It was suggested to write it into the budget for \$80 for the year. The groups that would submit their applications to us can't submit it until all forms are there. The organization can save their work until it is ready to be submitted.

Hope asked about security. Bill said everything being submitted is public record. There is an ability to add fees to the process.

Jessica is planning a test to see if it is user friendly. She is going to have someone that is not tech savvy to use it. Another good feature is that Submittable doesn't have size constraints.

7. Chairman's Report – Mike

State Human Resources Division has paid for the IT costs.

8. Other Business/Adjourn

MOTION: Matt Dale offered a motion to adjourn, which Bill Crane seconded. The motion passed unanimously and the meeting adjourned at 4:31 p.m.