

# STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

## ADVISORY COUNCIL MEETING Minutes

Wednesday, April 15, 2015

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena

### 1. Greeting/Call to Order.

Mike Manion called the meeting to order at 3:35. Members present: Bill Crane, Diane Larson, Donna Hansen, Kristen Wrzesinski, Shelly Clinch, Pam Carlson, Gloria Soja and Matt Dale. Members excused: Gary Owen, Marie Matthews, and Marcia Armstrong. Contractor present: Alison Munson. Auditing Staff from Anderson ZurMuehlen (AZ) – Jacki Frank and Dan Byrd.

### 2. Review minutes from March 18, 2015 meeting.

**MOTION:** Matt Dale moved to adopt the minutes as written, second by Gloria Soja. **Motion passed.**

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

- a. Next meeting dates: May 20 and June 17, 2015. There was a suggestion to hold a 'board training' at the May meeting provided by Jacki Frank and Dan Byrd from AZ. Some scheduling conflicts were reported but enough members would be present to warrant the training.

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

No public comment

### 5. New SITSD staff – Chris Dubois

We have a new partner, Chris Dubois, with state IT after the promotion of Beth Stephenson.

### 6. AZ's Auditor Report

Our audits have been performed by AZ audit partner Jacki Frank and auditor on site for the past three years, Dan Byrd. They presented their letter, as required, with their audit findings. They found no significant accounting errors, policies were followed, and they don't foresee any findings coming.

AZ does believe that shrinkage should be addressed.

There were no difficulties in performing the audit. The auditors found one duplication of a 2013, queried the database, and found no others.

The financial statements were in order.

Council's attention was drawn to page 5 of the financial report regarding shrinkage. The current shrinkage is listed at 12.5% but actual shrinkage was 13.84%. United Way as the contractor absorbs the shortage. AZ suggested increasing the shrinkage to 15% and make adjustments in the 4<sup>th</sup> quarter if needed.

AZ also suggested adopting an accounting system that would eliminate the current spreadsheet driven process and institute a process where no double entries are allowed.

**MOTION:** Gloria Soja moved to adopt the 15% shrinkage proposal, second by Matt Dale. **Motion passed.**

A confirmation reminder of pledges for 2014 will be sent to employees.

Alison will work with Wipfli (formerly Galusha, Higgins & Galusha) to see if we can gain access to its QuickBooks. She will report back in May meeting.

**MOTION:** Gloria moved to adopt the Audit report, second by Matt Dale. **Motion passed.**

Council members later asked to reopen the audit to address a question regarding the AZ financial statement on page 4. **MOTION:** Gloria moved to reopen, second by Matt. **Motion passed.**

## 7. Fiscal Agent Report – Alison

### a. 2015 March Financials

The balance sheet prepared by the contractor will add the 2013 Audit payment of \$6200 for audit services. No other changes were reported.

### b. Wipfli Details

Wipfli prints our checks for internal control. As noted above, Wipfli uses Quickbooks and we may be able to get access on line through them but there may be fees associated with that OR we can just purchase our own QuickBooks. The set up would be about 3 hours times the hourly rate. It was suggested that it would be better to use the Wipfli system rather than maintaining two systems.

**MOTION:** Matt Dale moved to accept the financial report, Bill Crane second.  
**Motion passed.**

## **8. Program Contractor's Report – Alison**

### **a. Application Updates**

Postcards have been sent to non-profits alerting them to go to the campaign site to register. Postcards should eliminate the excuse that the non-profit did not see an invitation to join. The Federations received emails with pre-filled out applications.

Alison had a phone call with the Federations to answer any questions. A second call is scheduled for Thursday.

Paper applications will be required for new non-profits. Alison will call all non-profits to confirm ACH bank routing numbers for deposit information.

### **b. Timeline for 2015 Campaign**

Alison passed out a campaign calendar. April 15 scheduled a statewide press release that the application was available. A message will be sent to agency contacts to solicit new non-profits for the campaign.

Campaign Kick-Offs are scheduled for the 29<sup>th</sup> in Great Falls and the 30<sup>th</sup> in Missoula (with tents). The Helena Kick-Off is September 28 at the Rotunda and media sources will be contacted to cover the event. Discussion followed regarding adjustments to the calendar as it is a working document.

Mike Manion will speak with Lisa Coligan regarding access to the HR site.

IT is still working on getting everything SECGC related onto one link.

## **Chairman's Report – Mike**

Mike has identified someone to help restore our Facebook page or, if necessary, establish a new page.

## **9. Other Business/Adjourn**

**MOTION:** Matt Dale moved and Bill Crane second to adjourn at 4:30. **Motion passed.**