

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING

Wednesday, February 18, 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, and Matt Dale. Members excused: Marie Matthews, Marcia Armstrong and Gloria Soja. Contractor present: Alison Munson. Beth Stephenson from SITSD present.

2. Review minutes from January 21, 2015 meeting.

There were no November, December, or January meeting minutes distributed. There was not a quorum for the January meeting. The minutes will be sent to Mike Manion after the meeting for approval at the March meeting.

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

- a. Next meeting dates: March 18 and April 15 2015 are fine.

4. Public Comment – members of the public.

No public comment

5. Committee Report on Out-of-State Applications

The committee recommended that the Council not accept any more out-of-state applications. Those that we have accepted will be grandfathered in. The committee recommended adding language that all non-profits must have a physical Montana address and suggested removing the language that 70% of funds be used in Montana. The committee discussed the public comment regarding global non-profits and using the DALY (Disability Adjusted Life Year) system but did not accept the idea for the SECGC. The main reason was that the committee believed it would be hard to limit the number of non-profits participating in the campaign. Applications will be due the first week of May. These changes must be followed up in the by-laws. Matt Dale moved and Donna Hansen second to accept the Committee report. **Motion Passed**

6. Fiscal Agent Report – Alison and Brian

a. Current SECGC audit process

An audit shows that any budget movement must be documented in the minutes. **Action:** The auditors have had many questions and

suggestions such as – when approving financials, the Chair (Mike Manion) must sign off on the bank statements to match the financial statement totals. **Action:** The auditors noted that the Council had approved the use of Quickbooks and will discuss this issue with Mike Manion.

b. 2015 budget approval

The few budget changes from the budget approval meeting on Feb 4 were discussed. They were small adjustments within the current budget to envelopes, printing, conference calls and vendor events. Bill Crane moved, Matt Dale second to a motion to accept the budget.

Motion Passed.

c. December financials

No changes to the December financial statements. Donna Hansen motioned, Matt Dale second. **Motion Passed**

d. Donor and non-profit letters

There have been no significant complaints regarding sending state employees their donation receipts through the state email system. Some calls were received that their donations were listed wrong (anonymous/non-anonymous designation was not working in a few instances) and since the 'amount pledges' have already been sent to the non-profits, some figures of amounts they will actually receive will need to be adjusted. Letters will be sent to the non-profits of the donor that wished recognition.

e. Letter and Donation Allocation Training

No report

f. January Financials

Expenditure and Revenue financial statements were passed out. We have \$96,104 total revenue. This included March disbursements for 2013. 2014 campaign disbursements are made in May, August, November and March 2016. Cigna is our only account due at \$1500. Bill Crane moved, Matt Dale second to accept the January financials. **Motion Passed.**

7. Program Contractor's Report – Alison

a. Application materials/process

Alison will send out the application form for this year's non-profits to Mike to review. **Action** The actual mailing will be a postcard and/or an email with a link to the materials for application to about 500 non-profits. The federations would like to have their applications pre-filled out.

8. Chairman's Report – Mike

The Chair asked for ideas to improve the process. Mike and Alison had a meeting with SITSD personnel to ensure that the website address was limited to one address and one common page. Using the e-pass system was discussed along with costs to implement different IT solutions. **Action:** Mike will talk to Sheila about an IT budget for SECGC work. Bill talked to MPERA about retirees donating using the MPERA system. The current system would not accommodate this. MPERA is currently updating its website and would need to include the e-pass for retirees to contribute to the campaign using a credit card or a deduction to their check. Bill stated that the best way to improve donations was to tap into the MPERA system so that retirees could donate through deductions from their pension checks. **Action:** Beth Stephenson from SITSD will follow-up regarding the MPERA system upgrades.

9. Other Business/Adjourn

Bill Crane expressed his appreciation for those in attendance at the budget meeting.

Matt Dale moved and Bill Crane second to adjourn. **Motion Passed**