

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

Department of Public Health & Human Services, 111 North Sanders, Room 207, Helena, 3:30  
p.m.

**1. Greeting/Call to Order – Mike Manion**

Mike called the meeting to order at 3:36 p.m. Members present: Bill Crane, Patrick Sheehan, Danielle Williams, Marcia Armstrong, Pam Carlson, Hope Stockwell, and Frank Clinch

Excused absences: Kirsten Wrzesinski, Shelly Clinch, Matt Dale, and Gary Owen

Agency liaisons present: Monica Abbott (DOA) for Steven Hrubes.

Contractors present: Alison Munson and Jessica Tate.

**2. Review minutes from March 16, 2016 meeting**

Hope Stockwell noted that a word is missing from the last sentence so the sentence will read: "The committee concluded that it would be up to the nonprofits to reach out *to* board members and involve them how they saw fit within parameters, and we can let them know that is an option."

**MOTION:** Frank Clinch offered a motion to accept the corrected minutes, which Danielle Williams seconded. The motion passed unanimously.

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

- a. Next meeting dates: May 18, 2016 and June 15, 2016

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

No comment at this meeting.

**5. Audit – Jacki Frank**

- a. Jacki Frank, the auditor for Anderson Zurmuehlen (AZ), summarized the audit for the 2014 campaign. AZ issued a clean opinion for the 2014 campaign. A clean opinion shows that the auditor believes there were no generally accepted accounting principles (GAAP) departures or no policies being violated.
- b. Jacki stated that nothing has changed in GAAP. There were no difficulties in performing the audit. Nothing was found to be inappropriate. There was a check to ensure there were no duplicate contributions. There is detailed supplemental information of what is paid out to organizations.
- c. The shrinkage was 12.81%, and AZ typically recommends 13% or 14%. Any cushion at the end is good.

Mike Manion asked if there are comparable entities we could review to determine what we should use for shrinkage. Jacki will send over the campaign's historical uncollectables. For 2014, the shrinkage was less than 15% and shrinkage under 25% is good.

- d. The final payouts for the 2014 campaign will be made next month. It will match the financials to the audit.

**MOTION:** Bill Crane offered a motion to accept the audit, which Marcia Armstrong seconded. The motion passed unanimously.

## **6. Fiscal Agent Report – Alison Munson and Jessica Tate**

### March 2016 financials

The financials now match budget.

Jessica went over the financials.

Jessica asked for suggestions to improve the website. All suggestions can be sent to Jessica.

**MOTION:** Bill Crane offered a motion to accept the financials, which Frank Clinch seconded. The motion passed unanimously.

### **Current Financials – through March**

2014 Campaign Revenue	\$508,649.64
2014 Campaign Expenditures	\$480,316.71
2014 Campaign Balance	\$ 28,332.93
2015 Campaign Revenue	\$153,297.27
2015 Campaign Expenditures	\$ 23,429.73
2015 Campaign Balance	\$129,867.54

## **7. Program Contractor's Report – Jessica Tate**

### a. Department Coordinator Survey

There was discussion about prizes and types of prizes. There also was discussion about improvement in training of coordinators to encourage all agencies to participate fully.

- b. Applications are due May 16<sup>th</sup>. Alison Munson gave a tour of the Submittable site. Jessica will send out a link to the Submittable site to the members.

### c. Postcards for Application

There is a need to extend the deadline because the postcard is not ready. It will be a 15 day extension.

d. Online Approval

Members will be able to go online see that everything is complete and give approval for the applications. In Alison's demonstration, she showed how easy it was to select the application and review and approve it after it was marked complete. Alison and Jessica will mark the applications complete.

**8. Chairman's Report – Mike**

Nothing to report today.

**9. Other Business/Adjourn**

**MOTION:** Hope Stockwell offered a motion to adjourn, which Bill Crane seconded. The motion passed unanimously and the meeting adjourned at 4:42 p.m.