

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, May 18, 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 3:37 p.m. Members present: Bill Crane, Patrick Sheehan, Danielle Williams, Marcia Armstrong, Gary Owen, Pam Carlson, Hope Stockwell, Kirsten Wrzesinski, Frank Clinch, and Jessica Barnes

Excused absences: Matt Dale

Agency liaisons present: Steven Hrubes (DOA).

Contractors present: Alison Munson and Jessica Tate.

Mike Manion introduced and welcomed Jessica Barnes to the committee, who will be taking over for Shelly Clinch, as a representative from the Governor's Office.

2. Review minutes from April 20, 2016 meeting

The committee decided to wait on reviewing and accepting minutes from the April 20th SECGC meeting until June 15th, due to a miscommunication of not having physical copies to look over at the time.

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

- a. Next meeting dates: June 15, 2016 and July 20, 2016

4. Public Comment – members of the public

No comment at this meeting.

5. Business/Topics – Jessica Tate

Mike Manion gave the floor to Jessica who had a query to put before the committee. A small food bank that operates under the chamber of commerce outside of Malta has reached out to in hopes of becoming a part of the SECGC. The food bank currently runs as a 501-C6 instead of a regular 501-C3. The committee discussed and would have no issue in allowing them to be a part of the campaign, except for the logistics surrounding the allowance. Jessica brought up that the donations would only be allowed towards programs and not admin or payroll, due to 501-C6 laws, and the committee discussed who would hold them accountable if allowed in.

Munson brought up the acute size of town they reside in, and whether or not the campaign would do them any good if they were to be allowed. The committee agreed that it was a legitimate concern, but it is always up to the non-profits to be part of the campaign or not.

Gary brought up that only 501-C3 status non-profits are what the SECGC guidelines permit. The consensus of the committee was to report back that it would not be possible

this campaign, but we would look at the possibility for future campaigns, and to suggest to them that they look at becoming a 501-C3 nonprofit.

6. Fiscal Agent Report – Alison Munson and Jessica Tate

Jessica stated that there was nothing major going on, just that time has been spent making sure that all the non-profit banking information was correct and current to diffuse any potential issues.

April 2016 financials

- \$2779.67 in application fees have been collected thus far, with 2 more outstanding fees on the way.
- Jessica walked the committee through her new process with financials and thanked Hope for assisting her the past month with the process of cleaning up the spreadsheet.
- Jessica Tate will meet with Jessica Barnes to go through the overall process and answer any questions she may have over financials.

Current Financials – through _____

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

Jessica explained the remaining funds from the 2014 campaign that are outstanding are a calculation error in the Audit from Anderson Zurmuehlen in relation to the Contract fees being calculated at a higher rate. \$ 60.08 are due to fourth quarter payments that were returned due to the dissolution of organizations previously participating within the campaign. The remaining \$2750.00 was a contract fee calculation error. These funds will be maintained in the bank account and added into the undesignated amount for disbursement with the 2015 campaign fourth quarter payment.

Mike brought up the unclear labeling of “Months” and “Years” on the financial report. It was explained the report needs to be labeled in its current form in order to pull the information correctly. Going forward, Jessica said she would volunteer to clear it up to be more straight forward and easier to read.

MOTION: Mike offered the committee motion to adopt the financial report. Frank Clinch motioned, which Kirsten Wrzesinski seconded. The motion passed 6 out of 7. (*Gary Owen, who had been conferenced in via telephone, was unable to vote due to his connection was lost at time of motion*)

7. Program Contractor's Report – Jessica Tate

a. Postcards are Sent

Postcards finally went out and the deadline for the campaign has been extended to beginning of June. The non-profits are on track as far as amount of submissions even with the postcard being sent late, and Jessica reported that there were 20 new non-profits that have applied for the campaign this year.

b. Solicitation for prizes has started. Any ideas for contributors are welcome and wanted.

c. NWUW Basket

L&C United way has been trying to resolve an outstanding 2015 prize donation from NorthWest United Way in Kalispell. Multiple attempts at retrieving the pledged basket have taken place, but they have not been able to take care of it. Jessica is going to put together a basket and reward it to the recipient. Should the NWUW come though we will add it to the 2016 campaign prizes.

d. Kick Off Locations

Mike inquired about the various kick off locations and what the status was on locking down places for the event. Jessica reported that all is good and non-profits are already signing up, and volunteers are already in line and ready to assist at the event in some towns. Social media and websites have been updated with all information and logistics. With growth of the event, it is being debated on whether or not to limit each non-profit to one booth space, instead of having the prior ability to reserve two. The decision will be made closer to the event when registration numbers are clearer.

e. The data crossover from Submittable has been confirmed to work with SITSD and the Click and Give for state employees, and will actually help clean up the internal system each year as the information gets uploaded.

Hope asked some clarifying questions regarding Submittable and approving applications based on address and location. Jessica explained the intricacies and guidelines that have been set that a non-profit based out of state, but has a Montana address is still eligible to apply. She has already vetted out the ones with potential concerns and let the non-profits this stipulation effects know, so the committee should be able to approve non-profits into the campaign without issue.

8. Chairman's Report – Mike

Nothing to report today.

9. Other Business/Adjourn

MOTION: Jessica Barnes offered a motion to adjourn, which Danielle Williams seconded. The motion passed unanimously and the meeting adjourned at 4:29 p.m.