

SECGC ADVISORY COUNCIL MEETING

Wednesday, August 17, 2022, at 3:30 pm

Location: Remote via Teams

Members Present: Sandy Booth, Jasyn Harrington, Kirsten Wrzesinski, Mandy Rambo, Kathy Ralston, Brett Christian, Elena Gallant-Velez

Members Excused: Gary Owen

Contractors: Emily McVey, Bill Crane

SITSD Staff: Mike Murphy

DOA Staff: Dean Mack and Julie James

1. Greeting/Call to Order
 - A. Dean called the meeting to order at 3:32 p.m.
 - B. A quorum was present.

2. Review and accept July 20, 2022, Advisory Council minutes
 - A. Jasyn moved to accept the minutes as proposed. Sandy seconded the motion, and it carried.

3. Review meeting agenda and upcoming meeting schedule
 - A. Next meeting will be scheduled for September 21, 2022, at 3:30 p.m. (Jasyn is not able to attend.)

4. Fiscal Agent Report – *Emily McVey*
 - A. Emily reported the 2020 campaign is ready to close. The audit was actually \$8,250, so a deficit will be indicated.
 - B. 2021 financials need to be updated with the final payouts. Emily noticed an error in a report that will be corrected.
 - C. 2022 funds are being received for the application fees.
 - D. Sandy moved to approve the financial reports with Emily's noted corrections. Mandy seconded the motion, and it carried.

5. Coordinator Report – *Bill Crane*
 - A. 2023 campaign update
Bill reported 47 groups signed up for the kickoff in the rotunda. He continues to obtain prizes, work with BCBSMT for a grant, and update the giving guide once prize sponsors are obtained. Helena Motors sold recently, so he sent a message to the outgoing owner and will also communicate with the new owner.
 - B. Mike tested the Click and Give site in the sandbox. It is live and functioning properly.
 - C. The coordinator list is updated. Bill is holding the coordinator training in early September.
 - D. Bill will send ITSD popups messages for log-in. The yard sign distribution is planned for September 25. Reminder: this campaign will last 4 weeks rather than

6. Bill asked Dean to work on the Governor letter. Bill will follow up with Sletten and Allegiance for prizes. Sandy mentioned Steed Industries and Kirsten mentioned Premise Health Center as possible prize donors.

6. Chair Report – *Dean Mack*
 - A. Dean did not have anything to report.
7. Public comment, if applicable. NONE.
8. Other business. NONE.
9. The meeting was adjourned at 3:58 p.m.