

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**

Remote Teams Meeting
Wednesday, July 20, 2022 - 3:30pm

Members Present: Sandy Booth, Jasyn Harrington, Kirsten Wrzesinski, Gary Owen, Mandy Rambo, Kathy Ralston, Brett Christian

Members Excused:

Contractors: Emily McVey, Bill Crane

SITSD Staff:

DOA Staff: Dean Mack and Julie James

- I. Greeting/Call to Order
 - A. Dean called the meeting to order at 3:33 p.m.
 - B. A quorum was present.

- II. Review Previous Advisory Council Meeting Minutes
 - A. Mandy moved to approve the June 22, 2022, meeting minutes. Jasyn seconded the motion, and it passed unanimously.
 - B. The next meeting is scheduled for August 17, 2022, at 3:30 p.m.

- III. Fiscal Agent Report
 - A. The final 2020 campaign payment was sent. The last remaining item for 2020 is to sign and pay for the audit.
 - B. Emily reported on the next campaign budget. The largest jump in the budget is the increased cost for the audit. Overhead is around 13 – 15 percent and is paid first before the remaining balance is sent to the organizations. The area of the budget not used is printing. Increasing the campaign contributions will help offset the expenses.
 - C. Gary moved to approve the budget as proposed. Mandy seconded the motion, and it passed unanimously.
 - D. Emily presented the financial report. Sandy moved to approve it; Mandy seconded the motion, and it passed unanimously.

- IV. Coordinator Report
 - A. Bill has reserved the Capitol rotunda on September 26 for the kickoff event. Currently, 41 vendors have registered to participate; room is available for more vendors to join. The registration deadline is set for August 31.
 - B. Bill reported that 314 applications were approved.
 - C. Bill asked for volunteers to contact businesses for donations. He will email the group a list for anyone who is willing to call businesses.
 - D. Bill mentioned that we paid \$1,000 for the Submittable program and expressed

concerns that changes are making it less effective for the SECGC needs.

- E. Bill mentioned that the coordinator luncheon hasn't been well attended, and he is considering other options for recognition.
- F. Bill will send the list of volunteer names to each agency and ask that each update the list with current volunteer names.
- G. The kickoff for the next campaign will begin in August. Dean mentioned we should communicate through email because more employees are expected to be working remotely starting in August.

V. Chair's Report

- A. Dean did not have anything to report.

VI. Other Business

- A. Sandy mentioned the accountant she knew would not be able to bid for the SECGC audit.

VII. Public Comment

- A. None.

VIII. Adjourn: The chair adjourned the meeting at 4:08 p.m.