

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, August 17, 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, Danielle Williams, Pam Carlson, Hope Stockwell, Kirsten Wrzesinski, and Patrick Sheehan.*

Excused absences: *Marcia Armstrong, Frank Clinch, Gary Owen, Jessica Barnes, and Alison Munson.*

Agency liaisons present: *Steven Hrubes (DOA)*

Contractors present: *Dana Friede for Alison*

2. Mike requested motions to accept previous months' financials

July 2016 - 1st Bill
2nd by Danielle
(Vote was unanimous)

June 2016 - 1st Bill
2nd by Hope
(Vote was unanimous)

May 2016 - 1st Bill
2nd by Patrick
(Vote was unanimous)

3. Mike requested motions to accept previous months' financials

July 2016 - 1st Danielle
2nd by Hope
(Vote was unanimous with spelling corrections)

June 2016 - 1st Bill
2nd by Pam
(Vote was unanimous with spelling corrections and number of NPOs in campaign change)

4. Review meeting agenda and Advisory Council members' schedules for the upcoming meetings

a. Next meeting dates: Sept 20th and Oct 19th .
No known absences at this time.

- Rotunda Event September 26th
- Yard sign set up on September 25th at the Capitol Complex.

The Council voted to have another set of signs made for \$552.62 to enhance the presence of the campaign, and will take it out of supply cost (6130).

Motioned to be Accepted by Mike

1st Bill

2nd Pam

(Vote was unanimous)

5. Public Comment – members of the public

No comment at this meeting.

6. Business/Topics – Mike

Mike welcomed Dana Friede to the Council meeting.

Matt Dale has decided to resign from the board due to his work schedule and the conflicts with the Council meetings. Mike will work with Mike Milburn to replace Matt.

7. Fiscal Agent Report –Dana

Current Financials – *through July 2016*

2015 Campaign Revenue	\$ 355,733.62
2015 Campaign Expenditures	\$ 167,458.43
2015 Campaign Balance	\$ 188,275.19
2016 Campaign Revenue	\$ 8,903.23
2016 Campaign Expense	\$ 4,501.12
2016 Campaign Balance	\$ 4,402.11

MOTION: (Motioned and accepted earlier by Council)

8. Program Contractor's Report – Dana

The solicitation letter has been sent to businesses and organizations for their sponsorships and donations to the campaign. Sponsors added were Valley Bank at \$500 and Helena Motors at \$1,000.

Alison asked the council if it would be interested in the the possibility of doing a SECGC Council basket to add to the prize giveaways, and possibly adding a \$50 Costco card to it. Mike will see if Costco would be interested in donating, and the Council is willing to add items if they know the where and when to drop off items.

A conference call for all the Kick- Off locations to clarify logistics and expectations, as well as Department Coordinators trainings will take place in the next month.

9. Chairman's Report – Mike

Mike will follow up with Frank on Great Falls event spaces, and Kalispell location will need to be confirmed by next meeting.

Bill asked Steven about the new SECGC codes to put in the template provided by SITSD for the Click and Give site and when those can be expected. Steven said he will get it back to Bill by the following Tuesday to proceed with uploading to the backend of the system.

Mike reported that State HR is paying for SITSD for the IT work necessary for the campaign.

10. Other Business/Adjourn

Hope raised the previous inquiry from the Legislative Audit Division regarding tax treatment of prizes and how prizes are solicited. Hope did speak with Alexa O'Dell, the auditor, and Alex said if there were further questions she would ask.

MOTION: Mike requested a motion to adjourn by Mike.

Bill 1st

Patrick 2nd

Vote was unanimous

Adjourned at 4:15