

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

ADVISORY COUNCIL MEETING MINUTES

Wednesday, January 18, 2017

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena, 3:30 p.m.

Members Present: Pam Carlson, Patrick Sheehan, Danielle Williams, Frank Clinch, Jessica Barnes, Mike Manion, and Bill Crane.

Absent : Hope Stockwell, Kirsten Wrzesinski, Gary Owen

DOA staff present: Steven Hrubes

United Way Representative: Alison Munson

1. Greeting/Call to Order.
Mike called the meeting to order at 3:36 p.m.
2. Reviewed minutes from the November meeting.

Motion: Bill Crane moved to approve the minutes. Pam Carlson seconded the motion, and the motion passed unanimously without discussion.

3. Review meeting agenda and Council members' schedules for the upcoming meetings.
 - a. Next meeting dates: February 15th, and March 15th
Jessica Barnes may possibly be here in February, not March. Hope will be absent for both most likely. Pam Carlson will be gone in March.

4. Public Comment – members of the public.
No comment.

5. Fiscal Agent Report – Alison

Alison noticed a discrepancy of \$500 dollars, and this will be fixed next month. This was just a typo while inputting data.

Concerning sponsorship fees, there is \$1000 that was put in the wrong column and will be put toward current sponsorship fees. Alison is contacting the few remaining sponsors about outstanding sponsorship fees.

Prize expenses and costs for volunteer events were under budget for the 2016 campaign. Once we receive all sponsor donations, the 2016 will be within budget.

Current Financials Reviewed by the Council – through December 2016

2015 Campaign Revenue	\$464,387.65
2015 Campaign Expenditures	\$372,083.51
2015 Campaign Balance	\$ 92,304.14
2016 Campaign Revenue	\$ 56,849.51
2016 Campaign Expenditures	\$ 10,604.81
2016 Campaign Balance	\$ 46,244.70

Motion: Frank Clinch moved to accept the financials. Patrick Sheehan seconded the motion, and it passed unanimously.

Motion: Frank Clinch Moved to accept the November financials with the contingent corrections as stated in last month’s minutes, and Jessica Barnes seconded. The motion passed unanimously.

6. Program Contractor's Report – Alison

There was discussion about adjusting budget and moving money from certain areas to others based upon campaign needs. Some points of discussion were the possibility to reduce the budget for printing and non-Capitol Rotunda launch events, due to low attendance in certain areas. The council wanted to keep the volunteer budget at the same level, and agreed we should keep an eye out for opportunities to decrease costs.

Motion: Bill Crane moved to adopt the budget for the 2017 campaign, and Patrick Sheehan seconded the motion. The motion passed unanimously with no discussion.

Alison noted that input from state employees requested an increase in the prize numbers, which will be reviewed. Also, we want to empower and give the volunteers and coordinators expanded training, if necessary, so they are well informed and able to answer employee questions. Part of the solution is to have more volunteers and start the trainings earlier to hopefully increase attendance.

The next idea would be to change how nonprofits apply each year. One option that has been discussed in previous meetings is to create an “Opt- out” system, whereby non-profits who participated in the previous year’s campaign would automatically be included in the next campaign, unless the firm provided notice it did not want participate. The SOS registration for these firms could be checked fairly easily. Ideally, it would be best to have an online payment feature for the registration fee, as well as the event table fee. DOA-HR would have to manually check non-profits into the click and give system based off a solid list of who sends in the registration check for that campaign year.

The council decided to revisit this application issue at later meetings, hopefully with input from the SITSD team that has provided assistance for the campaign. SITSD can provide input on how to best streamline and simplify the application process.

7. Chairman's Report – Mike

Mike stated the celebration went very well in December and everyone had a good time at the event.

8. Other Business/Adjourn

Frank asked about people getting tax paperwork, and Alison went through her process of relaying tax information to donors. It was discussed that it may need to be sent later so they are able to differentiate between years of donation and for better accuracy.

Motion: Bill Crane moved to adjourn. Pam Carlson seconded the motion, and the motion passed unanimously.

Meeting adjourned at 4:38pm