

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Wednesday, March 15, 2017**

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

1. Greeting/Call to Order – Frank Clinch (sitting in for Mike Manion)

Frank called the meeting to order at 3:36 p.m.

Members present: Bill Crane, Kirsten Wrzesinski, Danielle Williams, Frank Clinch, Pam Carlson

Excused absences: Gary Owen, Mike Manion, Patrick Sheehan, Hope Stockwell

Agency liaisons present: Steven Hrubes (DOA)

Contractors present: Alison Munson

2. Review minutes and financials from January and February

There were not enough members present to make a quorum for review and motioning of the January and February minutes and financials. They will be on the agenda for the April meeting to motion.

MOTION: No motion at this time. Will motion on April 19.

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

Next meeting dates: April 19 and May 17

No current conflict of members present.

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Alison Munson

Alison Munson went over the financial reports and stated that the 2015 is wrapped up and sent for audit draft approval. Alison did note that there was a \$67 mistake somewhere, and United Way will cover until the next cycle, but they hope it will be found in the audit.

Alison has hired an accountant to do calculations for the 2016 accounts, and will be creating policy and protocols for progeny and future campaigns.

MOTION: No motion for March financials at this time. Will motion on April 19.

Current Financials – *through February 2017*

2015 Campaign Revenue	\$518,543.99
2015 Campaign Expenditures	\$377,671.37
2015 Campaign Balance	\$140,872.62

2016 Campaign Revenue	\$114,468.17
2016 Campaign Expenditures	\$ 22,827.08
2016 Campaign Balance	\$ 91,641.09

6. Program Contractor's Report – Alison Munson

Alison wanted to thank Bill for his help in figuring out the submitting process for non-profits in Submittable and getting the program to speak with the Click and Give site. Bill reported the one inputting software he was looking into did not pan out. He revisited Submittable and configured it to match previous needs via conversations with SITSD, Steven, and his own manual edits to easily get the non-profits into the campaign, which will make it easier for all involved, while following the same procedure as last year.

There will be an automatic email sent with a link to register and sign up for the rotunda event once the non-profit submits, so that will hopefully clarify the separate registration need.

Alison reported that she does the Federation conference call every year as per contract states. She stated the call is now pointless as the registration process is now simplified, and the Federations will be invited to attend other meeting in lieu of the separate conference call.

All spaces are reserved for the Rotunda Event on September 25th. Everything should be good to go on that front.

The invites will be sent out soon and the soft open for registrations from non-profits into the campaign, as previously discussed, is set for April 22nd, which will allow us to fix anything if necessary as it arises.

7. Chairman's Report – Mike

Nothing to report from Mike, who was absent.

8. Other Business/Adjourn

MOTION: No other business. Meeting ended at 3:55pm.