

# **STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN**

## **ADVISORY COUNCIL MEETING MINUTES**

**Wednesday, April 19, 2017**

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena

**Members Present: Pam Carlson, Kristen Wrzesinski, Mike Manion, Bill Crane, Frank Clinch, Hope Stockwell, Danielle Williams, Jessica Barnes (via telephone), and Patrick Sheehan.**

**Absent: Gary Owen.**

**DOA staff present: Monica Abbott**

**1. Greeting/Call to Order.**

Mike called the meeting to order at 3:34.

**2. Review Minutes and Financials.**

**a. Review Minutes from January, February, and March**

Bill offered a motion to accept the minutes of January with the exception that Danielle was not present. Frank seconded and the motion passed unanimously.

Bill moved to accept the February minutes. Danielle seconded the motion and it passed unanimously.

Hope pointed out two sentences in the march minutes that needed clarification. In the third paragraph, under the Program Contractor's Report, the sentence should read "Alison reported that she does the Federations conference call every year as per the coordination contract states. She stated the call is now pointless as the registration process is now simplified, and the Federations will be invited to attend another meeting in lieu of the separate conference call." Hope offered a motion for the minutes for March to be accepted with the changes. Danielle seconded the motion and it passed unanimously.

**b. Review Financials from January, February, and March**

The financials for January and February were discussed at previous meetings but there wasn't a quorum to allow a vote. Frank offered a motion to accept the financials for January and February. Kirsten seconded the motion and it passed unanimously.

**3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.**

- a. Next meeting dates: May 17<sup>th</sup> Danielle will not be able to attend and on June 21<sup>st</sup> Hope will not be able to attend.

4. Public Comment, if applicable

No comments.

5. Fiscal Agent Report – Alison

Alison reported the allocations she is waiting for new account numbers from several organizations. The uncollectible was lower than expected. Alison reported that payments will be made on May 1, August 1, November 1, and approximately 10 days after March 1.

**Current Financials Reviewed by the Council – *through March 2017***

2015 Campaign Revenue	\$518,555.03
2015 Campaign Expenditures	\$490,534.29
2015 Campaign Balance	\$ 28,020.74
2016 Campaign Revenue	\$ 152,054.42
2016 Campaign Expenditures	\$ 22,827.08
2016 Campaign Balance	\$ 129,227.34
2017 Campaign Revenue	\$ 0.00
2017 Campaign Expenditures	\$ 72.00
2017 Campaign Balance	\$ -72.00

A motion to adopt was offered by Bill. Patrick seconded the motion and it passed unanimously.

6. Coordinator Report - Alison

The application is available on Submittable. There are 29 independents, 2 federations, and 70 affiliate federations. Alison reported that 466 emails were sent and 121 bounced back. Alison will work with Steven to send out a post card to notify those that bounced back.

A coordinator email will go out next week with August 3 & 4 scheduled for coordinator training. Alison scheduled the training earlier this year in response to requests on the final survey of the coordinators. She has reserved the rotunda for the September 25 kickoff and the December luncheon.

There was discussion about the location in Great Falls. The Giving Guide deadline is July 29 deadline. Mike asked what was needed. Alison replied that help with sponsors is appreciated.

The kickoff in Kalispell is one more chance and hopefully it will be better than last year. The kickoff in Missoula is scheduled. It was suggested to reach out to Billings and Bozeman to see if they want a kickoff there.

7. Chairman's Report – Mike

Governor's office needs to continue the council and Mike asked if everyone present was still willing to be on the council. He will send names to fill the open positions along with the continuing order. Frank will find a person for the DPHHS position.

Mike mentioned the tax letters were sent out from the auditor.

It was suggested to send the letter for taxes in December. Mike will check to see if the amount could be added to the W-2 at the end of the year.

8. Other Business as needed

Bill said we send out the names of the donors but he was saying we don't send out the amounts donated. The question of if federations can obtain the amounts of money donated will be added to the agenda of the May meeting.

9. Adjourn

Hope offered a motion to adjourn and Pam seconded the motion. The meeting adjourned at 4:31 p.m.