

STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, May 17, 2017



Department of Public Health & Human Services, 111 North Sanders, Room 207, Helena, 3:30 p.m.

1. Greeting/Call to Order – Mike Manion at 3:36 p.m.

Members present: Mike Manion, Pam Carlson, Hope Stockwell, Jessica Barnes, Gary Owen via phone, Frank Clinch, Bill Crane and Patrick Sheehan

Excused absences: Danielle Williams

Agency liaisons present: Steven Hrubes (DOA)

Contractors present: Alison Munson

2. Review Meeting Minutes

Motion: Mike requested a motion to accept the April 19th meeting minutes. Hope made the motion, and Pam seconded it. The motion passed unanimously.

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

a. Next meeting dates:

June 21 – Hope should be gone, and a few others will double check availability, but don't see immediate issues

July 19 – Nobody sees immediate issues.

4. Public Comment – members of the public

No comment at this meeting.

5. Financials – Alison Munson

April 2017 financials

2015 Campaign Income	\$518,555.03
2015 Campaign Expense	\$490,534.29
2015 Campaign Balance	\$280,20.74
2016 Campaign Income	\$189,421.97
2016 Campaign Expense	\$22,827.08
2016 Campaign Balance	\$166,594.89
2017 Campaign Income	\$526.65
2017 Campaign Expense	\$144.00
2017 Campaign Balance	\$382.65

Alison explained that United Way will always pay-out donations totaling less than \$100 in one lump sum to the non-profit organization (NPO) instead of incremental payments by quarter.

Alison found a 2015 discrepancy and wanted to double-check it with Anderson Zurmuehlen (AZ), the campaign's auditor. There is currently a larger total than there should be for the income total, and Alison believes it could be money from the 2016 that was inadvertently captured in the 2015 campaign. She will report back to the Council after the discussion with AZ. Gary asked what would happen if Alison's surmise is correct. Alison answered that the money would likely go to pay the auditor and would simply roll over into the next campaign to be divided out to NPOs.

Motion: Mike requested a motion to accept the April 2017 financials. Frank made the motion, and Gary seconded it. The motion passed unanimously.

6. Business –Mike Manion

Mike explained that for the 2016 campaign NPOs received the name of donors who wanted to remain anonymous. This was a programming error. NPOs have been asked to destroy the information containing those names. Alison explained since United Way is the liaison for the SECGC, it appeared that it was the culpable party. United Way incurred additional costs and expended additional time to handle the issue. The issue has been resolved.

Pam asked if United Way wanted to calculate the cost of remaining amount of time and energy put into the issue so it does not have to take absorb the cost, as it exceeds its contractual duties. The Council agreed that the budget could potentially cover the reimbursement. Discussion was had over the different avenues to recoup the money and on ways to make sure this issue does not happen again. Mike will see about some possibilities, i.e.: reminders to SITSD in the future campaigns, etc.

Gary asked how many names were released. Alison explained that given each non-profit had at least one donor who was affected, she estimated a minimum of 420. The Council determined to notify the donors, but Alison warned that the amount of time would be significant to contact everyone. She said she would check the open rate of the emails sent and report back.

The Council decided that an email sent to those people whose names were released would be a good idea, explaining the issue and that preventative steps were put in place to stop future issues. The hope was to have these out ASAP, as early as next week.

7. Program Contractor's Report – Alison Munson

The website has been revamped with lots of tutorials for people filling out the Submittable form and other changes for optimization and ease of use, hopefully to limit calls to her office.

Statistics to date:

173 submittals for Affiliates

7 Federation submittals

75 submittals for Independents.

Based on previous campaigns, the total to date is a little low for independent submissions. Alison will send a weekly email to remind the independents and post reminders on social media to spur more traffic.

Hope said she attempted to sign-in to Submittable but couldn't get in. Alison said she would have the authorization codes sent ASAP so Council members can get a head start on the authorization process.

8. Chairman's Report – Mike

Mike said he checked with Dean Mack Deputy Administrator with the State Human Resources Division about putting the donation amounts on donors W2s. Mike had not heard back from him so he will follow up and see if anything more has transpired.

9. Other Business/Adjourn

None at this time.

MOTION: Mike requested a motion to adjourn the meeting at 4:17 p.m. Pam made the motion, and Hope seconded it. The motion passed unanimously.