

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, July 19, 2017**

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 3:33 p.m.

Members present: Mike Manion, Bill Crane, Pam Carlson, Hope Stockwell, Kirsten Wrzesinski, Jessica Barnes, Frank Clinch, Penny Fassett, Linda Egebjerg, Gary Owen, and Patrick Sheehan

Excused absences: Liz Bangerter and Danielle Williams

Agency liaisons present: Steven Hrubes (DOA).

Contractors present: Alison Munson

2. Review minutes for June 21, 2017 meeting

MOTION: Mike requested a motion to adopt the June 21, 2017 minutes. Penny made the motion, and Bill seconded it. The motion passed unanimously.

3. Upcoming Meetings

Next meeting dates: August 16th and Sept 20th

Hope may not be at the September 20 meeting.

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Alison

Jacki Frank, the AZ auditor, fixed the discrepancy from the previous financials. An item was classified wrong but has been corrected.

Current Financials

2015 Campaign Revenue	\$ 497,312.88
2015 Campaign Expenditures	\$ 490,534.29
2015 Campaign Balance	\$ 6,778.59
2016 Campaign Revenue	\$ 288,781.40
2016 Campaign Expenditures	\$ 162,603.93
2016 Campaign Balance	\$ 126,177.47
2017 Campaign Revenue	\$ 6,724.10
2017 Campaign Expense	\$ 308.00
2017 Campaign Balance	\$ 6,416.10

Alison noted that the application fees are down, but we have yet to bill quite a few of them, so that number should hopefully jump by the next meeting. The same goes with the table fees for the Capitol Rotunda event on September 25.

Alison claimed all submissions are taken care of, and she will clear up the Northwest United Way issue by next month.

MOTION: Mike requested a motion to adopt the June financial statements. Frank made the motion, and Patrick seconded it. The motion passed unanimously.

6. Program Contractor's Report – Alison

The Council was asked to set a campaign goal. Alison suggested \$500,000 since it would be in between previous years. The Council decided to set the goal at \$510,000 after some debate on whether to be safe or to have a good challenge. Alison will get the information to the Governor's office.

Sponsor letters to businesses went out that day to business and organizations that have given in the past. Linda will meet with Alison to see about follow up on contacts for sponsorships. Alison noted it is beneficial when Council members do the asks for sponsorships and prizes so it doesn't look like United Way is soliciting. Alison intends to email a list to the Council of potential businesses to see if anyone may have a connection.

Linda brought up a conversation in her office about the usability of the Click and Give site. It would be nice to have filters or a search option to narrow down options as it can be overwhelming to identify the charity to which a person wishes to donate. Chris will look to see if it's possible to provide a search tool within the description. Alison said she can work on categorizing NPOs for next year, as well as having them self-identify as part of the application process.

Pop-ups for the Mine site will be taken care of ASAP.

Mike brought up that he had heard Last Chance Radio was having issues with Submittable. Alison will look into it.

(At this time Frank had to leave the meeting for a prior engagement.)

Alison brought forth the option to let a late submission into the campaign, only because nothing has been finalized in the systems so it would be easy to add in now, as opposed to later. The Council discussed the pros and cons for some time on the option. Based upon the need to be consistent and set precedents for future NPOs that may ask similar of the campaign, the Council was split. Mike asked the Council to vote.

MOTION: Hope motioned to not allow the late submission.
Bill seconded the motion. The Council Voted 5 to 4 to **not accept late submissions.**

7. Chairman's Report – Mike

Mike asked the Council if everyone was comfortable with where the council was in the campaign thus far. Unanimously agreed that everything is in place and on track.

8. Other Business/Adjourn

Bill reiterated the issue from last meeting, regarding whether an entity should file with the Secretary of State's (SOS) Office if it wants to participate in the SECGC. He added that filing with SOS would clarify the status of the organization and prevent abuse of participating in the campaign (listing numerous organizations under one main organization). The Council discussed the issue extensively, and it was decided further discussion on the topic for the future may be in order, but since there is only one Federation causing the issue, it may just take more training for that Federation specifically to address the issue.

MOTION: Mike requested a motion to adjourn. Gary moved to adjourn, and Bill seconded the motion. The meeting adjourned at 4:44 p.m.