

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, August 16, 2017**

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

1. Greeting/Call to Order – Mike Manion

Mike called the meeting to order at 3:53 p.m.

(Late due to a previous meeting in the conference room, as well as copies for committee members that needed to be made)

Members present: Mike Manion, Bill Crane, Pam Carlson, Hope Stockwell, Kirsten Wrzesinski, Jessica Barnes, Penny Fassett, Gary Owen (via phone), Liz Bangerter, and Danielle Williams

Excused absences: Frank Clinch, Linda Egebjerg, and Patrick Sheehan

Agency liaisons present: Steven Hrubes and Chris DuBois (DOA).

Contractors present: Alison Munson and Brittany Rooze (UW)

2. Review minutes from July 2017 meeting

MOTION: Mike requested a motion to adopt the minutes. Bill moved to adopt the minutes, and Penny seconded the motion. The motion passed unanimously.

3. Upcoming Meetings

Next meeting dates: Sept 20th and Oct 18th

Hope will not be present for September 20th but back for the Kickoff

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Alison

Jackie Frank, the AZ Auditor in charge of going over the audit for the 2015 SECGC Campaign, was given the floor and the group went over the documents in the audit. She reviewed her role and her procedures. Alison explained any problems or things that needed clarifying to members along the way. Jackie found no monetary issues needing to be resolved and no potential legal issues and concluded that the SECGC seems to be in full compliance and offered that Council members could reach out if they have any questions.

MOTION: Mike requested a motion to accept the 2015 Campaign Audit. Danielle moved to accept the audit, and Liz seconded the motion. The motion passed unanimously.

Alison broke down the financials:

Current Financials

2016 Campaign Revenue	\$ 288,787.13
2016 Campaign Expenditures	\$ 162,603.93
2016 Campaign Balance	\$ 126,183.20
2017 Campaign Revenue	\$ 6,724.10
2017 Campaign Expense	\$ 4,593.12
2017 Campaign Balance	\$ 2,130.98

Alison noted that the application fees are lower on line 4300, as many of the Federations have not paid their fees yet. Table fees are still lower with only 30 having signed up thus far. Alison plans to send out another promo, but she is not worried as that is normal for this time in the campaign.

MOTION: Mike requested a motion to adopt the July 2017 financials. Bill moved to accept the financials, and Hope seconded the motion. The motion passed unanimously.

6. Program Contractor's Report – Alison and Brittany

Brittany reported that the emphases thus far have been organizing prizes and making edits to the websites for ease of use and information availability. She met with Steven on backend of sites matters and has been corresponding with Chris on all IT issues and the Mine Page.

Alison brought up the delineation of jobs for Steven and HR vs. United Way, and is currently working with Steven and updating materials to make clear where those delineations are so that NPOs and state employees' needs are met more effectively.

Bill discussed the Giving Guide and is still working on getting the data correct and will continue to spot-check. He will then work with Steven and Chris to make sure everything is good-to-go for the upload.

The backend Pop-Ups are ready to go for the launch day.

A list of sponsors will be sent to Council members, and Alison encouraged the Council to reach out to people and business that may contribute.

Hope stated that Cherry Creek does Free Radio ads for NPOs, and the television station may do something as well. Hope also talked about the possibility of using the Westaff billboard on Cedar Street to advertise the campaign.

Chris discussed the link to the paper pledge form, which will be released soon, and reported that SITSD is working on all the backend processes and making sure details are being taken care of for a smooth launch on September 25th.

7. Chairman's Report – Mike

Mike had no business to discuss.

8. Other Business/Adjourn

No other business at this time.

MOTION: Mike requested a motion to adjourn. Liz moved to adjourn, and Pam seconded the motion. The motion passed unanimously.