

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday, September 20, 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 3:37 p.m.

*(No quorum)*

Members present: Mike Manion, Bill Crane, Pam Carlson, Jessica Barnes, Frank Clinch and Penny Fassett

Excused absences: Hope Stockwell, Kirsten Wrzesinski, Linda Egebjerg, Danielle Williams, Gary Owen, Liz Bangerter, and Patrick Sheehan

Agency liaisons present: Steven Hrubes (DOA)

Contractors present: Brittany Rooze (UW)

**2. Review minutes from August 2017 meeting**

**MOTION:** No vote to approve minutes without quorum present

**3. Upcoming Meetings**

Next meeting dates: Oct 18<sup>th</sup> and November 15<sup>th</sup>

Pam and Hope know they will not be present for October 18<sup>th</sup>

**4. Public Comment – members of the public**

No comment at this meeting.

**5. Fiscal Agent Report – Brittany**

**Current Financials**

2016 Campaign Revenue	\$ 518,878.15
2016 Campaign Expenditures	\$ 44,640.00
2016 Campaign Balance	\$ 474,238.15
2017 Campaign Revenue	\$ 523,000.00
2017 Campaign Expense	\$ 42,200.00
2017 Campaign Balance	\$ 480,800.00

2017 Table Fees will change at the end of the month as the money comes in, so the number will jump, but the overall number will be slightly lower than in previous years.

**MOTION:** No vote to approve financial statements without quorum present

**6. Program Contractor's Report – Alison and Brittany**

WeStaff sign will post SECGC ad on billboard located on the corner of Cedar and Montana. Brittany showed a mockup of the billboard and Bill suggested a “Thank you” be added. The Council members present agreed.

Posting the yard signs around the main campus and other sites around the city on Sunday at 1:00 p.m. before the Capitol Kick-Off Event, and Brittany urged Council members’ participation if possible.

Capitol Kick-Off event is currently at 58 tables. The NPOs are set with their information and protocol for that day. The Council discussed logistics for gathering pizza and coffee for the event.

Missoula Kick-Off even date has changed to a week later, on the following Wednesday, due to a conflicting event that would drag a bulk of the NPOs away from the SECGC campaign event. Mike asked Frank about getting some of the Great Falls Kick-Off details set-up, and Frank will take care of what he can. Mike asked if Kalispell was set, and Brittany said she would make sure they were ready to go by the promoted date.

Prizes – Mike needed someone to choose the campaigns prize winners each week as he will be absent for a some of the process with time off. It was decided Steven will take care of the selection. Council discussed some of the prizes and whether all of them were allowed e.g beer of the month club prizes. Mike said he would make sure they were all cleared by the Kickoff.

Brittany suggested the Council look at how NPOs sign-up for both the campaign and the Rotunda event next year. There is some confusion with the NPOs when they want to sign up for both the way the system currently works. The Council decided it would look at the process at a later date and see what can be done.

#### **7. Chairman's Report – Mike**

Jessica Barnes will be leaving the Council as she is moving away, and Mike wanted to make sure she was recognized for her hard work and the efforts she has put into all the campaigns with her time spent on the Council. She will be missed as an invaluable resource and Council member.

#### **8. Other Business/Adjourn**

No other business

**MOTION:** No quorum to officially adjourn the meeting. Meeting ended at 4:14 p.m.