

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, November 15th, 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 3:39 p.m.

(No quorum)

Members present: Mike Manion, Bill Crane, Pam Carlson, Sandy Booth, Frank Clinch, and Gary Owen

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

Agency liaisons present: Steven Hrubes, Chris Dubois (DOA)

Contractors present: Brittany Rooze (UW)

2. Review minutes from October 2017 meeting

MOTION: No motion to adopt the October minutes because a quorum was not present.

3. Upcoming Meetings

Next meeting dates: December 1st and January 17, 2018

No known conflicts

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Brittany

Current Financials

2016 Campaign Revenue	\$ 437,584.95
2016 Campaign Expenditures	\$ 374,230.23
2016 Campaign Balance	\$ 63,354.72
2017 Campaign Revenue	\$ 38,671.77
2017 Campaign Expense	\$ 10,131.01
2017 Campaign Balance	\$ 28,540.76

Nothing new or unusual to report, but still waiting on another round of table fees from the rotunda event to clear.

MOTION: No motion to adopt the financial reports because a quorum was not present.

6. Program Contractor's Report –Brittany

There is a woman wanting to donate after the campaign has closed. She is an annual donor that has consistently donated significant amounts to multiple NPOs, but was out traveling during the campaign and was unable to contribute. Chris DuBois says it would take a significant reconfiguration to reopen and close the window for donation. The Council unanimously agreed that it was unfortunate, but we would have to decline the request to allow for donation through the SECGC. Going forward, the Council wants to review the processes and duration of the campaign for circumstances such as this, including a final Governor's letter to announce the closing of the campaign as a final prompt to employees.

Brittany printed out a breakdown of contributions by agency for the Council. The Council discussed the lower numbers of donations than in previous years and agreed the budget climate materially affected the campaign numbers and giving percentages.

A reminder for the appreciation celebration on Dec 1st was announced, and we are to let Brittany know a head count. Mike asked for the guest speaker's contact information to discuss opportunities for talking points.

The promotional signs around the government buildings are still out, so Brittany reminded the Council to assist in gathering what they could.

Mike asked how the reactions to the prizes were this year, and Brittany reported that people have really enjoyed them this campaign.

7. Chairman's Report – Mike

Mike thanked everyone for the work they do, and thinks we had a great, and smooth, campaign year, even despite lower numbers. The Council thanked Mike as well.

Mike asked Chris if we were good on not disclosing the anonymous contributions, and he reported that we should be as long as the donors read and chose the option they wanted correctly. The wording of the prompt was discussed and will look at it at a future meeting. Brittany also brought up that we should clarify the donation method and time, i.e. by paycheck, by year, etc.

Gary stated he would like to see a breakdown of donations made outside of the Helena area as it would be good to look at those numbers to help promotion of the kick-off events. He added to Brittany's comment that he would like to see a breakdown of amounts given by paycheck and by year to ease some of the donor's confusion. The Council agreed that would be a good addition. Chris said he would research this matter.

8. Other Business/Adjourn

MOTION: The meeting ended at 4:20 pm.