

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN**

**ADVISORY COUNCIL MEETING Minutes**

**Wednesday, January 17, 2018**

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

Members present: Brittany Rooze, Liz Bangerter, Penny Fassett, Danielle Williams, Sandy Booth, Kirsten Wrzesinki, Bill Crane, Pam Carlson, Mike Manion, and Gary Owen via phone

1. Greeting/Call to Order. Mike called the meeting to order at 3:34 p.m.  
The minutes from November will be reviewed next month.
  
2. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
  - a. Next meeting dates: February 21 and March 21, 2018  
Mike asked everyone about the upcoming meeting dates. Bill might have an issue for March.
  
3. Public Comment – members of the public.  
No comment.
  
4. Fiscal Agent Report – Brittany Rooze

Brittany reported that in she discovered November a few organizations are no longer in existence. The 2015 campaign is closed out.

**November Financials Reviewed by the Council – *through November 2017***

2016 Campaign Revenue	\$476,780.23
2016 Campaign Expenditures	\$373,604.39
2016 Campaign Balance	\$103,175.84
2017 Campaign Revenue	\$ 46,000.97
2017 Campaign Expenditures	\$ 14,696.56
2017 Campaign Balance	\$ 31,304.41

A motion to accept the financials for November was offered by Bill Crane with Penny Fassett seconding. The motion passed unanimously.

**Current Financials Reviewed by the Council – *through December 2017***

2016 Campaign Revenue	\$511,181.36
2016 Campaign Expenditures	\$373,604.39
2016 Campaign Balance	\$137,576.97

2017 Campaign Revenue	\$ 46,014.14
2017 Campaign Expenditures	\$ 14,994.53
2017 Campaign Balance	\$ 31,019.61

Liz Bangerter offered a motion to accept the financials for December. Bill seconded the motion which passed unanimously.

a. Annual audit

Brittany asked if the audit needs to go out to bid. Mike will check but thinks it doesn't have to go for bid per administrative rules.

5. Program Contractor's Report – Brittany Rooze

a. 2018 Budget

The budget should be set within the next few months. Bill suggested to do it at the February meeting. It was agreed to be added to the agenda for the next meeting.

c. 2017 Uncollectible fee

Bill mentioned that it looked like the uncollectible for the 2016 campaign was close to 1%. Gary asked about the goal of the campaign and the final amount. Brittany said the uncollected is usually 4% she spoke with Alison about whether we need to adjust the uncollectible because of the number of layoffs. It is just an estimate. Brittany explained that as long as the estimate is higher than the actual then the campaign loses. If the estimate is lower the payouts will have been made before the final quarter payment.

6. Chairman's Report – Mike

Mike talked about the celebration. How well it went. He asked for comments on the campaign and suggestions to improve it. There was discussion about the outlying events. Kalispell is not working. Gary reported that Great Falls went well and would like to continue.

Bill said Butte and Anaconda has about 900 employees which is more than the number of employees in Bozeman. Bill added that Missoula would be better indoors. Mike will check into the Palmer location for some indoor space.

7. Other Business/Adjourn

Bill offered a motion to adjourn and Pam Carlson seconded it. The meeting adjourned at 4:07.