

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING  
Wednesday, May 16, 2018**

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 3:34 p.m.

Members present: Mike Manion, Frank Clinch, Bill Crane, Danielle Williams, Liz Bangerter, Penny Fassett, Pam Carlson, Hope Stockwell, Kirsten Wrzesinski

Excused absences: Gary Owen, Sandy Booth

Agency liaisons: Steven Hrubes

Contractors present: Brittany Rooze

**2. Review minutes from March 2018 meeting**

**MOTION:** Bill Crane motioned to adopt April meeting minutes (with minor correction for spelling). Kirsten Wrzesinski seconded the motion. Voting was unanimous.

**3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings - June 27, July 18**

Hope Stockwell may be gone for June and Pam Carlson may be as well.

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

No comment at this meeting.

**5. Fiscal Agent Report – Brittany Rooze**

Mike started by saying the audit will be done in a couple weeks, due to a small miscommunication and the SECGC financials were not given as part of the RFP. The group discussed the order of processes and will be something we look out for in coming years. Brittany will contact the Auditor and give more information if needed.

The first round of table fees and application fees were put in. The numbers shown are still off due to the month delay in receiving funds. The only expense this month was the \$72 for Submittable.

**Current Financials –**

2017 Campaign Revenue	\$183,984.19
2017 Campaign Expenditures	\$23,085.13
2017 Campaign Balance	\$160,899.06
2018 Campaign Revenue	\$1,537.20
2018 Campaign Expenditures	\$288.00
2018 Campaign Balance	\$1,249.20

**MOTION:** Frank Clinch motioned to adopt the financials. Penny Fassett seconded the motion. Voting was unanimous.

## **6. Program Contractor's Report – Brittany Rooze**

217 Non-Profit applications have come in thus far.  
24 rotunda event submissions.

Brittany requested that all the applications be done by June 7<sup>th</sup> so we can continue the process of getting all the NPO's in the Click and Give system.

Pam inquired about the filters on Submittable, and what the colors mean to get clarification when checking the applications. Brittany said they are a byproduct of status and what has been assigned to the group. She will go in and reset everything for the committee to make it clearer.

Brittany would like to form a sub-committee for prizes this year and extended the invitation to the group. She will send out all the lists and information she has that may be of use to the group. The goal is to get a head start this year and have everything completed by July 31<sup>st</sup>.

Brittany got informal quotes for the tent in Missoula. \$150 to \$250 was the range of sizes and mix of us setting up, and them setting up. \$325 was the largest tent quote from PartyTime with them setting up. The committee agreed that set up would probably be worth it and agreed we should start with PartyTime and go from there; possibly looking into discount rates or donations.

Frank Clinch reported we are still good to go with the Great Falls location, same as last year. He will verify and solidify when possible and report back to the committee.

Brittany is still trying to get in contact with the correct people in Billings. The group shot out a few names for her to attempt to contact and Brittany will follow-up with them to see if any of them can assist.

## **7. Chairman's Report – Mike**

Mike called Kalispell and has been in contact with the UW to see about hosting the Kick-Off event there. He told the committee we will most likely not be hosting one there due to lack of commitment from NPO's there and it being difficult to work out the details.

The DOA will pick up the charges for the fixes on the Click and Give site.

Bill Crane brought up a glitch that the SOS office was having as he was verifying NPO's for the campaign. Kirsten Wrzesinski also experienced difficulty accessing the documents. The

office was having IT issues and would be working on getting things back up and running smoothly for full access.

There were no further inquiries on Helena Industries.

Brittany brought up the NPO "Community Health Charities" who wants to apply to be in the campaign this year. They are an out of state as a Federation with no Montana address, but has affiliates in Montana, and asked the committee if they would be able to apply based on that criteria. The group discussed the grandfathering of old Federations and what the difference was. Liz Bangerter brought up the fact of public eligibility requirements that the SECGC has in place. Due to this the committee unanimously agreed that the affiliates in Montana should apply as independent NPO's if they would like to be a part of the campaign.

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

None at this time

**MOTION:** Bill Crane motioned for meeting to adjourn. Hope Stockwell seconded the motion. Voting was unanimous. **Meeting adjourned at 4:14pm**

