

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**

Department of Public Health and Human Services
111 North Sanders, Room 107
Helena, MT, 3:30pm

Wednesday, January 16, 2019

Members present: Mike Manion, Kirsten Wrzesinski, Pam Carlson, Sandy Booth

Members excused: Frank Clinch, Gary Owen, Danielle Williams, Hope Stockwell, Bill Crane, Liz Bangerter, Penny Fassett

Contractor: Brittany Rooze

SITSD Staff: Penne Cross

DOA Staff: Lauren Berka

- I. Greeting/Call to Order
 - A. Mike Manion called the meeting to order at 3:43 p.m.
- II. Review Minutes and Financials
 - A. Motion to Adopt November 2018 Minutes
 1. A quorum was not present and so the November 2018 minutes could not be approved.
- III. Review Meeting Agenda and Dates
 - A. The next meeting is planned for Wednesday, February 20, 2019. Brittany reported that she would be out of town on that date. Brittany said she would see if Alison Munson would be able to attend in her place.
- IV. Public Comment
 - A. None.
- V. Fiscal Agent Report – Brittany Rooze
 - A. Brittany reported that the only change in 2017 financials is that they received the last two payroll deduction deposits from the state. For 2018 the only change is the purchase of gift cards and paying Event Thyme catering for the coordinator luncheon.
 - B. Council was unable to approve financials because they lacked a quorum.
- VI. Coordinator Report – Brittany
 - A. Audit
 1. Brittany reached out Alex at JCCS. He sent her a list of everything he needs to receive in order to complete the audit. They are working to have the audit completed by March 1, 2019.
 - B. 2019 Budget

1. Regarding the 2019 budget, Brittany thought was pretty on-par compared to recent years. Overhead/administrative expenses totaled 8.7%. She reported that the budget had accounted for 9% overhead/administrative expenses. Brittany suggested that the budget stays the same for the next year because she thinks the administrative costs have been stable and will likely be predictable going forward. Mike noted that the budget will have to be voted on at the next meeting because this meeting lacked a quorum.

VII. Penne Cross – SITSD

1. DOJ & "Click and Give"

a) Penne Cross from SITSD spoke about the DOJ's technical issues accessing the "Click and Give" system. Penne noted that it seemed to be more of a communication, rather than technical, issue. DOJ has chosen not to be a part of the state of Montana's MINE intranet. The email that went to DOJ employees which instructions about how to access the "Click and Give" site provided too much information in that initial email and Penne thought it was distracting and DOJ employees did not understand how to access the site. As a result, many DOJ employees did not follow the instructions about how to access the "Click and Give" site properly. She suggested that future emails to DOJ employees should be limited to explaining very simply how DOJ employees must access the site. It is not possible for SITSD to fix this issue because this is something they do not have control over.

2. "Click and Give" portal

a) Penne next responded to questions about keeping the "Click and Give" site open longer than advertised. The advantage of this would be to allow employees who had problems donating or forgot to donate a chance to set up their donations. It would also give staff time to correct any errors. Penne explained that SITSD needs to close the system before Thanksgiving because they need to send reports to SABHRS for payroll processing by the second week of December. Thus, it would be possible to leave it open for 2-3 weeks after the campaign officially ends, but it still needs to be closed by Thanksgiving.

3. "Click and Give" maintenance and development

a) Penne reported that this year SITSD put more development into the SECGC website this year and so there should be less maintenance with the website during this upcoming campaign. However, she explained that there will continue to be necessary repairs and maintenance and so she suggested that it would be prudent to budget for website maintenance, repairs, etc. in the future.

VIII. Coordinator Report – Brittany

A. Nonprofit & Coordinator Surveys

1. Brittany reported on the results of two surveys which went out after the campaign. One of the surveys went to the nonprofit participants and the other went to the SECGC coordinators.

2. Nonprofit Surveys

a) The surveys from the nonprofits contained a lot of positive feedback. Most of the suggestions related to logistics. One nonprofit suggested having volunteers available to help nonprofits carry gear into the Capitol for the Kick-Off day event. Some organizations reported having problems identifying what their SECGC number was or were unsure what date the Kick-Off event was. Brittany suggested that she could send out additional reminder emails as the event drew closer. One of the helpful suggestions was to include a section for requesting handicap accommodations.

3. Coordinator surveys

a) Coordinators reported that they received questions about where to turn in paper pledge forms and if the "Click and Give" system would allow people to create multiple payroll deductions. The council reviewed the suggestions in the coordinator surveys. They discussed ideas for generating interest in future campaigns. Some of the suggestions included adding new images to the advertisements, utilizing social media more, and starting coordinator trainings earlier in order to share ideas about implementing larger-scale events. One suggestion was to hold a general coordinator training meeting and then another meeting for all coordinators that would focus on sharing ideas for fundraising events. Another suggestion from the surveys was to profile the organizations in some way – on social media or in emails – to encourage employees to seek out knowledge about organizations they did not know about or did not know were part of the campaign. Brittany explained this could create problems with representation and equality amongst the organizations but said she would speak with Alison about the ideas and report back.

IX. Chairman's Report – Mike

A. Mike reported that the celebration for coordinators in December went very well.

X. Other Business

A. SECGC Minutes

1. Lauren explained the current situation with the minutes. Only some of the minutes from past meetings were posted online. Lauren was not able to find digital copies of all the final versions of the minutes from pre-2018. Some of those minutes were saved in folders that Monica Abbott (Lauren's predecessor)

had access to, but not all. Lauren has spoken to State HR about finding any SECGC material that Stephen Hrubes had saved on his computer, but at the last update, they did not find anything. She said that she may be reaching out to Council members to see if they have any of the missing minutes. She brought up the need to save all the minutes and other materials in one central place.

B. SECGC Website

1. Since the last meeting, Lauren was able to gain access to the SECGC website and make some updates. However, many of the minutes are still missing because she does not have them in a digital format yet. Currently the SECGC website (which nonprofits and the public can access) is hosted on the State HR website. The possibility of moving the website somewhere else was discussed but hosting in on the MINE site would mean that nonprofits and the public would not be able to access it. Brittany said that she would schedule a meeting with Lauren in February to discuss the website.

XI. Adjourn

A. No motion to adjourn was made because the Council lacked a quorum.

XII. The meeting adjourned at 4:43 p.m.