

**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, March 20, 2019**

**Members Present:** Mike Manion, Kirsten Wrzesinski, Sandy Booth, Bill Crane, Penny Fassett, Liz Bangerter

**Members Excused:** Danielle Williams, Hope Stockwell, Gary Owen, Pam Carlson

**Contractor:** Brittany Rooze

**SITSD Staff:** Penne Cross

**DOA Staff:** Lauren Berka

- A. Greeting/Call to Order
  1. Mike Manion called the meeting to order at 3:38 p.m.
- B. Review Minutes and Financials
  1. Review February 2019 minutes.
    - a) **MOTION:** Liz Bangerter moved to accept the February 2019 minutes. Bill Crane seconded the motion. The motion passed unanimously.
  2. Review November 2018 financials.
    - a) The November 2018 financials were approved in this meeting because the January 2019 meeting lacked a quorum and the February 2019 meeting inadvertently left the financials off the agenda.
    - b) **MOTION:** Liz Bangerter moved to accept the November 2018 financials. Sandy Booth seconded the motion. The motion passed unanimously.
- C. Review Meeting Agenda and Dates
  1. The next meeting is planned for Wednesday, April 17, 2019. There were no obvious conflicts. April 2019 will be Pam's last meeting because she is retiring. A person to replace her has been recommended to the Governor's Office.
- D. Report on emailed 2018 tax statements
  1. Lauren reported on a problem with the 2018 emailed tax statements. In February 2019, an employee at MDT (Employee B) received a former MDT employee's (Employee A) 2018 (2017 Campaign) SECGC Tax Letter by mistake. In 2017, Employee A worked for Secretary of State. The email for Employee A was listed in the 2017 Campaign final data extract from SITSD. Since that extract, Employee A moved to DOJ/MVD and took a new email address. If an email address belongs to an employee and the employee leaves that agency, then that e-mail address may be reused by someone new. Employee A's move freed up this email address, which is now being used by Employee B (MDT). This is how Employee B received Employee A's 2018 (2017 Campaign) SECGC Tax Letter. It is unlikely that this would occur again, but it is a possibility. Lauren reported that she received her predecessor's 2018 (2017 Campaign) SECGC Tax Letter

because her predecessor had listed her state government email address on her donation form and then when she left state government, any emails sent to this address are forwarded to Lauren.

a) Options:

(1) Put a disclaimer somewhere stating something like: "All tax documents will be emailed to the e-mail address listed at the time of the donation. It is the contributor's responsibility to report an e-mail change to the coordinator."

(2) Pull the current year's emails rather than the final data extract from SITSD at the end of the campaign because at the point the tax letters are sent out, that data is already a year old.

2. During the conversation about this issue, it was discussed whether it would be possible to create another field asking specifically for which email the tax information should be sent to. Mike asked if Penne could check on this. Penne said she would. Mike said he would to call Employee A to apologize and explain.

E. Fiscal Agent Report – Brittany Rooze

1. Brittany said the only changes she had to report were to the 2018 campaign, which received payroll deductions per usual and an interest deposit. Bill asked Brittany if she had opened the 2019 budget yet. Brittany responded that she had, but that there has not been any activity in the 2019 campaign, so there is not a report to show yet.

<b>2017 Financials</b>	
2017 Campaign Revenue	\$448,475.76
2017 Campaign Expenditures	\$333,995.91
2017 Campaign Net Income	\$114,479.85
<b>2018 Financials</b>	
2018 Campaign Revenue	\$113,867.97
2018 Campaign Expenditures	\$24,184.14
2018 Campaign Net Income	\$89,683.83

2. Mike Manion asked if there were any questions on the financials. There were none.

F. Coordinator Report – Brittany Rooze

1. Application for 2019

a) The 2019 non-profit application will open on Monday, March 25

b) Nothing has changed from last year, other than some updates in the wording.

c) The use of taxonomy codes was discussed at the last meeting, but there was no definitive conclusion. Non-profits would select up to 3 categories that they think categorize their non-profit (e.g. "conservation," "homelessness," education," etc.). SECGC would then use these to create a "story" to highlight nonprofits in each of the categories. Bill explained that a taxonomy code that categorizes nonprofits already exists. A discussion about how to use Facebook to highlight the stories followed, including how to encourage people to follow the SECGC Facebook page. Prizes could be given for people who like the Facebook page and/or share the Facebook page. It was decided to add taxonomy codes to the non-profit

application.

2. 2019 Fundraising Goal

a) The goal for 2019 was confirmed at \$450,000.

3. SECGC website

a) Lauren gave an update on the website changes. She is working with SITSD to get the websites updated. There are currently two versions of the outward-facing SECGC website that can be found by searching online. One version was created in 2017 as part of the State HR website revamp. Brittany met with Lauren to discuss her requests for updates to the website. Lauren is working on making the updates but has run into some problems with the DNN system. She will be working with Penne to get these corrected as soon as possible.

G. Chairman's Report – Mike Manion

1. Mike asked Brittany to speak about the draft audit. SECGC received a clean audit. There were no issues or suggested changes. Brittany then explained that non-profits receive four payments per campaign. SECGC subtracts an "uncollectable" percentage at the end of the campaign. The auditors evaluate the uncollectable percentage in each audit and the actual uncollectable percentage has been lower than estimated. As a result of this, the last payment SECGC payout has been more than expected. Council asked Brittany to email the entire audit document rather than the just the summary. The audit draft is not made official until the Advisory Council approves it. Bill and Mike suggested that Brittany and Steven's roles be clarified in the audit so that it is clear they are not part of the Advisory Council. Brittany explained she cannot make the last payment until the audit is approved. The final payout is made within 5 days of an approved audit. Mike noted a small typo in the footnote (the word "independent" was missing an "e").

2. Mike asked the Council whether they would like to approve the draft audit at the meeting or in the future.

a) **MOTION:** Bill Crane moved to accept the report with changes to two names and the faith that the complete report exists and would be emailed to the Advisory Council. Penny Fassett seconded the motion. The motion passed unanimously.

H. New Business

1. None

I. Public Comment

1. None.

J. Adjourn

1. **MOTION:** Bill Crane moved to adjourn. Liz Bangerter seconded the motion. The motion passed unanimously.

2. The meeting adjourned at 4:27 p.m.