

**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, April 17, 2019**

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

**Members Excused:** Danielle Williams, Hope Stockwell

**Contractor:** Brittany Rooze

**SITSD Staff:** Penne Cross

**DOA Staff:** Gretchen Bingman

- A. Greeting/Call to Order
  1. Mike Manion called the meeting to order at 3:33 p.m.
- B. Review Minutes
  1. Review March 2019 minutes.
    - a) **MOTION:** Liz Bangerter moved to accept the March 2019 minutes with two noted changes. Bill Crane seconded the motion. The motion passed unanimously.
- C. Review Meeting Agenda and Dates
  1. The next meeting is planned for Wednesday, May 15. Kirsten may have a conflict; no one else had any other obvious conflicts. Jasyn Harrington will be replacing Pam Carlson, and her first meeting will be May 15.
- D. Fiscal Agent Report – Brittany Rooze
  1. Brittany reported that it was business as usual. The first payment would go out May 1 to non-profits and to United Way. Any interest that goes into SECGC's account will be used to pay Submittable for a full year of services. The final payment for the 2017 campaign was made. One non-profit organization had a bank account change. The final fiscal agent and auditor payments are pending. Another organization (Gallatin Historical Society) has a pending payment of \$18.52. Note: Financials listed at end of report
  2. Mike Manion asked if there were any questions on the financials. There were none.
  3. **MOTION:** Bill Crane moved to accept the March 2019 financials. Penny Fassett seconded the motion. The motion passed unanimously.

E. Coordinator Report – Brittany Rooze

1. 2019 Applications

- a) Brittany reported that there have been eighty-eight applications for 2019 and sixteen registrations for the Kick-Off event in the Rotunda, scheduled for September 23 from 10-2. The deadline for applications is May 31, 2019.
- b) Pam asked how many could fit in the Capitol Rotunda, and Brittany responded that 60 was the capacity. Mike asked when the post-campaign celebration will be held. Brittany said that it would be December 13, 2019 at 12:00pm. Mike noted that there was an issue with the permit two years ago because of the Christmas tree.
- c) Brittany said she would send to the Council members a list of how to approve and review applications. Pam remarked that she logged into the Submittable site at United Way with help from a staff member and that made it much easier.
- d) The applications need to be reviewed and approved by June 15. This deadline is necessary so that SITSD can start on the ‘Click and Give’ site.

2. Kick-Off Events

a) Billings

- (1) A kick-off event in Billings is a challenge because of a lack of a central location. The kick-off event would need a host.
- (2) Mike said he would reach out to see if it was possible to hold a kick-off event in Billings.
- (3) Sandy asked if there were enough employees in Billings to be worth it, especially since the employees are spread out. Brittany will check with the non-profits there to see if a Billings kick-off is worth it.

b) Great Falls

- (1) Brittany noted that the number of non-profits in Great Falls is low, but the number of employees is high. There is not a central hub in Great Falls for state employees--they are scattered. Gary will talk to Thor about continuing the Great Falls event.
- (2) Brittany said they were in a break room which was ok for 4-6 nonprofits but would not work for more. The hallway is more visible, but a better space with more room is what is needed.
- (3) There was discussion about continuing the kick-off event in Great Falls, but no decision was made.

c) In June, Brittany will begin soliciting prizes for the kick-off celebrations.

3. SECGC Website

- a) Brittany reported that the external-facing website is still in progress.

b) SITSD will be removing the other old SECGC websites, which will be clearer for both nonprofits and employees.

F. Chairman's Report – Mike Manion

1. Mike reported that he talked with the employee whose 2018 tax letter was mistakenly sent to the wrong employee. This employee reported that he was not concerned. This issue is resolved.

2. Penne Cross, Lauren Berka, Brittany, and Mike had a meeting to talk about the SECGC website.

a) There is a line item in the DOA budget for SECGC. Mike thought State HR was having to use money from its other budgets, which is why he was requesting that SITSD not charge for these services.

b) Mike said he would release some of the \$120,000 to be better used elsewhere. This still needs to be sorted out. Kirsten stated she has no recollection of a \$120,000 budget amount.

3. Mike asked for new or original ideas about how to promote prizes.

a) Kirsten brought up the idea of 50/50 raffles that she does in the Dept. of Transportation. Brittany discussed having the SECGC Coordinator's training earlier so that it would be easier to share ideas

(1) When Beki Brandborg coordinated SECGC, small prizes were awarded each the week, but distribution was somewhat of an issue.

(2) When people had to be present at drawings, there was more participation, so this may be worth considering.

(a) Liz noted that we would need to follow process for 50/50 with gambling control and would email the process and details to Mike.

(b) There was discussion of the prospect of awarding tiered prizes based on the amount of the donation.

(3) The option of lunch for coordinators only, followed by a celebration for all donors was considered with a possible schedule of:

(a) 12:00PM – 12:30PM lunch

(b) 12:30pm-1:30pm for the celebration with the Lt. Governor attending and the big prizes awarded there, for example.

4. Recognition of Pam Carlson

a) Pam Carlson is retiring and will no longer serve on the SECGC Advisory Council. Mike thanked Pam for her service.

G. New Business

1. None

H. Public Comment

1. None.

I. Adjourn

1. **MOTION:** Kirsten moved to adjourn. Bill Crane seconded the motion. The motion passed unanimously.
2. The meeting adjourned at 4:23 p.m.

<b>2017 Financials</b>	
2017 Campaign Revenue	\$448,669.55
2017 Campaign Expenditures	\$439,222.54
2017 Campaign Net Income	\$9,447.01
<b>2018 Financials</b>	
2018 Campaign Revenue	\$146,249.64
2018 Campaign Expenditures	\$24,184.14
2018 Campaign Net Income	\$122,065.50
<b>2019 Financials</b>	
2019 Campaign Revenue	\$18.50
2019 Campaign Expenditures	\$912.00
2019 Campaign Net Loss	\$893.50