

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

United Way of Lewis & Clark Area  
75 E. Lyndale Helena, MT 59601  
Helena, MT  
3:30pm

**Wednesday, May 15, 2019**

**Members Present:** Mike Manion, Sandy Booth, Bill Crane, Penny Fassett, Liz Bangerter, Jasyn Harrington

**Members Excused:** Danielle Williams, Hope Stockwell, Kirsten Wrzesinski, Gary Owen

**Contractor:** Brittany Rooze

**SITSD Staff:** Denise Adamson

**DOA Staff:** Lauren Berka

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:39 p.m.

II. Audit Results

A. Alex Schillinger from JCCS presented the results of the independent auditor's 2017 report. He reported that they produced a clean opinion. He explained the results and compared this audit to previous years'. The "Statement of Activity" shows the inflows and outflows from the campaign. In 2017, there were \$19,000 uncollected pledges and \$13,800 uncollected pledges in 2016. The percentage of uncollected was higher in 2018 than in 2017. JCCS tested one organization (Northwest Montana United Way) to confirm that they had received the amounts that United Way said they had. He reported they found only one issue: a small discrepancy in this reporting. He did not follow up with them. Brittany said she would follow up with them. Alex noted that \$19,000 is more in line with 2014 and 2015 campaigns. 2016 was an unusually low year in terms of uncollected pledges. Bill Crane asked whether JCCS had billed yet. Alex responded that they had not billed yet and would bill at the end of the month. Mike asked if there were any questions. There were none.

III. Review Meeting Agenda and Dates

A. The next meeting is planned for Wednesday, June 19, 2019. Bill reported he would be out of state on that day. No other immediate conflicts were reported.

IV. Review Minutes

A. Review April 2019 minutes.

1. Lauren Berka noted that she was not able attend the previous meeting and so she created the April 2019 minutes based on notes and so there may need to be corrections.

2. **MOTION:** Liz Bangerter moved to accept the April 2019 minutes with two noted changes. Penny Fassett seconded the motion. The motion passed unanimously.

V. Fiscal Agent Report – Brittany Rooze

<b>2017 Financials</b>	
2017 Campaign Revenue	\$448,576.08
2017 Campaign Expenditures	\$422,091.38
2017 Campaign Net Income	\$6,484.70
<b>2018 Financials</b>	
2018 Campaign Revenue	\$178,581.15
2018 Campaign Expenditures	\$24,184.14
2018 Campaign Net Income	\$154,397.01
<b>2019 Financials</b>	
2019 Campaign Revenue	\$697.04
2019 Campaign Expenditures	\$1,150.72
2019 Campaign Net Loss	\$453.68

A. Brittany asked the Advisory Council about how to handle the \$284.70 discrepancy in the 2017 campaign. Brittany did not do a journal entry to zero this discrepancy, so there was a net loss of \$284.70 recorded in 2017. Brittany explained that after the \$6,200 audit fee is paid, there will be a \$284.70 net gain in the 2018 financials because this amount was offset. Brittany explained she could either complete a journal entry so that both 2017 and 2018 have a zero balance, or she could just leave it as is and 2017 would have a net loss and 2018 would have a net gain. Brittany said that she did not want to create a journal entry without consulting the Council because the minutes from that meeting report a net loss and she did not want to change the financials since the minutes would not reflect this change. Brittany asked for suggestions. Liz suggested making a motion to make a journal entry making the year-end balances for both 2017 and 2018 equal zero. Brittany clarified that if she zeroed it out with a journal entry this year, it would finalize the issue. Brittany said that because the financials were approved with the \$284.70 net loss, and because the 2018 financials show a net gain, she would suggest leaving the net loss and net gain on the book for 2017 and 2018.

B. **MOTION:** Liz Bangerter moved to zero out this amount with a journal entry. Penny Fassett seconded the motion. Mike asked if there was any discussion.

1. Bill asked whether the audit addressed this issue. Brittany answered that the audit entered it as \$284.70 of uncollectable pledges. Mike reintroduced Liz’s motion. The motion passed unanimously.

C. Brittany noted that the only changes since April 2019 were two payroll deposits. Brittany noted that the first payment from the 2018 campaign went out at the beginning of May. Bill explained what services his organization provides, including printing the Giving Guide. Mike explained that there are coordinator and fiscal agent contracts and noted that an RFP is required to select this individual. This process will be starting again soon. Brittany explained the numbers on the 2019 financials in greater detail for the benefit of new Council members. The Council discussed the yearly cost of the audit. The cost of the audit increases \$100 per year.

1. **MOTION:** Bill Crane moved to accept the April 2019 financials. Penny Fassett seconded the motion. The motion passed unanimously.

VI. Coordinator Report – Brittany Rooze

A. Submittable

1. Brittany went through the process of reviewing applications with the Advisory Council members. She explained the difference between ‘Federation,’ ‘Affiliate,’ and ‘Independent’ applications. The only new component of this year’s application is the “Taxonomy Codes.” Brittany advised Council members to ensure that the non-profit’s physical address is in Montana. Advisory Council members should then review non-profits’ banking information, including verifying that a scan of a voided check has been included. This is to ensure that no funds are being sent to personal accounts, etc. Brittany also explained how to determine whether the Secretary of State’s document provided by non-profits is correct, especially the Annual Report filing date and the entity’s filing name. Jasyn Harrington asked when the deadline for reviewing applications is. Brittany clarified that the deadline to review applications is June 15, 2019. For a point of reference, 158 independent nonprofits submitted applications in 2017.

VII. Chairman's Report – Mike Manion

A. SECGC Website Update

1. Denise Adamson gave an update on the Click & Give site. The application for the Click & Give site needs to be updated due to security concerns. Lauren requested that the Advisory Council share any photos they might have. She is looking for photos of the Rotunda event or the coordinator’s celebration to add to the new SECGC website. Brittany said she would check United Way’s files and with the former SECGC coordinator. Denise requested that Council members share any feedback they receive from state employees about the Click & Give site. SITSD is making a work plan for developing the new Click & Give application and so even though work will not begin until after January 1, 2020, they would like as much information and feedback as possible. One of the outstanding questions was whether it would be possible to include retirees in the campaign. Previously, the Advisory Council had spoken to MPERA, but nothing was finalized. Mike said he would contact MPERA to start this conversation again.

2. Brittany confirmed that the 2019 campaign will take place from September 23, 2019 to November 1, 2019.

VIII. New Business

A. None

IX. Public Comment

A. None.

X. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Sandy Booth seconded the motion. The motion passed unanimously.
- B. The meeting adjourned at 4:40 p.m.