

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

United Way of Lewis & Clark Area
75 E. Lyndale Helena, MT 59601

Wednesday, June 26, 2019 3:30pm

Members Present: Mike Manion, Sandy Booth, Bill Crane, Liz Bangerter, Jasyn Harrington, Gary Owen (remote), Kirsten Wrzesinski

Members Excused: Danielle Williams, Hope Stockwell, Penny Fassett

Contractor: Brittany Rooze

SITSD Staff: Denise Adamson

DOA Staff: Lauren Berka, Belinda Adams

I. Greeting/Call to Order

- A. Mike Manion called the meeting to order at 3:40 p.m.
- B. Belinda Adams was introduced as the new executive assistant for the Department of Administration Director's Office. Present members introduced themselves and provided brief summaries of their roles.

II. Review Previous Advisory Council Meeting Minutes

- A. May 15, 2019 meeting notes were reviewed.
- B. **MOTION:** Bill Crane moved to accept the May 2019 meeting notes with no changes. Jasyn Harrington seconded the motion. The motion was passed unanimously.
- C. The next meeting is planned for Wednesday, July 17. Bill Crane reported he would be unavailable. Liz Bangerter reported that she is unsure if she will be able to make it. No other immediate conflicts were reported.

III. Fiscal Agent Report

2016 Financials	
2016 Campaign Revenue	\$511,480.13
2016 Campaign Expenditures	\$511,480.13
2016 Campaign Net Income	\$0.00
2017 Financials	
2017 Campaign Revenue	\$448,576.08
2017 Campaign Expenditures	\$422,376.08
2017 Campaign Net Income	\$6,200.00
2018 Financials	
2018 Campaign Revenue	\$210,730.01
2018 Campaign Expenditures	\$144,195.49
2018 Campaign Net Income	\$66,534.52

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2019 Financials	
2019 Campaign Revenue	\$3,097.22
2019 Campaign Expenditures	\$1,085.38
2019 Campaign Net Income	\$2,011.84

- A. Brittany Rooze explained that there are four different campaign years in the financial packet hand out. She stated the following about the handout:
1. 2016 financial balance had been changed to zero based on the discussion and the subsequent decision made at the May 2019 meeting.
 2. The bill from the auditors needed to close out the 2017 campaign arrived last week. Once the \$6,200 is paid, there will be a net income balance of \$0.00.
 3. The 2018 campaign made its payout. SECGC's net income right now is \$66,532.52. Brittany asked if there were any questions. There were none.
 4. The 2019 campaign is receiving income from application fees and the Rotunda kick off. This in the only change from the May 2019 meeting.
 - a) 376 nonprofits are a part of the current campaign and 37 have registered for the kickoff. This is on par with last year's numbers at this time. Nonprofits have until September to sign up.
- B. **MOTION:** Bill Crane moved to accept the 2019 financials. Sandy Booth seconded the motion. The motion passes unanimously.

IV. Coordinator Report

- A. Brittany thanked everyone who reviewed and approved applications.
- B. Brittany stated that the campaign needs prizes. There is a list of last year's donors that will be contacted again for donations. Brittany requested that the Council look for additional donations. All types of donations are needed, ranging from cash to small and large prizes. Prizes should be from around the state, not just the Helena area. All potential donors may receive a letter detailing our program and how the donation can be used for tax purposes.
1. A request was made for a list of current and last years donors to ensure an organization was not being contacted twice. Brittany will email the Council a list. She also requested that if a Council member reaches out to a business to let her know, for the same reason mentioned above.
 2. Sandy Booth stated she would check with downtown businesses.
 3. Bill Crane emphasized that businesses with larger donations will receive name recognition via email twice, including the week before when the prizes are announced and

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the week that the prize is awarded.

4. Jasyn asked if alcohol could be part of the prizes. Brittany answered that if the alcohol originates from within the state, it is okay. However, 'drink of the month' clubs that originate from outside the state are not allowed. She noted the previous prizes have been from local breweries.
- C. Brittany will be connecting with the outlying kickoffs in Great Falls and Missoula to ensure they are ready to go for the September kickoff.
- D. Bill Crane discussed the following submissions:
1. American Cancer Society submitted an application. Their address is listed in Billings, MT, but they did not include their banking information.
 2. Neighbor to Nations did not submit as a federation. Therefore, their affiliates from prior years will have to resubmit as an independent.
 3. Leukemia Research Foundation has an out of state address, so the Council will have to deny its submission.
 4. Navigators applied as a federation. They used to be an affiliate; however, they now need to submit as an independent.
- E. Bob Marshall Wilderness Foundation contacted Brittany. It has been a part of the campaign previously. However, this year they had a leadership change and missed the deadline. They asked for an exception. Mike said an exception could not be made and everyone agreed. Brittany did double check that they are on the notification list.
- F. Bill Crane updated us on MPERA about adding retirees to be part of the campaign. The issue is tabled for now because MPERA is working through issues with its computer system, and this likely is not the best time to ask MPERA for assistance.
- G. Lauren Berka reviewed the SECGC public website draft and feedback was given by the Council. Suggestions included that the state employees button connects to the MINE site, using stock pictures to represent categories (ex. helping), and adding more pictures of employees holding a white board saying why they give. Brittany will send Lauren more pictures to use on the website. There was a concern about employees previously having trouble donating. It was determined that the issue was due to the different processes necessary depending on whether the employee is on the state network vs. off campus. Brittany requested that the website be ready to go live around September 1st.

V. Chairman's Report

- A. None

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VI. Public Comment

- A. None

VII. Other Business

- A. None.

VIII. Adjourn

- A. Bill Crane left the meeting at 4:15pm.
- B. **MOTION:** Kristin Wrzesinski motioned to adjourn. Sandy Booth seconded the motion. The motion passes unanimously.
 - 1. The meeting adjourned at 4:19 p.m.