

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

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

Wednesday, August 21, 2019 3:30pm

Members Present: Mike Manion, Bill Crane, Penny Fassett, Hope Stockwell, Liz Bangerter, Sandy Booth

Members Excused: Danielle Williams, Jasyn Harrington, Gary Owen, Kirsten Wrzesinski

Contractor: Brittany Rooze

SITSD Staff: Denise Adamson

DOA Staff: Belinda Adams

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:36 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. June 26, 2019 and July 24, 2019 meeting minutes were reviewed.

B. **MOTION:** Liz Bangerter moved to accept the June 26, 2019 and July 24, 2019 meeting minutes with no changes. Sandy Booth seconded the motion. The motion was passed unanimously.

C. The next meeting is planned for Wednesday, September 18.

III. Fiscal Agent Report

2018 Financials	
2018 Campaign Revenue	\$274,657.02
2018 Campaign Expenditures	\$146,945.49
2018 Campaign Net Income	\$127,711.53
2019 Financials	
2019 Campaign Revenue	\$9,024.99
2019 Campaign Expenditures	\$3,760.38
2019 Campaign Net Income	\$5,264.61

A. Brittany stated that July 2019 income is from payroll deductions, application fees, and a \$1,000 prize sponsorship from Allegiance. Paid application fees for the Campaign and the Campaign kickoff events have increased from the previous month.

B. Prize sponsorships are down from last year; however, there are more donated prize items than in the past. Brittany will finalize the prize schedule on August 22, 2019.

C. The payments for the kickoff event will be in the next statement, which will be approximately \$1500. All 60 spots for the Helena kickoff are filled and there are seven nonprofits on the

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waitlist.

- D. Mike Manion made an executive decision to allow Pads for Paws two spots at the Helena kickoff this year. However, they will only be allowed one spot next year.
- E. **MOTION:** Penny Fassett moved to accept June 2019 financials. Liz Bangarter seconded the motion. The motion passed unanimously.
- F. **MOTION:** Bill Crane moved to accept July 2019 financials. Sandy Booth seconded the motion. The motion passed unanimously.

IV. Coordinator Report

- A. Brittany discussed the August 14, 2019 training for department coordinators. It was an information sharing session about the type of special events departments have previously done to increase participation. Brittany compiled a list of the ideas and emailed them to the coordinators. There will be another coordinator training on September 9, which will focus more on the logistical side of the Campaign.
- B. Mike Manion reached out to OPI and Department of Revenue to ask for a Campaign coordinator from the Director's Office to represent their respective agencies during the campaign. Mike Manion will also be asking for a coordinator from the Governor's office and Office of Public Assistance in Great Falls.
- C. Brittany asked for volunteers to write brief explanations of the taxonomy codes. A sign-up sheet was passed around the room.
- D. Volunteers are needed to place signs around the Capitol and neighborhood Sunday, September 22 at 10. Volunteers are also needed for the kickoff event on September 23 for event set-up, pizza runs, and event clean-up. A sign-up sheet was passed around the room.
- E. The Department of Administration Director's Office will be the pickup location for state employee prize winners during the Campaign. Belinda Adams will track who has picked up their prize and keep Brittany updated on the progress.
- F. Website
 - 1. Denise Adamson showed a draft version of the new SECGC website to the Committee. She stated that SITSD still needed more information from Belinda Adams and Lauren Berka on what changes needed to be made.
 - a) Specifically, updates are needed for: FAQ section, giving guide, flyers for kickoff events in all three towns, number of employees per agency, previous audit results, previous meeting minutes, and main sponsor logos.
 - b) Belinda Adams, Lauren Berka, Brittany Rooze, and Penny Cross will meet about changes still needed on the website.
 - 2. At the kickoff event, Sandy Booth will take pictures of attendees with the "I give

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because..” whiteboard. She’ll do this for 30 to 60 minutes. These photos will be used on the website, Facebook, and Twitter. There will be a sign with a disclaimer about the photo being used for our social media.

- G. Belinda Adams will create a Twitter account for SECGC and provide everyone the login information. She will also work with Lauren Berka to get access to the SECGC Facebook page figured out as well.
 - a) Hope Stockwell will investigate getting equipment for a Twitter board at the Helena kickoff event.
 - b) There will be someone monitoring the tweets that will show up on the Twitter board at the kickoff.
- H. Mike Manion will reach out to GSD about getting more of the second-floor hallway for nonprofits for the Helena kickoff. There was discussion about looking into using the first and second floor of the Capitol building for the 2020 kickoff event so that more nonprofits can participate.

V. Chairman’s Report

- A. None

VI. Public Comment

- A. None

VII. Other Business

- A. None.

VIII. Adjourn

- A. **MOTION:** Penny Fassett motions to adjourn. Bill Crane seconded it. The motion passes unanimously.
- B. The meeting was adjourned at 4:29pm