

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

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

**Wednesday, September 18, 2019 3:30pm**

**Members Present:** Mike Manion, Hope Stockwell, Penny Fassett, Jasyn Harrington, Sandy Booth, Bill Crane, Kirsten Wrzesinski, Gary Owen (Remote)

**Members Excused:** Danielle Williams, Liz Bangerter

**Contractor:** Brittany Rooze

**SITSD Staff:** Denise Adamson

**DOA Staff:** Belinda Adams and Lauren Berka

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. August 21, 2019 meeting minutes were reviewed. Three changes to the minutes will be made by Belinda Adams.

1. Update list of attendees.

2. Page 2, 4c. change to “feature stories” to “brief explanations” of taxonomy codes.

3. Page 3, Gb. Change “approver” to “monitoring” for the live Twitter Board at the SECGC Helena Kickoff.

B. **MOTION:** Bill Crane moved to accept the August 21, 2019 meeting minutes with the three changes. Hope Stockwell seconded the motion. The motion passed unanimously.

C. The next meeting is planned for Wednesday, October 16 at 3:00pm.

III. Fiscal Agent Report

<b>2018 Financials</b>	
2018 Campaign Revenue	\$306,217.42
2018 Campaign Expenditures	\$235,259.82
2018 Campaign Net Income	\$70,957.60
<b>2019 Financials</b>	
2019 Campaign Revenue	\$10,004.79
2019 Campaign Expenditures	\$4,140.03
2019 Campaign Net Income	\$5,864.76

A. Brittany Rooze stated the second quarter payout to nonprofits and a fiscal agent payment to United Way was made for the 2018 Campaign. The Campaign is still receiving regular payroll

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deductions. Net income for the 2018 campaign is \$70,957.60.

- B. 3:44 pm Gary Owen called into the meeting.
- C. For the 2019 Campaign, Brittany stated that all the prize sponsorships have arrived. There were not as many financial donations this year; however, there were more prize sponsorships. The Campaign is giving away more prizes this year than in the past.
  - 1. Income has increased from last month due to Campaign kickoff fees coming in from the nonprofits. Seven nonprofits canceled their participation in the kickoff event, so seven nonprofits that were on the waiting list now may participate.
  - 2. Mike Manion asked about the accounting fee of \$76. Brittany explained that it is for QuickBooks online. It costs \$38 a month and that charge (\$76) is for June and July. The change to QuickBooks online was mandated by the company and was unexpected. Other accounting options will be evaluated after the Campaign finishes.
- D. **MOTION:** Sandy Booth moved to accept August 2019 financials. Penny Fassett seconded the motion. The motion passed unanimously.

IV. Coordinator Report

- A. For the Helena Kickoff on September 23, Brittany handed out a schedule of events to the Committee. She will arrive on Monday at 8am to begin setup. Hope Stockwell stated that an IT team will be arriving at 8:30am on Monday to setup the Twitter board. She also said we received approval to use the T.V.s on the Capitol's first floor and basement for the live Twitter feed. Brittany said that the nonprofits will arrive at 9am to begin setting up. Brittany proposed the idea of having a handout with the list of the nonprofits for the event. The group agreed that a general list would be a good idea. Belinda confirmed that she will be monitoring Twitter. Brittany asked for volunteers to handout materials at the event. Brittany will do it from 10-11, Sandy from 11-12, Jasyn Harrington from 12-1. Jasyn and Mike will be doing the pizza runs.
- B. Brittany discussed the kickoff Facebook giveaway, at \$20 Amazon gift card to a state employee who likes the giveaway post and the SECGC page.
- C. For the Great Falls Kickoff on September 24, Brittany asked Gary to reach out to the Great Falls nonprofits to try to get more participation. Currently, there are only three signed up to participate. It was decided that if six to eight nonprofits weren't signed up by Friday, then the event will be canceled.
- D. For the Missoula Kickoff on September 25, there are enough nonprofits signed up for the event and participation has been good in previous years. Brittany requested a larger tent to accommodate more people.
- E. Belinda and Lauren Berka presented the updated website, [charitablegiving.mt.gov](http://charitablegiving.mt.gov):
  - 1. Brittany noticed that the flyers for the kickoff events weren't opening correctly when

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clicked on and were in the wrong order. Belinda and Lauren will fix this.

2. Hope noticed that the employee numbers still needed to be updated. Belinda will send the updated numbers to Denise Adamson for updating. Hope reminded Belinda that the Legislative Division needed to be changed to 127 employees.
3. The FAQ sheet is outdated. Brittany will send Belinda an updated sheet.

V. Chairman's Report

- A. None

VI. Public Comment

- A. None

VII. Other Business

- A. None.

VIII. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Sandy Booth seconded it. The motion passed unanimously.
- B. The meeting was adjourned at 4:20pm