

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

Mitchell Building Room 261
Helena, MT

Wednesday, January 15, 2020 3:30pm

Members Present: Mike Manion, Penny Fassett, Sandy Booth, Bill Crane, Kirsten Wrzesinski, Jasyn Harrington

Members Excused: Hope Stockwell, Liz Bangerter, Gary Owen, Danielle Williams

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 3:34 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The November 20, 2019 meeting minutes were reviewed.

B. **MOTION:** Bill Crane moved to accept the November 20, 2019 meeting minutes. Jasyn Harrington seconded the motion. The motion passed unanimously.

C. The next meeting is planned for Wednesday, February 19, 2020 at 3:30pm.

III. Fiscal Agent Report

2018 Financials	
2018 Campaign Revenue	\$429,687.57
2018 Campaign Expenditures	\$323,540.23
2018 Campaign Net Income	\$106,147.34
2019 Financials	
2019 Campaign Revenue	\$48,593.28
2019 Campaign Expenditures	\$22,889.46
2019 Campaign Net Income	\$25,703.82

A. For the 2018 Campaign, Brittany Rooze stated the Campaign has finished receiving income from regular payroll deductions. Third quarter and fiscal agent payments were made in November 2019. With every campaign there is an average of 4% revenue that is uncollectable. This has been accounted for in the financials. It happens when an employee leaves their job, retires, or choose to stop the payments. The final payment will be made in March 2020 after the audit is complete.

1. There is still ~\$86.00 to be paid to the nonprofits. Payments were delayed because the organizations' ACH payment information changed. Brittany contacted United Way of Hill County and Living Independently for Today for updated ACH payment information. Living Independently for Today preferred to receive a paper check. Brittany asked if ACH payments could be made a requirement for the next Campaign, as this would save administrative time for United Way. Penny Fassett, Sandy Booth, and Kirsten Wrzesinski voiced support and suggested that it could be

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made a part of the application for future Campaigns.

- B. For the 2019 Campaign, Brittany reported an increase in donations as the Campaign wrapped up in November. The Campaign budgeted the correct amount for prizes, as only \$3.48 is left in the category. The catering bill from the coordinator's celebration lunch will be processed in January 2020 for \$414.
- C. **MOTION:** Sandy Booth moved to accept the November 2019 financials. Kirsten Wrzesinski seconded the motion. The motion passed unanimously.
- D. Brittany brought up that line item 6320 (application service) won't be accurate going forward since the financial system the Campaign uses will probably be changing. Currently, it's using Submittable, but they raised their prices. Submittable currently charges based on the number of forms submitted. Since the Campaign had over 300 submissions, it went over budget.
 - 1. Mike Manion asked what other systems were being considered. Brittany said she was looking at Google, although she wasn't sure about its capability to accept payments. Bill Crane mentioned that nationwide he's seen Regpack and Cognito Forms being used. His organization uses Cognito Forms, which is good for submitting documents, but not strong on the approvals part.
 - 2. Mike volunteered to call Submittable to see if they would have any flexibility on their pricing. Bill Crane provided Mike with their contact information.
- E. **MOTION:** Bill Crane moved to accept the December 2019 financials with the contingency that the line item for 6320 for application service will need to be adjusted. Sandy Booth seconded the motion. The motion passed unanimously.

I. Coordinator Report

- A. Brittany said that the SECGC Celebration in December was well attended and went well. Lieutenant Governor Cooney gave a great speech. Kirsten and Mike were recognized for their long-standing contributions to the Campaign and the Council.
- B. Mike asked the Council about moving future coordinator celebrations to the Governor's reception room since it has better acoustics. Council members agreed with the location change. Mike then asked for ideas on who should be the speaker for next year's event.
- C. The idea of expanding the kick-off event to include both the first and second floor of the Capitol building was discussed. This would allow for more nonprofits to participate. The 2020 kick-off event will take place on September 21.

II. Chairman's Report

- A. Mike followed-up on the concerns raised during the December 2019 meeting about the amount of money that could be spent on a prize. He reviewed the statute and said it shouldn't be an issue since the prizes don't have a value that would influence a person to change or alter their daily duties.
- B. Mike asked the Council about ideas for expanding the Campaign's reach.
 - 1. Denise said she will look to see if there is a list in SABHRS of employees who don't have computer access. The Council could then reach out to those employees by

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mail. Brittany said she'd reach out to the Department of Corrections coordinator for her input, since Corrections has employees without computer access.

2. The Council decided to reach out to MPERA to see if their technology issues have been resolved. In the past, the Council had looked into partnering with MPERA to reach retirees, but there were technical difficulties that needed to be resolved first.
3. Brittany will be sending Campaign results to the nonprofits later this month and will ask them to submit a short story and picture of how the campaign contributions have helped them. These stories will then be featured monthly on Facebook and Twitter. Nonprofit's stories will be drawn at random to keep the process fair.

III. Public Comment

- A. None

IV. Other Business

- A. Denise brought up that the Campaign is currently paying Montana Interactive (MI) processing fees every time a state employee donates by credit card or electronic check to the Campaign. She asked if the Campaign wanted to continue covering this fee in the new click-and-give site for the 2020 Campaign. The Council decided it wants to continue to cover the service fees. The question was raised about if it should be disclosed on the website that two percent of a donation is going to processing fees. This will be discussed further at the next meeting.

V. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Sandy Booth seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:46 pm.