

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

Mitchell Building Room 261  
Helena, MT

**Wednesday, February 19, 2020 - 3:30pm**

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

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

**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 3:38 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The January 15, 2020 meeting minutes were reviewed. Some corrections were offered.

B. **MOTION:** Liz Bangerter moved to accept the January 15, 2020 meeting minutes with corrections. Bill Crane seconded the motion. The motion passed unanimously.

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

D. Bill Crane requested to add an agenda item re: tables at the rotunda event.

III. Fiscal Agent Report

<b>2018 Financials</b>	
2018 Campaign Revenue	\$429,619.73
2018 Campaign Expenditures	\$323,540.23
2018 Campaign Net Income	\$106,079.50
<b>2019 Financials</b>	
2019 Campaign Revenue	\$86,601.88
2019 Campaign Expenditures	\$23,346.46
2019 Campaign Net Income	\$59,255.42
<b>2020 Financials</b>	
2020 Campaign Revenue	\$0.00
2020 Campaign Expenditures	\$0.00
2020 Campaign Net Income	\$0.00

A. Brittany noted that nothing had changed in the 2018 financials, they were just waiting for the audit to be completed, which is expected at the beginning of March. Brittany noted that for the 2019 financials, she changed the budgeted amounts for annual campaign revenue and so these should now align with the actual numbers. The other items that changed were payroll deductions per usual. The 2020 financials were only to demonstrate that she had created the budget and questioned what the group wanted to make the 2020 campaign revenue goal. Bill Crane asked about Line Item 6514, which was the expense for QuickBooks.

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- B. **MOTION:** Bill Crane moved to accept the January 2020 financials. Penny Fasset seconded the motion. The motion passed unanimously.

I. Coordinator Report

- A. Mike said he tried to contact Amanda Jameson at Submittable and has been unsuccessful. Brittany explained that having “unpaid submissions” on Submittable (i.e. a nonprofit signing up signing up but not paying a fee through the platform) drives up SECGC’s costs. The reason SECGC has unpaid submissions is because federations pay the platform fee on behalf of their affiliates through one bill, rather than making the affiliates each pay individually. Brittany noted that unpaid submissions cost some money, but the pricier part of Submittable are the “seats” they currently use, which is the cost for everyone to review the applications. SECGC currently pays for ten seats, which costs \$1,250 annually. The list price is higher, almost \$2,500, SECGC is currently paying 50% of the list price. If there were not any unpaid submissions, it would reduce the portion of the cost by \$150. If SECGC reduces the number of seats it pays for to five, it reduces this portion of the Submittable expense to about \$882. The group agreed to reduce the number of seats to five and the Council would share logins. Bill asked about the possibility of a “shopping cart” feature. The group agreed it would not be worth the effort to explore a shopping cart feature or ask federation’s affiliates to pay Submittable’s fee instead. The Council agreed to reduce the number of seats instead while maintaining 300 unpaid submission slots.
- B. There was discussion about the usefulness of printing and mailing postcards. Last year it was decided that postcards were necessary because of the number of emails that bounced back because email addresses had changed. The group decided that even though there could be other ways to contact non-profits, any savings gained by not sending postcards would be negligible. The group decided to send all non-profits postcards. Brittany said she would plan to get postcards mailed out in mid-March.
- C. There was discussion about what to do with organizations that have closed or moved, specifically how to contact donors and re-direct their donations or stop payments. Kirsten suggested giving the donor the option of redistributing funds to all non-profit participants or to cancel their payment. Giving donors an option to redirect their donation to another organization would involve more overhead and labor, as well as create the potential for inconsistent reports. The group agreed that donors should be told that their donations would be redistributed to all non-profits unless they contacted their HR department to stop payment. Mike said he would contact State HR payroll to confirm how donors will stop payment on their donations.
- D. Brittany gave the organizations the opportunity to submit stories to be featured on social media, but she did not receive any responses.

II. Chairman’s Report

- A. Mike noted that the financial services coordinator Request for Proposal (RFP) went out. Mike asked for volunteers to score the RFPs, if more than one group applies. Mike asked for volunteers. Liz, Kirsten, and Belinda offered to score the RFPs. Bill asked to see the RFP and Mike said he would send it to him.

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III. Other Business

- A. Bill raised the possibility that federations be allowed to purchase more than one table for the kick-off event. Bill expressed that since his federation represents forty groups, they struggle to fit on one table. He proposed that federations would be allowed to purchase more than one table. Everyone agreed this would be a logical move.
- B. Brittany asked Mike if he had gotten ahold of Angie Gifford to inquire whether SECGC may be able to utilize the 1<sup>st</sup> floor for the kick-off event. Mike had not but said he would contact her.
- C. Mike confirmed the group would like him to reserve the Governor's Reception Room for the SECGC coordinators celebration. He said he would reach out to the Governor's Office to do so.

IV. Public Comment

- A. None

V. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Sandy Booth seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:27 pm.