

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

Remote Teams Meeting
Helena, MT

Thursday, March 19, 2020 - 3:30pm

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

Members Excused: Jasyn Harrington, Gary Owen, Danielle Williams

Contractor: Brittany Rooze

SITSD Staff:

DOA Staff: Annie Kilgour

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 February 19, 2020 meeting minutes were reviewed.

B. **MOTION:** Liz Bangerter moved to accept the February 19, 2020 meeting minutes. Sandy Booth seconded the motion. The motion passed unanimously.

C. The next meeting is planned for Wednesday, April 15, 2020 at 3:30pm.

III. Fiscal Agent Report

2018 Financials	
2018 Campaign Revenue	\$429,653.65
2018 Campaign Expenditures	\$323,574.15
2018 Campaign Net Income	\$106,079.50
2019 Financials	
2019 Campaign Revenue	\$116,528.98
2019 Campaign Expenditures	\$23,895.18
2019 Campaign Net Income	\$92,633.80
2020 Financials	
2020 Campaign Revenue	\$0.00
2020 Campaign Expenditures	\$0.00
2020 Campaign Net Income	\$0.00

A. Alex Schillinger, CPA with Junkermier, Clark, Campanella, Stevens, P.C (JCCS) was scheduled to be part of the meeting to review the SECGC Financial Report and Independent Auditors' Report. Brittany Rooze informed the members that Alex had his baby yesterday so he was not able to attend. Members could review the audit and if there were follow-up questions, they could be sent to Alex for a written response.

1. Brittany asked members who were part of the 2018 campaign to review the members listed on page one of the report for any corrections. Corrections offered included removing Steven Hrubes as he wasn't a member and listing Brittany Rooze as

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a contractor.

2. On page two, the SECGC received a clean opinion. Under the opinion section, the audit states that the financial report “presents fairly” and “in conformity with accounting principles generally accepted in the United States of America.”

3. On page four, the consolidated financial statement lists fundraising expenses and general and administrative expenses. All expenses tie to what SECGC has produced. The fourth payout for 2018 is higher and this is standard because the estimated administrative and uncollectible fees accounted for at the beginning of each campaign year are usually slightly higher than actuals. Therefore, the nonprofits recoup the excess with the fourth and final payout. There was a question about the first line (Annual Campaign) on page four of the audit and how the total listed (\$417,883) tied to SECGC’s 2018 Annual Campaign total (\$417,935.94). Brittany explained that if the Returned ACH line (\$52.52) was subtracted from Annual Campaign line (\$417,935.94) on the 2018 Budget vs Actual handout, then the totals match.

4. On page five of the audit, it describes what the campaign is and how it works. Towards the bottom of the page, under the *Basis of Presentation* header, the audit describes how SECGC reports net assets. This is a reporting technicality. All donor contributions are considered to fall under the “net assets without restrictions” category but the “net assets with donor restrictions” must be included.

5. Starting on page eight, the audit lists a summary of contributions and distributions by agency. There was a question about how the allocations, designations, and other distributions line (\$388,117) from the financial sheet on page four of the audit tied to the February SECGC financial statements for the month. Once the fourth payout is made (in the amount of \$96,976.98) upon approval of the audit, the payout will show on line item #5400 of the financial statements and the total will come out to \$388,117. It also ties to the program net distribution amount on page eight of the audit.

6. A question was raised about the expense ratio and where that could be found. Members were directed to page 5 of the audit, where under the Note 1, - Summary of Significant Accounting Policies and Description of Activity section, the last sentence of the third paragraph stated the “ratio of expenses to amounts raised is computed using actual expenses and related contributions on an accrual basis.” The percentage was 14.22%. Of that, 4.5% is for uncollected pledges and 10-15% for processing, which is typical of other campaigns. SECGC is doing well managing expenses.

7. There was a discussion of approval of the audit. Members decided the audit was pretty straight forward and did not need Alex Schillinger of JCCS to attend the April meeting. The approval of the audit determines the payout.

- B. **MOTION:** Bill Crane moved to accept the 2018 SEGGC Financial Report and Independent Auditors’ Report with the changes mentioned regarding members. Penny Fassett seconded the motion. The motion passed unanimously.
- C. Financial Update: United Way of Missoula expenses were paid (line 6160). Pizza was \$152 and the tent was \$300.
- D. **MOTION:** Liz Bangerter moved to accept the February 2020 financials. Bill Crane seconded the motion. The motion passed unanimously.

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I. Coordinator Report

- A. The 2020 application window is open until May 31st. So far, 20 applications have been received and 5 registrations for the event on September 21st. The group discussed reservations. Mike reserved the bottom floor and talked with Legislative Services and GSD. SECGC will need to get tables as GSD is out and doesn't have enough. United Way has tables if needed. Another option was offered to enter a work order to move some tables into the space. Since non-profits are responsible for their own tables, SECGC only needs tables for pizza, coffee, and facilitation. SECGC should be able to get tables to meet that need. Mike communicated that he would send a note to Angie about the 1st and 2nd floor and 80 folding chairs. A question was raised about a contingency plan or cancelling the event if the COVID-19 situation doesn't change. What about refunding fees? Brittany will look into it. She knows refunding is an option but believes there is still a processing fee. It was suggested that SECGC look at changing the date non-profits pay. Brittany said it is something that can be looked at and potentially changed.
- B. There are five seats available through Submittable to view and review applications. Thus far, Bill and Brittany have two of the seats. Brittany asked if anyone else wants to review applications so the seats can be assigned.
- C. The date for the celebration is December 11th. Mike will try and get the Governor's Room.
- D. Postcards for non-profits were sent Monday, March 16th. They were printed through State Print & Mail.

II. Chairman's Report

- A. Mike noted that the financial services coordinator Request for Proposal (RFP) responses are due shortly. He will check with Procurement after the meeting for an update. Liz and Belinda had previously agreed to sit on the RFP committee

III. Other Business

- A. Hope volunteered to take one of the reserved seats through Submittable to help review applications.
- B. A question was raised for the group to think globally about COVID-19 and how fundraising will be impacted by current events. By April or May, if it is still hanging on, SECGC should start to discuss. Small businesses who donate prizes are likely impacted and this will in turn impact the campaign. Members were encouraged to think about this for the next meeting. Brittany was asked if she could reach out to colleagues in other states to see what they are doing. Brittany will check and see what others might have for contingency plans based on the current situation.

IV. Public Comment

- A. None

V. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Liz Bangerter seconded the motion. The motion passed

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unanimously.

B. The meeting was adjourned at 4:19 pm.