

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

Remote Teams Meeting
Helena, MT

Wednesday, April 15, 2020 - 3:30pm

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

Members Excused: Danielle Williams, Hope Stockwell

Contractor: Brittany Rooze, Emily McVey

SITSD Staff:

DOA Staff: Annie Kilgour

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:33 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The March 19, 2020 meeting minutes were reviewed.

B. **MOTION:** Liz Bangerter moved to accept the March 19, 2020 meeting minutes. Gary Owen seconded the motion. The motion passed unanimously.

C. The next meeting is planned for Wednesday, May 20, 2020 at 3:30pm.

III. Fiscal Agent Report

2018 Financials	
2018 Campaign Revenue	\$429,601.13
2018 Campaign Expenditures	\$420,512.44
2018 Campaign Net Income	\$9,088.69
2019 Financials	
2019 Campaign Revenue	\$150,238.60
2019 Campaign Expenditures	\$23,938.18
2019 Campaign Net Income	\$126,300.42
2020 Financials	
2020 Campaign Revenue	\$16.73
2020 Campaign Expenditures	\$1,015.00
2020 Campaign Net Income	- \$998.27

A. Brittany highlighted everything on the financial report with talking points to make it easier to follow along. For the 2018 campaign, the Returned ACH line is back to zero. Line 5400 has the 4th quarter payout. Everything is paid out for 2018. Once the final check has been cashed (should show next month), everything will reflect as paid. The final check is for Living Independently for Today and Tomorrow. Line 6336 reflects a final payment made today for fiscal agent services. There is one last outstanding item of \$6,300 on line 6410 for the JCCS audit.

B. For the 2019 campaign, there were two deposits on line 4120 that bring the balance to

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\$101,612.85.

- C. For the 2020 campaign, there is interest in the account as of March. Line 4400 reflects the \$16.73 earned. The Submittable bill has been paid for the year, which reflects on line 6320 and totals \$1,015.
- D. **MOTION:** Bill Crane moved to accept the March 2020 financials. Penny Fassett seconded the motion. The motion passed unanimously.

I. Coordinator Report

- A. The application window is open and 91 non-profit applications have been received so far. The kick-off event registration is closed but 14 registrations were received before it was closed. It will reopen June 1st, 2020. Brittany submitted the permit for the rotunda for the event on September 21st. Brittany sent an email out to other state coordinators to see how they are planning given the current COVID-19 situation. Those with fall campaigns are taking a wait and see approach and planning as usual. The SECGC campaign is ahead of the curve with giving and marketing already online. Brittany had not heard of any great ideas for virtual events. Other state coordinators shared that donors had been more generous during the previous recession knowing that the need was greater. The group discussed coming up with ideas for a virtual campaign for the next meeting and decided to wait and see what happened between now and the May meeting. Brittany looked up the 2008 and 2009 SECGC campaigns and shared that giving went up during the recession. In 2007, giving totaled \$440,000 and then went up in 2008 to \$500,000 and in 2009 to \$527,000.
- B. Brittany will be transitioning this out and handing off the responsibilities to the next person at United Way. Emily McVey joined the meeting with SECGC and is working with Brittany to learn the ropes in the interim. Brittany's position has been posted and she emphasized she was committed to a smooth transition. Her last day with United Way is Monday, April 20th, 2020.
 - 1. Emily was asked to introduce herself to the group. Emily shared she has been with United Way for eight months, worked with Child and Family Services for six years, Montana Youth Homes for seven years and Florence Crittenton Home for seven years. Emily has done a lot of non-profit work in group homes. She has a Sociology degree from Carroll College and is working on a Public Administration Master's degree with UM. Mike emphasized SECGC is great group to work well and welcomed Emily.
 - 2. Brittany expressed how much she has enjoyed working with SECGC. Mike communicated that the SECGC group would miss Brittany, that she has done a great job, has great energy, personality, competence, and thanked her for everything she has done. Gary wished Brittany good luck and expressed thanks for all she has done.
 - 3. Brittany shared that during the transition period, there would be an interim bookkeeper until her position was hired. Next month, SECGC will receive a written report instead of the usual verbal report. A question was raised to see if Emily would attend the May meeting. Brittany shared that Emily will likely be a part of the meeting but Brittany may still be doing some contract work with United Way.
- C. Brittany reminded SECGC that Bill and Hope had volunteered last time to review applications and asked if anyone else was interested? Mike and Jasyn volunteered. Brittany said that was good as that would leave the 5th seat to the new United Way position. A question was raised

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about what SECGC was to do if they had Submittable questions. Brittany said she would make sure Emily was in the loop and would send instructions to SECGC.

- D. The first payout of 2019 goes out in May. Brittany will make sure the bank system is up to date.

II. Chairman's Report

- A. Mike provided an RFP update. The contract should be signed within the next week and the old contract ends at the end of April so the RFP is right on track. Brittany shared she was working with an insurance agent on the United Way end to make sure everything was lined up.

III. Other Business

- A. None

IV. Public Comment

- A. None

V. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Gary Owen seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:03 pm.