

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

Remote Teams Meeting  
**Wednesday, May 20, 2020 - 3:30pm**

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

**Members Excused:** Danielle Williams, Jasyn Harrington

**Contractor:** Brittany Rooze, Emily McVey

**SITSD Staff:** Denise Adamson

**DOA Staff:** Belinda Adams

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:40 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The April 15, 2020 meeting minutes were reviewed. Edit needed on third page under Chairman's report, change "contacts" to "contracts."

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

C. The next meeting is planned for June 17, 2020 at 3:30pm.

III. Fiscal Agent Report

<b>2018 Financials</b>	
2018 Campaign Revenue	\$429,601.13
2018 Campaign Expenditures	\$423,301.13
2018 Campaign Net Income	\$6,300.00
<b>2019 Financials</b>	
2019 Campaign Revenue	\$183,712.60
2019 Campaign Expenditures	\$23,938.18
2019 Campaign Net Income	\$159,774.42
<b>2020 Financials</b>	
2020 Campaign Revenue	\$2,162.79
2020 Campaign Expenditures	\$1,073.95
2020 Campaign Net Income	\$1,088.84

A. For the 2018 Campaign year, Emily McVey stated all payments to nonprofits have been made. The remaining balance of \$6,300 is for paying the auditors. Once the payment is made the year will be closed out.

B. For the 2019 Campaign year, Emily reported two more regularly scheduled payroll deductions had occurred. No other changes have happened.

C. For the 2020 Campaign year, Emily reported postcards have been printing and mailed out. She is also processing applications and kick-off event fees on Submittable.

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**Wednesday, May 20, 2020 - 3:30pm**

- D. **MOTION:** Bill Crane moved to accept the April 2020 financials. Sandy Booth seconded the motion. The motion passed unanimously.

I. Coordinator Report

- A. Emily participated in a nationwide SECGC coordinator meeting last month. A main point of discussion was about how states are changing their fundraising methods due to COVID-19. Emily will be working with the new administrative support person at United Way on ways to adapt our campaign so it could be done virtually if needed.
- B. Emily shared she is working on getting nonprofits setup in Submittable. Approximately 126 people have signed up so far this year. At this time last year, 371 nonprofits had signed up. Brittany Rooze said a possible reason for the lower number of registrants is that the deadline to register was pushed to June 30 instead of May 31 due to COVID-19. Emily said United Way still needed to register its entries into the system, which would increase the total by 35.
1. Emily will be sending a reminder for nonprofits to sign up for the Helena kick-off rotunda event on June 1. There is a limit of 70 nonprofits if the in-person event is held.
- C. Bill Crane noted that affiliates of the Federation of Nations had been applying. He suggested holding off on approving them until the Federation of Nations have submitted and been approved. The Council agreed.
- D. Emily mentioned that at her nation coordinators meeting, Louisiana and California shared they have previously been working on holding remote kick-off events for years and will be sharing tips and tricks based on what they have learned.
1. Hope Stockwell suggested holding a webinar to get people more involved. There could be a prize for those that attend to try to increase participation. This is something that could be done to reach those that do not make it to the kick-off events.
  2. The Council discussed if they should start considering alternatives to an in-person kickoff event. An alternative discussed was a Zoom conference with breakout sessions, then doing prize giveaways based on attendance. It was decided that a decision would be made at the next meeting in June. Hope stressed the need for time to thoughtfully plan for a remote event.

II. Chairman's Report

- A. Mike asked Denise for an update on the new click-and-give site. Denise said it is currently being tested within her group, and next month will be rolled out to a larger test group in SITSD. Mike asked if the project was still within budget, she said it was.

III. Other Business

- A. None

IV. Public Comment

- A. None

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V. Adjourn

- A. **MOTION:** Penny Fassett moved to adjourn. Bill Crane seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:15 pm.