

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Remote Teams Meeting
Wednesday, August 19, 2020 - 3:30pm**

Members Present: Mike Manion, Kirsten Wrzesinski, Liz Bangerter, Jasyn Harrington, Sandy Booth, and Hope Stockwell

Members Excused: Danielle Williams, Penny Fassett, Gary Owen, Bill Crane

Contractor: Emily McVey, Shelli Gwinn

SITSD Staff: Denise Adamson

DOA Staff: Belinda Adams

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:35 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The July 22, 2020 meeting minutes were reviewed.

B. **MOTION:** Sandy Booth moved to accept the July 22, 2020 meeting minutes. Jasyn Harrington seconded the motion. The motion passed unanimously.

C. The next meeting is planned for September 16, 2020 at 3:30 p.m.

III. Fiscal Agent Report

A. No financials available this month due to an issue with QuickBooks. Emily McVey will send out the financials for the past three months once the issue is resolved.

IV. Coordinator Report

- A. Emily shared that they only have six prize donations after sending out an email requesting donations. She asked if anyone would be able to help make phone calls to the businesses who have not responded. Sandy, Mike, Jasyn and Hope said they would help make phone calls. Emily will email out a list to the group.
- B. Emily said that some agencies do not have a campaign coordinator yet. Mike said he would reach out to the agencies about volunteering a coordinator this year. Shelli will email Mike a list of who to call.
- C. Mike requested that Belinda Adams provide a summary of where the subcommittee group was at for the Campaign kick-off. She shared the following updates:
1. The Helena event will take place on September 21 from 11am to 1pm in the Senate parking lot, south of the Capitol building. General Services Division will be putting up tents and signage for us. We will be stuffing the goody bags on Friday, September 18 at 10am and putting out signs on Sunday. Belinda will send out a sign-up sheet for the events.
 - a) The subcommittee has also reached out to other agencies for swag items to make sure there are enough items in the bags. We will also be purchasing candy from Costco to include in the bags.
 2. For the Great Falls event on September 22, Mike has confirmed with Gary that there is interest for holding an event. Details are still being worked out.
 3. For the Missoula event, Emily confirmed that with the United Way in Missoula that there is

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interest in doing it again. Details are still being worked out.

4. For other Campaign items, Belinda has created a YouTube account. Emily and Shelli will be screening then uploading nonprofit videos as they are submitted. Belinda is in the process of updating the website. Emily and Shelli are sending over updated website materials as they are ready.
- D. Belinda asked the Council about doing an SECGC logo refresh this year. Liz shared that we should wait since there is already so many changes this year. Denise brought up that there is already a new click-and-give site that is being rolled out. The group agreed it was something to explore for next year and to keep the same logo for the 2020 campaign.
- E. Shelli asked about the status of the "I gave to SECGC" email badge. Liz, Mike, and Hope are checking with leadership for approval to provide it as an option for employees to use. They will provide an update at the next meeting.

V. Chairman's Report

- A. Mike asked for an update on the new click-and-give site. Denise shared it is going well and will be ready for the start of the 2020 campaign.
- B. Mike shared that Bill Crane emailed a draft version of the giving guide with the areas that need updating highlighted. Mike asked Belinda to take an initial look at updating it.
- C. There will be another subcommittee meeting next Friday, August 28 at 10 am.

VI. Other Business

- A. None

VII. Public Comment

- A. None

VIII. Adjourn

- A. **MOTION:** Hope Stockwell moved to adjourn. Sandy Booth seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:08 p.m.