

APPROVED SECGC ADVISORY COUNCIL MEETING MINUTES

Wednesday, April 17, 2024, 3:30 p.m.

Location: Remote via Zoom

Agenda

1. **Call to Order** – Dean called the meeting to order at 3:32. A quorum was present.
Advisory Committee Members: Sandy Booth, Brett Christian, Elena Halsan, Dean Mack, Gary Owen, Mandy Rambo, Kathy Ralston, Kirsten Wrzesinski
Excused: Jasyn Harrington
Non-Committee Attendees: Bill Crane, Emily McVey
Excused: Mike Murphy
2. **Review meeting agenda and upcoming meeting schedule.**
 - a. Next meeting: May 15, 2024, 3:30 p.m. – Brett and Mandy are not able to join the May meeting.
3. **Review and approve the March 27, 2024, meeting minutes.**
 - a. Brett moved to approve the minutes as submitted. Kathy seconded the motion, and it passed unanimously.
4. **Fiscal Agent Report** – *Emily McVey*
 - a. Review Financial Reports – Dean asked if it is usual for the first quarter payout of a campaign to be higher and why. Emily confirmed that that the first quarter payouts include the one-time donations amounts included. Gary asked what the liability is for \$7,172.29 on the balance sheet. Emily said it is from amounts included in that account prior to July 7, 2021. Emily will ask Joy to investigate this liability amount, and Emily will report to the committee what is found.
 - b. 2022 Campaign Audit Update – Emily received the 2022 Campaign closeout report from Alex at JCCS yesterday. She will review it and then prepare to make the final 2022 payout in the next week. That final payout will then close the 2022 Campaign.
 - c. 2023 Campaign – The first payout for the 2023 Campaign is due in May. Emily will prepare and process those payments as scheduled. This first 2023 payment and the final 2022 payment will significantly reduce the money market account.
 - d. Because of the question regarding the 2100 Accounts Payable liability, Brett motioned to table the financial reports until that question is answered. Sandy seconded the motion, and it passed unanimously.
5. **Coordinator Report** – *Bill Crane*
 - a. Bill reported he received 58 submissions. He accepted all but 7 that included incomplete submissions or that he needs to review. The deadline is May 31. Bill sent two emails to the independent nonprofits. So far 42 independents have not responded, so he will follow up with postcards.
 - b. Bill is scheduling Zoom meetings with the federation nonprofits as it is usually the same people from year to year.
 - c. Dean asked Bill to review the email received about not providing employee names to the nonprofits. Bill will review and provide a response, adding the

reason that the intent of the SECGC is to eliminate multiple requests to state employees outside of the campaign.

6. Chair Report – Dean Mack

- a. Audit or Review Update – The Financial Divisions auditor and the Budget Office administrator are assisting to determine if a review is an option. Part of the issue is determining if the SECGC is a separate entity from the State. Emily, Joy, Dean, and the Budget Office administrator have a meeting scheduled on Friday, April 26, to review the questionnaire and clarify some of the responses. Dean and Emily will share an update at the next meeting.
- b. Jasyn Harrington Resignation – Jasyn emailed the committee stating that due to CTI’s closing in June 2024, she is no longer able to continue on the SECGC committee. With her resignation, the committee should add an independent nonprofit representative to replace Jasyn. Mandy suggested Anita with Rezdogs in Havre as a potential consideration. Bill suggested Prickly Pear Land Trust. Brett recommended that each committee member suggest an independent nonprofit for consideration, and the committee can vote on the top 3 or so candidates to ask who may be interested in participating. Once the top three are identified, the committee can vote to select one, and that independent nonprofit can be recommended to the Governor’s office for approval. Emily will send a list of independent nonprofits from last year to the committee to review. Dean will add this topic to next month’s agenda.
- c. Updated SECGC Guidelines – Dean is still reviewing and noting recommended changes to the Guidelines that were last updated in 2021. When his review is complete, he will add the review for the committee to a future meeting agenda. The committee will have an opportunity to make additional revisions before accepting and approving the changes.

7. Other Business – None.

8. Public Comment – None.

9. Adjourn

- a. Gary made a motion to adjourn the meeting at 4:05 p.m. Mandy seconded the motion, and it passed unanimously.