

SECGC ADVISORY COUNCIL MEETING MINUTES

Wednesday, August 21, 2024, 3:30 p.m.

Location: Remote via Zoom

Agenda

1. Call to Order – Dean called the meeting to order at 3:30 p.m.
Advisory Committee Members: Sandy Booth, Elena Halsan, Dean Mack, Gary Owen, Mandy Rambo, Kathy Ralston, Anita Wilke, Kirsten Wrzesinski
Excused: Brett Christian, Gary Owen, Kathy Ralston,
Non-Committee Attendees: Bill Crane, Emily McVey, Paige Gardipee-Knuth - accountant
Excused: Mike Murphy
2. Welcome Anita Wilke with RezQ Dogs to the Advisory Council
Anita shared that she is the Executive Director of RezQ Dogs and is very grateful to the SECGC and its support for nonprofits. She is excited to join the advisory council.
3. Review meeting agenda and upcoming meeting schedule.
 - a. Next meeting: September 18, 2024, 3:30 p.m. – Mandy may have a conflict with another meeting.
4. Review and approve the July 17, 2024, meeting minutes. Mandy moved to approve the corrected minutes. Kathy seconded the motion, and it passed unanimously.
5. Fiscal Agent Report – *Emily McVey*
 - a. 2022 Campaign – After the audit, four corrections totaling \$1,584.75 were not included in the calculated payouts. The four received double payments totaling this amount. Alex from JCCS suggested rolling it to the 2023 campaign year. Paige indicated since it is an immaterial amount, she recommended following Alex’s suggestion and move this amount to the 2023 campaign year.

Kathy suggested contacting the nonprofits to inform them know that the 2023 payments would be reduced by the corresponding amount of the overpayment. After further discussion, Sandy made the motion to move the overpayment amount of \$1,584.75 to the 2023 Campaign. Anita seconded the motion, and it passed unanimously.

- b. 2023 Campaign Update – The second payout was made in August.

Paige explained the issue with the old accounts payable amounts that were double entered and overstated expenses. This amount needs to be processed through the income statement. The recommended process is to create an Offset Account 6350 with documentation for what the amounts are included. It will not affect the campaign budget. This account created in the income statement will be categorized as retained earnings and will clear to a zero balance at the end of the campaign year. All documentation that indicates the bills were paid and the correct audit amount is available to support this process for the audit of this campaign year. Paige did not think it was a concern with fraudulent activity. Emily noted that several different accountants were involved with the multiple

years when these entries were made. The payments were made, but the proper entries to accounts payable were not made. Sandy made the motion to follow the recommendation to create the Offset Account 6350 with the amount of \$7,172.29. Anita seconded the motion, and it passed unanimously.

Paige left the meeting at 4 p.m.

- c. 2024 Campaign Update – Emily indicated that application fees and some prize checks are being received. She noted not much activity is happening for 2024 campaign.

Emily noted that when the 2024 budget was prepared and approved, an incorrect calculation with account 6330 was made. The account should total \$29,400. Payout amounts were adjusted to reflect this correction. This correction changes the preliminary budget estimate that was approved by the council previously. Sandy moved to accept the corrected 2024 preliminary budget. Mandy seconded the motion, and it passed unanimously.

Motion to accept financials – Sandy made a motion to accept the financial reports with changes incorporated. Kirsten seconded the motion, and it passed unanimously.

6. Coordinator Report – *Bill Crane*

Below are the details regarding the 2024 Campaign Update:

- a. Rotunda Event Update – Bill shared that 51 nonprofits are registered to participate on September 25.
- b. Bill sent the coordinator training email yesterday and has two training sessions scheduled on August 29 and September 3. Bill will record these training sessions to have available for anyone to view later.
- c. Prize Checks – Blue Cross and Blue Shield of Montana confirmed its donation of \$1,000. Emily indicated this check has not been received yet. The Helena Motors check for \$1,000 was received and will be the grand prize drawing. Joe Mitchell State Farm provided \$100, which was received. Several gift cards or other prizes have been received from 1889; Base Camp, Blackfoot River Brewing, Silver Star, and the Great Northern Hotel. Montana Shares has Downtown Helena Nuggets being donated.
- d. Bill asked the committee members to assist with testing once the Click-and-Give system is updated and ready to deploy. Bill will check with Mike when that will be available. Mandy volunteered the Commerce director's office employees can help with testing. Bill wants to ensure the Click-and-Give system is operating correctly before the campaign kickoff on September 23.
- e. Bill will send the SECGC pop-up messages to SITSD so they are ready and available.
- f. Dean will send the Governor's email announcing the campaign kickoff to Bill for his review. That email is scheduled to be sent between September 16-18.
- g. Missoula Kickoff Event is scheduled on Thursday, September 26. Bill will have the details in place.

7. Chair Report – *Dean Mack*
 - a. Filling Program Coordinator Role for 2025 Campaign – Dean asked the committee for input regarding filling the Program Coordinator role. Bill mentioned United Way of Helena has done this role in the past. He also thought that Gary with Cascade County United Way has a significant amount of institutional knowledge and would be able to fill this role too.
 - b. Dean will contact Procurement to initiate the RFP process. Kirsten stated it would be beneficial to have the new person work with Bill to learn about the processes. Bill mentioned to ensure the RFP has the updated and current roles outlined. He also mentioned some other groups or organizations may be interested. Previously Becky Brandborg and her company filled this role.
 - c. Dean asked Bill if the approval process for the applications needs to be reassigned to the committee. Bill said it could if needed. The current process through Submittable makes reviewing and approving the applications quicker than the old paper process. Bill estimates that approving the applications requires approximately 5 to 9 hours of time.
 - d. Updating the SECGC Guidelines – Dean has reviewed and updated the SECGC Guidelines. He asked Emily and Bill to review the revisions and provide their input. Dean will incorporate Emily’s and Bill’s suggestions into the document and will send it to the committee members via email to review. The goal is to discuss suggested revisions and to finalize the revisions during the September meeting.
8. Other Business – Mandy shared that Elena is leaving Commerce and is moving to a position at the Department of Administration. Mandy suggested that Sarah Green, the HR manager at Commerce, replace Elena on the council. Kirsten asked if Sarah is willing to be a council member, and Mandy indicated she is willing to join the SECGC. Sandy moved that Sarah Green be invited to join the SECGC advisory council. Kirsten seconded the motion, and it passed unanimously.
9. Public comment, if applicable – None.
10. Adjourn – Mandy made the motion to adjourn at 4:37 p.m. Kathy seconded the motion, and it passed unanimously.