

SECGC ADVISORY COUNCIL MEETING MINUTES

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

Location: Remote via Zoom

Agenda

1. Call to Order: The meeting was called to order at 3:32 p.m. A quorum is present.
Advisory Committee Members: Sandy Booth, Elena Gallant-Valez, Dean Mack, Gary Owen, Kathy Ralston, Mandy Rambo, Kirsten Wrzesinski
Excused: Brett Christian, Jasyn Harrington,
Non-Committee Attendees: Bill Crane, Emily McVey,
Excused: Mike Murphy
2. Review meeting agenda and upcoming meeting schedule
 - a. Next meeting: March 20, 2024, 3:30 p.m.
3. Review and approve the January 17, 2024, meeting minutes. Mandy moved to accept the minutes as presented; Gary seconded the motion, and it was approved unanimously.
4. Fiscal Agent Report – *Emily McVey*
 - a. Review Financial Reports
2021 Campaign – This campaign is closed. The remaining \$40.12 was moved to the 2022 Campaign. It currently shows on the 2022 Campaign financial report as a negative number under Uncategorized Expense. Emily will ask for clarification if this category is correct. Gary stated the amount is not material and would likely have no impact on the overall financials.
2022 Campaign – The audit has begun for this campaign year. Once the audit is complete, the final payout amounts will be determined, and the payments can be made.
2023 Campaign – Payments for the 2023 campaign are being received. No other activity has occurred with this campaign this month.
Sandy moved to accept the financial reports as presented with Emily asking for clarification for the -\$40.12 amount; Gary seconded the motion, and it passed unanimously.
 - b. 2022 Campaign Audit Update: Emily mentioned that Alex at JCCS has started the audit. She has provided most of the information that is needed. It will be the last audit that JCCS will complete for SECGC. Dean shared the contract is being prepared for approval. JCCS increased the price this year \$450. Alex did not send an engagement letter, but it may need to be revised after the contract approval is completed.
5. Coordinator Report – *Bill Crane*
 - a. Capitol Rotunda Kickoff Event Times – Typically the timeframe has been scheduled from 10 a.m. to 2 p.m. The late afternoon is very sparsely attended, and several vendors do leave early. Sandy said at the event last year people started arriving closer to 11 a.m. and then were gone by 1:30 p.m. Dean mentioned people probably attend during their lunch breaks; he suggested

shortening the start and end time by half an hour and scheduling the event from 10:30 a.m. to 1:30 p.m. Bill said that is what he was planning to do if it is acceptable by the committee.

Sandy moved to schedule the event from 10:30 a.m. to 3:30 p.m.; Kathy seconded the motion, and it passed unanimously.

- b. Submittable Set Up: Bill is completing the Submittable site set up. Once the final approval is received, he plans to have the application process available from March 15 through May 31. Bill mentioned he is receiving requests for applications, so the nonprofit groups are eager to participate.
6. Chair Report – *Dean Mack*
 - a. Dean was not able to connect with Don Harris to ask about the option to complete a review rather than a full audit of each campaign year. He will ask Don when Don returns to the office and will report to the committee at the next meeting.
 7. Other Business: None.
 8. Public comment, if applicable: None.
 9. Adjourn: Gary motioned to adjourn the meeting at 3:53 p.m.; Kathy, Kirsten, and Sandy all seconded, and the motion passed unanimously.