

SECGC ADVISORY COUNCIL MEETING MINUTES

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

Location: Remote via Zoom

Agenda

1. Call to Order
Advisory Committee Members: Sandy Booth, Brett Christian, Elena Gallant-Valez, Jasyn Harrington, Dean Mack, Gary Owen, Kirsten Wrzesinski
Members Excused: Kathy Ralston, Mandy Rambo
Non-Committee Attendees: Bill Crane, Emily McVey, Mike Murphy
2. Review meeting agenda and upcoming meeting schedule.
 - a. Next meeting: February 21, 2024, 3:30 p.m.
3. Review and approve the November 15, 2023, meeting minutes. (Note: no SECGC Advisory Council meeting was held in December 2023.) Gary moved to accept the minutes as presented; Kirsten seconded the motion, and the motion carried unanimously.
4. Fiscal Agent Report – *Emily McVey*
 - a. Review Financial Reports
 - b. 2021 Campaign – This campaign is closed. The last item is to move remaining \$40 to the next campaign year. All banking account issues were addressed. Jasyn moved to accept the financial reports; Brett seconded the motion, and the motion carried unanimously.
 - c. 2022 Campaign – Final donations were received, and the final payouts are being prepared. Otherwise, no other action occurred with this budget.
 - d. 2023 Campaign – All of the kickoff and prize amounts are in the budget. The first pay period donations should be received soon. Everything is complete and entered for the period September through December. The final 2023 total contribution amount will be changed on the budget.
 - e. Audit Update – Work should begin soon for the 2022 Campaign audit. JCCS informed Emily that the company is no longer completing small nonprofit audits after this year. United Way will also need to find a new auditor. Emily said she hopes to find an auditor that will complete both the United Way and SECGC audits, as it will make it easier, but it is not a requirement. Only a few Montana audit firms are completing small audits. She anticipates we may need to look external to Helena and possibly outside of Montana. The SECGC will need to conduct its own RFP for a new auditor. Emily shared that United Way does have a list of auditors that complete other United Way organizations' audits, so that may be a resource.
 - f. Gary asked if a full audit is required. He stated with federal funds an audit is required for over \$750,000. He asked if an audit is required by the state or if an audit review is an option. He anticipates the rates the SECGC has been paying for audits will likely double. Dean will check if a review can be completed rather than a full audit.
 - g. Bill mentioned he believes the SECGC is part of the state of Montana and may not requiring an audit. He mentioned a Missoula auditor sold its operation to a

firm in Ogden, Utah, and that firm's charge for an audit was approximately \$10,000. If an RFP is issued, he will notify this firm and will also share this information with Emily.

- h. Jasyn indicated that CTI is dealing with the same situation. Accounting firms can't find the paraprofessionals to complete the work, so accountants, who are paid a much higher rate, are completing the work. Jasyn will ask her colleagues for recommendations.
 - i. Emily identified that two reports she needs for the 2023 campaign were not available. She sent the information to Mike, and his team is working to fix the reports. Once the reports are available, Emily will email the nonprofits receiving funds from the 2023 campaign.
 - j. Bill asked if the requested concept report could be created. Mike will attempt to create it. Emily said if this new report can be created next year, that would be beneficial.
 - k. Sandy made a motion to accept the 2022 and 2023 financial reports. Gary seconded the motion, and it carried unanimously.
5. Coordinator Report – *Bill Crane*
- a. Bill reported that the prizes have been delivered for the 2023 Campaign. He will evaluate options for a celebration for the agency coordinators. He received the Submittable renewal and forwarded it to Dean.
 - b. Bill is beginning preparations for the 2024 Campaign. He plans to begin registration in March or April. Dean will request approval to begin the 2024 campaign.
 - c. Emily mentioned that many nonprofits are asking for their potential contribution amounts in December for budgeting purposes. She typically does not have that information until January. She thinks it would require a system change to have the information available earlier. Bill stated a report used to be available that provided donations by nonprofit. Mike will check if that report can be made available.
6. Chair Report – *Dean Mack*
- a. No topics to report.
7. Other Business: None.
8. Public comment, if applicable: None.
9. Adjourn: Brett moved to adjourn the meeting; Kirstin seconded the motion, and it carried unanimously.