

APPROVED SECGC ADVISORY COUNCIL MEETING MINUTES

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

Location: Remote via Zoom

Agenda

1. Call to Order at 3:33 quorum present
Advisory Committee Members: Sandy Booth, Brett Christian, Elena Halsan, Dean Mack, Gary Owen, Kathy Ralston, Kirsten Wrzesinski
Excused: Mandy Rambo
Non-Committee Attendees: Bill Crane, Emily McVey, Mike Murphy
2. Review meeting agenda and upcoming meeting schedule.
 - a. Next meeting: August 21, 2024, 3:30 p.m.
 - b. Brett may not be available to attend.
3. Review and approve the June 19, 2024, meeting minutes. Brett moved to accept the minutes as presented. Gary seconded the motion, and it was approved unanimously.
4. Fiscal Agent Report – *Emily McVey*
 - a. 2022 Campaign Update – This campaign’s financial report has a negative amount of \$1,584.76. Emily determined that outstanding corrections she was making were not included in the calculated final payout by the auditor. The issues with nonprofits who had a closed accounts or incorrect banking information. Emily will contact Alex at JCCS to get his recommendation to resolve this issue.
 - b. 2023 Campaign Update – First payment to nonprofits was made; no other activity has occurred.
 - c. 2024 Campaign Update – Some sponsorships and application/kickoff fees have been received, including a sponsorship from Mitchell insurance. Invoices are being sent.
 - d. Accounts Payable 2100 Update – Emily asked Alex about how to resolve these outstanding accounts payable balance, and he did not have any advice to resolve it. He did confirm that the JCCS billed amount was \$6,200, not \$6,300 as listed. Emily asked Paige, who works with Joy and who is a former auditor, about resolving this issue. Paige will join the August meeting to explain the options she recommends for resolving the issue, and the committee can decide to implement a resolution.
 - e. Review and approved 2024 Campaign draft budget – Sandy moved to accept the draft 2024 Campaign budget. Brett seconded the motion, and it passed unanimously.
 - f. Brett moved to accept the 2023 and 2024 financial reports as submitted. Gary seconded the motion, and it passed unanimously.
 - g. The council decided to wait to act on the 2022 Campaign reports until after discussing the resolution for the negative amount.
5. Coordinator Report – *Bill Crane*
 - a. Official numbers have 277 nonprofits currently in the 2024 campaign. Bill reviewed and approved the applications received. One application was declined because it didn’t have a presence in Montana. To date, 31 nonprofits have applied to participate in the rotunda event on September 25.
 - b. Mike received the spreadsheet to make system updates.

- c. Emily has the listing of federation affiliates for billing, and most of the invoices ready to send.
 - d. Bill is updating the Giving Guide.
 - e. Prizes are being collected for this year's campaign. Helena Motors again is sponsoring the \$1,000 prize. Other prizes have been obtained from Joe Mitchell Insurance, 1889 gift cards, The Base Camp, Murdock's, and Blackfoot River Brewery. Emily sent the application to Blue Cross and Blue Shield of Montana for the \$1,000 contribution, but she has not received a reply yet.
 - f. The council discussed what amount to set for the 2024 Campaign goal. It decided to set the goal at \$400,000. Gary made the motion to set the 2024 campaign goal at \$400,000. Sandy seconded the motion, and it passed unanimously.
 - g. Bill shared that Montana Shares has decided to dissolve its operation next year. It will not participate in the SECGC campaign as a federation. Additionally, Montana Shares and Bill won't continue as the program coordinator after the 2024 campaign. Bill has 15 years of campaign institutional and operational knowledge that has supported the SECGC well. Bill said Montana Shares will continue through the distribution of the 2023 payments to its nonprofits.
 - h. Thank you, Bill, for your assistance, knowledge, and dedication to the multiple state's multiple campaigns!
6. Chair Report – *Dean Mack*
- a. Audit or Review Update – Dean is meeting with Kristin Reynolds, the Department of Administration budget office director, in early September to discuss the details for incorporating the SECGC as part of the state's ACFR audit. More information will be shared after this meeting.
 - b. Vacant Independent Nonprofit Update: Approval was requested to add Anita Wilke from RezQ Dogs to the advisory council. As soon as it is received, Anita will be notified and will officially join the advisory council.
7. Other Business –
- a. Mike shared that his team is getting the application ready for the 2024 campaign period. The team is working on the reports and making an update to fix the integration to SABHRS to obtain employee IDs. When the application is ready and functioning correctly, the report updates will be loaded into the system, which will likely be in approximately 2 weeks. Bill indicated that timing would work.
 - b. Mike and his team are working with the Legislative branch to address the issue of Legislative branch employees not being able to contribute using payroll deduction. Mike will provide an update on this possible solution.
 - c. The Montana School for the Deaf and Blind may require additional costs to program a manual update.
 - d. The SECGC website updates are being completed.
8. Public comment, if applicable – None.
9. Adjourn – Gary moved to adjourn the meeting at 4:19 p.m. Sandy seconded the motion, and it passed unanimously.