

APPROVED SECGC ADVISORY COUNCIL MEETING

Wednesday, June 19, 2024, 3:30 p.m.

Location: Remote via Zoom

Agenda

1. Call to Order: Dean called the meeting to order at 3:33 p.m. A quorum is present.
Advisory Committee Members: Sandy Booth, Brett Christian, Elena Gallant-Valez, Dean Mack, Gary Owen, Mandy Rambo, Kathy Ralston, Kirsten Wrzesinski
Non-Committee Attendees: Emily McVey
Excused: Bill Crane, Mike Murphy
2. Review meeting agenda and upcoming meeting schedule.
 - a. Next meeting: July 17, 2024, 3:30 p.m.
3. Review and approve the May 15, 2024, meeting minutes. Mandy moved to accept the minutes as presented. Kathy seconded the motion, and it passed unanimously.
4. Fiscal Agent Report – *Emily McVey*
 - a. 2022 Campaign Update: Final payments were made. Emily is working to correct two payments that were returned. She believes a small amount will remain in this campaign that will need to move to the 2023 campaign.
 - b. 2023 Campaign Update: The first payment was made for this campaign year. Emily emailed Alex about the Accounts Payable 2100 items in question. He verified the audit amount was incorrectly listed in Quickbooks. Emily is working with the accountant to clear the amounts in Quickbooks; they do not have an impact to any of the campaigns. Emily expects to have an answer for clearing this account before our next meeting.
 - c. 2024 Campaign Update: Nothing new to report yet for this campaign. Gary asked when a budget will be available for the 2024 Campaign, and Emily will prepare it to review at the July 17 meeting.
 - d. Emily did speak with the new United Way auditor to check if the auditor would consider completing an SECGC if an RFP was prepared. The auditor did indicate interest in evaluating the SECGC audit.
 - e. Gary asked about the credit card processing fees. Emily will review the amounts from previous reports and share this information at the next meeting. Mandy mentioned possibly flagging the credit card transaction on the donation site to notify the donor that the total donation will be reduced by the amount of the processing fees. Mike can answer if it is possible to notify a donor of the processing fee when donating using a credit card transaction.
 - f. Brett moved to accept the financial reports. Mandy seconded the motion, and it passed unanimously.
5. Coordinator Report – *Bill Crane*
 - a. Emily indicated the sign up for the Rotunda event is open.
 - b. Bill was unable to join the meeting, but he provided this update following the meeting:

- i. The application period was extended by about 2 weeks to allow more groups to sign up.
- ii. Currently 278 applications are approved. This number compared with 296 last year.
- iii. Bill has started collecting prizes for the campaign. He provided a generic letter to the committee members to use when requesting prizes from business owners.
- iv. Bill has started updating the SECGC website.
- v. Bill is compiling the 2024 giving guide.

6. Chair Report – *Dean Mack*

- a. Audit or Review Update: Dean updated the committee that it was determined the SECGC is part of the state and will need to fall under the state’s ACFR audit. A meeting is scheduled with the DOA budget office and Financials accounting department to discuss how this process will be handled. When more information is available, Dean will share it with the committee.
 - b. Vacant Independent Nonprofit Committee Member—Brett suggested to contact the person at RezDogs in Havre to ask if the director or another person would be interested to fill the open position on the advisory council. Mandy knows Anita at RezDogs and contact her. Kirsten mentioned that considering RezDogs or other large independents, such as Helena Food Share or the Lewis and Clark County Humane Society, are good options. The group agreed it would be beneficial to have a representative on the council who is not in Helena if that is possible.
7. Other Business –
- a. Mandy humorously suggested that the committee have t-shirts made stating: “Don’t be a disgruntled pelican! Donate to the SECGC!” The humor was appreciated by the committee. No action was taken with this suggestion...yet!
8. Public comment, if applicable – None.
9. Adjourn – Mandy motioned to adjourn the meeting at 4:05 p.m. Gary seconded the motion, and it passed unanimously.