

SECGC ADVISORY COUNCIL MEETING MINUTES

Wednesday, March 27, 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.
Advisory Committee Members: Sandy Booth, Brett Christian, Elena Gallant-Valez, Dean Mack, Kathy Ralston, Kirsten Wrzesinski
Excused: Jasyn Harrington, Gary Owen, Mandy Rambo
Non-Committee Attendees: Bill Crane
Excused: Emily McVey, Mike Murphy
2. Review meeting agenda and upcoming meeting schedule
 - a. Next meeting: April 17, 2024, 3:30 p.m. – Bill may be on the road but will try to join.
3. Review and approve the February 21, 2024, meeting minutes.
Sandy made a motion to approve the minutes as submitted. Kathy seconded the motion, and it passed unanimously.
4. Fiscal Agent Report – *Emily McVey*
 - a. Review Financial Reports – Emily was unable to join the meeting. The committee reviewed the financial reports and did not have any questions. Brett made a motion to approve the financial reports as received. Sandy seconded the motion, and it passed unanimously.
 - b. 2022 Campaign Audit Update – Dean provided a brief update that the audit is underway by JCCS, and he will ask Emily to send a more thorough update about audit to the committee.
5. Coordinator Report – *Bill Crane*
The 2024 Campaign was opened, and the application site is open with the timeframe from mid-March through May 31. A first email was sent to the nonprofits. Bill said he will send a second email and then will send a follow up post card.

So far for the 2024 Campaign, 29 independent nonprofits have registered. The Submittable site is working, and everything is on track.

Bill is considering holding a coordinator celebration at the beginning of the campaign to build energy and excitement going into the campaign. The Capitol Rotunda is scheduled for the kickoff event. As was discussed at our last meeting, the timeframe for the kickoff event has been shortened.

Bill will start gathering prizes next month.

6. Chair Report – *Dean Mack*
 - a. Audit or Review Update – Dean asked Don Harris, chief legal counsel, if a financial review may be an option for the SECGC rather than a full financial audit.

Don requested input from the State Financials administrator and accountant. A questionnaire was provided to Emily for her to complete that will help with determining what option may be appropriate or required.

- b. SECGC Guidelines – From the request regarding whether a financial audit or review may be appropriate, Dean reviewed the SECGC Guidelines (bylaws) and noted that some components may need to be updated. He will review the guidelines noting suggested revisions, and he will share it with the advisory council to review and provide additional input and feedback.
 - c. Dean shared the unfortunate news that CTI has decided to cease operations. Jasyn shared with him that her time is focused on the closure of CTI and she may have very limited time to provide to SECGC. He asked her to participate as much as she could. With this closure, the SECGC will need another federation representative for the advisory council. Dean asked Jasyn to share any recommendations for a representative, and he also asked the committee to send any names to him so that a list can be compiled for future consideration.
7. Other Business – None.
8. Public comment, if applicable – None.
9. Adjourn – Sandy made a motion to adjourn the meeting at 3:47 p.m. Brett seconded the motion, and it passed unanimously.