

APPROVED SECGC ADVISORY COUNCIL MEETING MINUTES

Wednesday, May 15, 2024, 3:30 p.m.

Location: Remote via Zoom

Agenda

1. Call to Order – Dean called the meeting to order at 3:36 p.m. A quorum was present.

Advisory Committee Members: Sandy Booth, Elena Halsan, Dean Mack, Gary Owen, Kirsten Wrzesinski

Excused: Brett Christian, Mandy Rambo, Kathy Ralston,

Non-Committee Attendees: Bill Crane, Emily McVey

Excused: Mike Murphy

2. Review meeting agenda and upcoming meeting schedule.
 - a. Next meeting: June 19, 2024, 3:30 p.m.
 - b. Bill asked for his agenda item to be moved earlier in the agenda as he has another meeting at 4 p.m. which he needs to attend.

3. Review and approve the April 17, 2024, meeting minutes.

Sandy moved to accept the minutes as presented. Gary seconded the motion, and it carried unanimously.

4. Coordinator Report – *Bill Crane*

Bill has contacted everyone who participated in last year's the campaign; he sent 30 postcards to those who have not yet responded. To date, we have received 157 submissions, and 145 have been approved. Bill will continue to contact the federations and others if they have not yet applied or responded.

Bill started soliciting donations, including contacting Helena Motors and the other large donors. Bill asked Emily to contact BCBSMT about its possible donation. Everything is coming along well. Bill asked Gary about the United Way of Cascade County, and Gary indicated it will be submitted soon.

5. Fiscal Agent Report – *Emily McVey*

- a. 2022 Campaign Update – The final payment was sent to recipients the last day of April. These payments will show on the May financial reports. A few kickbacks were received because of bank changes, and all of those have been corrected. The audit bill from JCCS was received and is submitted for payment. This campaign should be closed next month.
- b. 2023 Campaign Update – The first payment will be sent next week.
- c. 2024 Campaign Update – Fees are being collected for this campaign year. No other activity has occurred yet.
- d. Accounts Payable 2100 Investigation Update – Joy researched the items in Quickbooks and provided the spreadsheet identifying each item and included an explanation. Several are old bills including federation bills that were duplicated when entered and which required a journal entry to resolve. Some items were mis-labeled. The JCCS invoice had an entry error of \$100. It was entered as

\$6,300 instead of the correct amount of \$6,200. Several of the items were from when Anderson-ZurMuehlen was completing the books, and no notes were entered. Joy indicated that no money was owed. Dean recommended to Emily to ask Alex at JCCS how to properly record an entry to correct this balance sheet account.

- e. Audit or Review Update – The question if the SECGC is a state entity or a separate organization has not yet been determined. Alex at JCCS was asked to review the questionnaire and offered his opinion that it could be considered a separate entity. This information was sent to Don Harris, the DOA Chief Legal Counsel, for his review and legal opinion about SECGC.

Gary mentioned that when the United Way of Cascade County was the fiscal agent for the federation, that audit was completed as part of the United Way entity when it was smaller. The audit was contracted as a separate audit process. Emily said it has been completed similarly since JCCS conducted both the United Way and the SECGC audits. Emily will ask the new United Way auditor if this option may continue and will let the committee know.

- f. Gary made a motion to accept the financial reports. Sandy seconded the motion, and it passed unanimously.

6. Chair Report – *Dean Mack*

- a. Final 2022 Campaign Audit Report – The final 2022 Campaign audit report was received from JCCS, and no issues or discrepancies were identified. The final payment amounts were provided to Emily, and those payments were made.

Dean will send the final report from JCCS to the committee for review. If anyone has questions, please let Dean know so he can ask Alex to join to answer the questions at the June meeting.

7. Other Business

- a. Independent Nonprofit Recommendations – Kirsten recommended that we table this item until June when more committee members are present. Gary indicated that in April the minutes noted that the committee agreed to review the independent nonprofit organization list that Emily sent, and each member would recommend 3 organizations to be considered. The committee will vote for the top 3 to ask if a person from each would be interested in participating as a member of the Advisory Committee. Dean will check with Mandy about RezDogs. Dean will send a reminder to the committee members prior to the June meeting and include the independent nonprofit organization list that Emily provided.

8. Public comment, if applicable – None.

- 9. Adjourn – Sandy made the motion to adjourn the meeting at 4:11 p.m. Gary seconded the motion, and it passed unanimously.