

SECGC ADVISORY COUNCIL MEETING MINUTES

Wednesday, October 16, 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 was present.
Advisory Committee Members: Brett Christian, Sarah Green, Dean Mack, Gary Owen, Mandy Rambo, Kathy Ralston
Excused: Sandy Booth, Anita Wilke, Kirsten Wrzesinski
Non-Committee Attendees: Emily McVey
Excused: Bill Crane, Mike Murphy
2. Review meeting agenda and upcoming meeting schedule.
 - a. Next meeting: November 20, 2024, 3:30 p.m.
3. Review and approve the September 18, 2024, meeting minutes. Gary moved to accept the minutes as presented. Kathy seconded the motion, and it passed unanimously.
4. Fiscal Agent Report – *Emily McVey*
 - a. Emily shared that the accountant indicated the negative amount of \$28,249 on August balance sheet was because the payout made expended more money than was received. September's balance sheet doesn't have the negative amount as more money was received than paid this month.
 - b. 2023 Campaign Update – A payment was made in August, and no other activity is happening.
 - c. 2024 Campaign Update – Small amounts of money from credit/debit and e-checks have been received for this campaign. The annual campaign amount should be corrected to \$400,000. Emily will follow up with Joy to correct it.
 - d. Motion – Mandy moved to accept the financial statements. Brett seconded by the motion, and it passed unanimously.
5. Coordinator Report – *Bill Crane*
 - a. 2024 Campaign Update – Bill is out of the office this week and provided this report to Dean to share with the advisory council:
 - i. Bill is mailing weekly prizes to the winners.
 - ii. Three SECGC signs have been removed from the corners of the Capitol block. Any ideas who removed them? Maybe someone from GSD.
 - iii. Current donations are \$298,000. Bill suggests that the campaign be extended another week so we can attempt to reach \$365,000.
 - iv. Motion to extend the 2024 for one week – extend another week 5. Bill will provide four \$50 gift cards for prizes.
6. Chair Report – *Dean Mack*
 - a. Program Coordinator Solicitation Update – The solicitation closes Tuesday, October 22. Three vendors have responses in process. This Invitation for Bid solicitation means that the lowest bidder will be awarded. The contract will be executed approximately one week after the solicitation closes. Kickoff meetings

and coordination discussions can begin with the vendor while the contract is being finalized.

- b. Transition to Internal Account and Audit Update – The internal accounts have been created. A meeting is scheduled with Emily and our internal budget and payroll staff to review the process changes that will happen once implemented. It is anticipated the transition will happen after the November quarterly payment is made. The United Way/SECGC money market account will no longer be needed. Emily is working with Joy to determine how the final payout calculation can be completed and what additional cost that may require. It will be much less than the audit fees charged by JCCS. The internal auditor in the budget office will audit the final payout calculations to ensure it is correct before the final payments are made for each campaign year.
 - c. SECGC Guidelines Update – Because the internal account process will change the SECGC Guidelines, sending the Guidelines to the advisory council is on hold until internal transition is complete and the new process changes are updated in the document.
7. Other Business – Mandy shared Commerce is very dedicated to the SECGC. She made a friendly competition that Commerce will surpass the Department of Administration with donations.

Kathy shared that Corrections holds fundraisers, and she believes the total funds raised will exceed \$5,000.

Thanks to everyone for their great support of the SECGC!

- 8. Public comment, if applicable. – None.
- 9. Adjourn – Gary moved to adjourn the meeting at 4:09 p.m. Mandy and Kathy seconded the motion, and it passed unanimously.