

# SECGC ADVISORY COUNCIL MEETING MINUTES

Wednesday, September 18, 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 Council Members:* Sarah Green, Dean Mack, Gary Owen, Mandy Rambo, Kathy Ralston, Anita Wilke, Kirsten Wrzesinski  
*Excused:* Sandy Booth, Brett Christian,  
*Non-Committee Attendees:* Emily McVey  
*Excused:* Bill Crane, Mike Murphy

Welcome, Sarah, to the SECGC! We're glad you have joined us.

2. Review meeting agenda and upcoming meeting schedule.
  - a. Next meeting: October 16, 2024, 3:30 p.m.
3. Review and approve the August 21, 2024, meeting minutes. Mandy moved to accept minutes as written. Kathy seconded the motion, and it passed unanimously.
4. Fiscal Agent Report – *Emily McVey*
  - a. 2022 Campaign Update – This campaign is closed. The overpayment balance of \$1583.75 was moved to the 2023 campaign.
  - b. 2023 Campaign Update – The second quarter payments were made. No other activity is happening.
  - c. 2024 Campaign Update – Sponsorship and prize sponsorship money is being received. Most kickoff fees have been paid. An error of \$2,400 should be assigned as the campaign coordinator payment in category 6334. Joy will correct that error. The correct annual campaign goal is \$400,000 rather than \$412,000. Emily will correct that entry.
  - d. On the Balance Sheet is a negative net income of \$28,249. Emily will ask Joy to research it and provide an answer.
  - e. Refund Payment from United Way – While completing the United Way audit, a payment amount for the True North Search Dogs nonprofit was noted as unpaid. This nonprofit notified United Way it was considering closing before the final payment was made. Emily forgot to check with the nonprofit before the final payment was made. The amount was identified during the audit. Emily contacted True North Search Dogs to ask the status and what to do with the final payment. The nonprofit asked that the money be returned to the SECGC campaign as it was no longer accepting donations. Emily transferred money from United Way back to SECGC account, and she has the proper documentation to support the transfer.

Emily noted that similar situations happen with federations where a nonprofit will cease operation. She asked if the SECGC may want to establish a process for handling a nonprofit closing.

Kirsten mentioned in the past when an entity ceased operations, the funds would be reverted to undesignated funds. Emily and Gary indicated that it is handled different ways with different federations. It would be difficult if not impossible for the SECGC to know when a federation nonprofit ceases operations and how the federation handles those funds. It was suggested to allow each federation to handle the funds as it typically would if a nonprofit ceases operation. If a single nonprofit shuts down, the funds go to the undesignated and are distributed at the end of the campaign. Kirsten believes that is the way it has been done in the past.

Dean will ask Bill if the application form has any information about how the funds are handled if a nonprofit ceases operation, and we can discuss and decide next month.

Kirsten suggested to wait until next month to approve financials once the corrections have been made.

5. Coordinator Report – *Bill Crane* – Bill was unable to attend but provided Dean with updates to share.
  - a. 2024 Campaign Kickoff Update—Things are in place and ready for the kickoff of the 2024 campaign on Monday! Bill has a good selection of prizes available. Many of the prizes are gift cares, which makes delivering the prizes to the winners very easy—most can be mailed.
  - b. Rotunda and Missoula Events—The Capitol Rotunda event has almost 50 nonprofits scheduled to attend. The Missoula event has only 3 registered. Bill is reaching out to nonprofits again. If an adequate number do not schedule to participate, the event will be canceled.
  - c. Click-and-Give Application Update—The testing of the click-and-give application indicates it is working. If anyone is willing to test, please do and let us know if you encounter any issues.
  - d. SECGC Signs— Bill will set the SECGC signs on Sunday.
  - e. Login Pop-Up Messages—Dean shared that the old system that generated the pop-up messages is no longer functioning. The SITSD team is using a different application to create the logon pop-up messages. However, due to the limited time before the kickoff of the campaign, it is not possible to program similar logic that was included in the old system. This new application will display a pop-up message each time when logging onto a computer. It will have a button to close the pop-up and a button labeled “Donate” that will open the SECGC website. A new message will be displayed each week of the campaign.
  
6. Chair Report – *Dean Mack*
  - a. SECGC Guideline Update—Dean incorporated Emily’s and Bill’s updates to the Guideline document. He is waiting for one final clarification about a change, and then the revised Guideline document is ready to share for everyone to review. The committee agreed receiving a clean version would be acceptable. If anyone wants to have the marked-up version, let Dean know. He will email it to the committee to review prior to our October meeting.

- b. Program Coordinator RFP—Dean checked with Procurement, and a new RFP for the Program Coordinator role will need to be issued. The contract allows to have both the new and existing Program Coordinators to be working at the same time to share knowledge. Bill reviewed that the roles are current to include in the RFP.
- c. Internal Financial Function Update—Dean met with the DOA accountant, budget director, and legal counsel to determine how to move forward with the SECGC as part of the state internal financial accounts so that the Legislative Audit Division will include the SECGC operations as part of the State’s ACFR. The process to create internal state accounts is beginning.

One question the budget director asked is if the Financial Coordinator or another accountant could prepare the calculations for the final campaign payments so that the DOA internal auditor could review and confirm the calculations.

As more information is available, Dean will provide it to the committee.

- 7. Other Business – None.
- 8. Public comment, if applicable – None.
- 9. Adjourn – Mandy made a motion to adjourn the meeting at 4:23 p.m. Gary seconded the motion, and it passed unanimously.