

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**
Remote Teams Meeting
Wednesday, January 20, 2021 - 3:30pm

Members Present: Mike Manion, Kirsten Wrzesinski, Jasyn Harrington, Sandy Booth, Gary Owen

Members Excused: Penny Fassett and Hope Stockwell

Contractor: Emily McVey, Shelli Gwinn, Bill Crane

SITSD Staff: Denise Adamson

DOA Staff: Belinda Adams

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:34 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The November 18, 2020 and the December 9, 2020 meeting minutes were reviewed.

B. **MOTION:** Sandy Booth moved to accept the November 18, 2020 and the December 9, 2020 meeting minutes. Gary Owen seconded the motion, and the motion passed unanimously.

C. The next meeting is planned for February 17, 2021 at 3:30 p.m.

III. Fiscal Agent Report

Balance Sheet – December 2020	
Total Assets	\$129,930.80
Total Liabilities	\$7,524.42
Total Equity	\$122,406.38

2018 Financials	
Campaign Revenue	\$429,601.13
Campaign Expenses	\$423,301.13
Campaign Net Income	\$6,300.00
2019 Financials	
Campaign Revenue	\$400,111.83
Campaign Expenses	\$248,723.05
Campaign Net Income	\$151,388.78
2020 Financials	
Campaign Revenue	\$75,565.86
Campaign Expenses	\$24,301.40
Campaign Net Income	\$51,264.46

A. For the December 2020 balance sheet, Emily McVey said line item “11000 Account Receivable” was incorrect because an error has been made when entering a payment-- the amount should be \$500. Emily will be looking into why there is a negative balance of -\$11,308.63 for line item “32000 Retained Earnings.” Mike Manion requested to have the Account Receivable error

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resolved by the February 2021 meeting.

1. The Council agreed to postpone approval of the December 2020 balance sheet until the issues are resolved.
- B. For 2020 Campaign financials, Emily said the quarterly coordinator payment still needs to be entered into the system. United Way will meet with the auditor soon for the annual audit. Mike requested the audit be added as an agenda item for the February meeting.
- C. **MOTION:** Sandy Booth moved to adopt the December 2020 financials. Jasyn Harrington seconded the motion and the motion passed unanimously.

IV. Coordinator Report

- A. Mike recapped the December campaign coordinator celebration. The celebration was held remotely over Zoom; two randomly selected nonprofits shared their stories of how campaign donations have helped them; Lieutenant Governor Cooney was the keynote speaker; and there were several prize drawings. Mike thanked everyone who helped put the event together. He thought it turned out well. The Council agreed.
- B. Bill Crane presented an event calendar for the 2021 Campaign season. The group reviewed the calendar and agreed with the proposal. Items on the list for January are to schedule meetings with Federations, review committee bylaws, reserve the location for the campaign kick-off events in Helena, Missoula, and Great Falls. February goals are to survey nonprofits about upcoming 2021 participation, review coordinator survey results, and review prize collection process.

V. Chairman's Report

- A. Mike is working on filling vacancies on the Council.
 1. Bill Crane will no longer be serving as a Council voting member because Montana Shares won the Invitation for Bid for campaign coordinator services.
- B. Denise Adamson shared that her team is working on changing the payment portal to a new vendor, PayZang. She will contact Emily for banking information.

VI. Other Business

- A. None

VII. Public Comment

- A. None

VIII. Adjourn

- A. **MOTION:** Gary Owen moved to adjourn. Sandy Booth seconded the motion and the motion passed unanimously.
- B. The meeting was adjourned at 4:11 p.m.