

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
ADVISORY COUNCIL MEETING MINUTES**  
Remote Teams Meeting  
**Wednesday, February 17, 2021 - 3:30pm**

**Members Present:** Mike Manion, Penny Fassett, Kirsten Wrzesinski, Jasyn Harrington, Sandy Booth

**Members Excused:** Gary Owen 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 3:33 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The January 20, 2021 meeting minutes were reviewed.

B. **MOTION:** Jasyn Harrington moved to accept the January 20, 2021 meeting minutes. Penny Fassett seconded the motion, and it passed unanimously.

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

III. Fiscal Agent Report

<b>Balance Sheet – January 2021</b>	
Total Assets	\$161,457.10
Total Liabilities	\$7,524.42
Total Equity	\$153,932.68

<b>2018 Financials</b>	
Campaign Revenue	\$429,601.13
Campaign Expenses	\$423,301.13
Campaign Net Income	\$6,300.00
<b>2019 Financials</b>	
Campaign Revenue	\$488,726.94
Campaign Expenses	\$338,961.24
Campaign Net Income	\$109,765.70
<b>2020 Financials</b>	
Campaign Revenue	\$59,532.63
Campaign Expenses	\$24,323.75
Campaign Net Income	\$35,208.88

A. Emily shared updated on the balance sheet and the current campaign financials.

1. For the January 2021 balance sheet, payment has been received from Neighbors to

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Nations, although it is not reflected on the current balance sheet. Accounting is working on resolving a \$30 discrepancy. All payments are in QuickBooks, transferred, and up to date.

2. The 2019 campaign financial expenses total is off by \$1,102.68 due to a returned check.
  3. For the 2020 campaign financials, first quarter payment will go out March 1, 2021. The bill for campaign signs and banners was recently paid and will show up on next month's statement.
  4. Bill Crane asked why there was still a balance of \$6,300 for the 2018 campaign financials since the campaign and the audit are complete. Emily corrected this matter during the meeting.
  5. United Way is sorting out if a \$16,000 payment should be applied to the 2019 or 2020 campaign.
  6. The Council decided to wait to approve the financials until everything is corrected.
- B. Emily said the audit is in progress. Her team is actively working with the auditors and providing them information as requested. She's not sure when the expected completion date is, but will find out and email Mike.
- C. Denise shared the process of changing payment vendors is going well. She thinks they will be ready to make the switch next month.

IV. Coordinator Report

- A. Bill Crane shared an update on the coordinator tasks he and his team have been working on:
1. The main takeaways from the 2020 Campaign Coordinator survey are lack of traction with the nonprofits video YouTube and struggles about not having in person options.
  2. After getting clarification on the reservation process, Bill will be reserving the Capitol rotunda for the 2021 kickoff event.
  3. The group confirmed its still onboard with opening the application period for nonprofits on March 1<sup>st</sup> with a tentative closing date at the end of May. There will be flexibility to extending the deadline an additional month if needed.
  4. Bill asked if the Council still wants to use taxonomy codes for the 2021 campaign. He is not sure about their usefulness for the nonprofits. If we stop using them, Denise's team would need to adjust code for how end users can search, which would not be very difficult.
  5. A request was placed to see if Submittable fees will stay the same this year. If fees are the same or more, Bill recommends reevaluating provider options in August 2021 since the cost currently is too high. Last year's bill was \$1,015.
  6. The campaign bylaws have been reviewed and overall look good aside from groups needing to have a presence and phone number in Montana. Further discussion is needed at the next meeting.

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V. Chairman's Report

- A. Mike provided an update on recruitment for new council members. He has a commitment from Kathy Ralston from the Department of Corrections, a call into another person at FWP, and will be reaching out Kirsten's brother.
- B. Denise and her team will be taking on the task of making the website more accessible for the next campaign.
- C. Mike asked if the requests for tax information have been handled. Emily said that Shelli is in progress of working on them. A discussion ensued regarding whether the campaign sent tax information or thank you letters to the donors. It was determined that thank you letters have been sent and that employees may access their tax information from their pay stubs or their HR departments. They should be sent out by Friday 2/19/21.

VI. Other Business

- A. None

VII. Public Comment

- A. None

VIII. Adjourn

- A. **MOTION:** Penny Fassett moved to adjourn. Jasyn Harrington seconded the motion, and it passed unanimously.
- B. The meeting was adjourned at 4:09 p.m.