

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**

Remote Teams Meeting
Wednesday, March 24, 2021 - 3:30pm

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

Members Excused: Gary Owen and Hope Stockwell

Contractors: Emily McVey, Bill Crane

SITSD Staff: Denise Adamson

DOA Staff: Lauren Berka, Kevin Kent

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 February 17, 2021 meeting minutes were reviewed.

B. **MOTION:** Sandy Booth moved to accept the February 17, 2021 meeting minutes. Jasyn Harrington seconded the motion. The motion passed unanimously.

C. The next meeting is planned for April 21, 2021 at 3:30 p.m.

III. Fiscal Agent Report

Balance Sheet – March 2021	
Total Assets	\$186,090.40
Total Liabilities	\$7,524.42
Total Equity	\$178,565.98

2018 Financials	
Campaign Revenue	\$429,481.13
Campaign Expenses	\$423,501.13
Campaign Net Income	-\$20.00
2019 Financials	
Campaign Revenue	\$447,624.26
Campaign Expenses	\$347,212.62
Campaign Net Income	\$100,411.64
2020 Financials	
Campaign Revenue	\$92,441.46
Campaign Expenses	\$34,905.31
Campaign Net Income	\$57,536.15

A. For the 2018 “Campaign Net Income,” a \$20.00 deficit appeared. This was to because of the audit expense and the 2018 prize expenses costing more than anticipated.

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- B. Bill Crane questioned the “6415 Accounting” expense of \$500.00. Emily McVey recalled that it was for a purchase of QuickBooks.
- C. **MOTION:** Penny Fassett made a motion to move the \$20.00 overage to 2019. Sandy seconded. The motion passed unanimously.
- D. Emily stated that she had not heard from the auditors in the past few days and she thought they were about to finish up the audit. Mike said we needed this done sooner rather than later and he would give them a call to try and expedite it.
- E. Emily explained that the checking account defaulted to SECGC for a couple payouts, but these errors were corrected. It will show on the next report as a payout and then a transfer back to SECGC.
- F. **MOTION:** Sandy Booth moved to adopt the March 2021 financials. Jasyn Harrington seconded the motion. The motion passed unanimously.

IV. Coordinator Report

- A. The committee discussed the “Budget vs Actuals” document and a donation goal for 2021. Mike noted that expense line 6410 “Audit” was increased from \$6,300 to \$6,400. Bill Crane inquired about any upcoming pay cuts or hiring freezes for state employees, Mike informed him there was a pay increase scheduled for November 2022, however, there are no scheduled increases in medical insurance costs for employees.
- B. Bill stated that he believed \$450,000 was a good goal for 2021. Penny agreed. Bill mentioned “4350 Campaign Kickoff Attendance Fees” expense line may be an unnecessary expense this year, given the continued uncertainty due to COVID. Mike suggested this expense be dropped to \$1,000. Emily suggested this savings could offset the “6160 Events Expense” line.
- C. **MOTION:** Penny made a motion to approve the budget for 2021. Kirsten seconded it. The motion passed unanimously.
- D. Mike discussed the state’s move from Montana Interactive to PayZang for payment processing services and asked Denise Adamson if she had any updates or concerns. Denise stated they should be going live in the next week or two and she did not have any concerns to report.

V. Chairman’s Report

- A. Bill discussed opening the campaign and communicating registration information to non-profits. He reported that he set up a Mailchimp account and sent out a notification to all the non-profits asking them to confirm their mailing addresses and determine which would prefer to receive information about the campaign via email rather than regular mail. The hope is that this will save printing and postage costs. Last year there were between 60-70 non-profits that received correspondence digitally.
- B. Bill reported savings of \$100 off the Submittable charge, it dropped from around \$1,000 to around \$900.
- C. Bill reported that the campaign currently has 18 yard signs left. The yard signs are used to advertise the campaign around town. All the signs placed on Montana Avenue were stolen. This current inventory is too low for this year’s upcoming campaign. Emily said she would send Bill a list of all the locations that signs are needed so we know how many more to make.

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- D. Bill reported that he has communicated, via email and postcards, with all the independent non-profits that have participated over the last 3 years. Bill reiterated that there should not be any need for communication between SECGC and the affiliates of federations. It is the job of the federations to communicate with their affiliates. Sending materials from SECGC to the affiliates just confuses the matter.
- E. Bill spoke about his replacement on the Advisory Council. Montana Public Radio would be the best fit as they have a significant statewide presence. The other option would be Montana Food Bank Network, but Bill thought that Montana Public Radio would be a better fit. He has reached out to them but had not received a response yet.
- F. Bill sent the application to reserve the Capitol Rotunda on September 27th but did not apply for extra areas in the hallways. Bill is also waiting to contact the Governor's Office regarding the volunteer celebration until after the legislature is wrapped up.
- G. Mike stated the Advisory Council has three new replacements, one from DPHHS, one from Corrections and one from Fish Wildlife & Parks. Mike confirmed that everyone present at this meeting planned on staying on the Council

VI. Other Business

- A. None

VII. Public Comment

- A. None

VIII. Adjourn

- A. **MOTION:** Jasyn Harrington moved to adjourn. Sandy Booth seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:20 p.m.