

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

Remote Teams Meeting

**Wednesday, April 21, 2021 - 3:43pm**

**Members Present:** Mike Manion, Gary Owen, Kirsten Wrzesinski, Jasyn Harrington, Penny Fassett, and Hope Stockwell

**Members Excused:** Sandy Booth

**Contractor:** Emily McVey, Bill Crane

**SITSD Staff:** Denise Adamson

**DOA Staff:** Lauren Berka; Kevin Kent excused

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:43 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The March 24, 2021 meeting minutes were reviewed.

B. **MOTION:** Penny Fassett moved to accept the March 24, 2021 meeting minutes. Jasyn Harrington seconded the motion and the motion passed unanimously.

C. The next meeting is planned for May 19, 2021 at 3:30 p.m.

III. Fiscal Agent Report

<b>Balance Sheet – March 2021</b>	
Total Assets	\$218,182.59
Total Liabilities	\$7,524.42
Total Equity	\$210,658.17

<b>2018 Financials</b>	
Campaign Revenue	\$429,456.13
Campaign Expenses	\$429,501.13
Campaign Net Income	-\$45.00
<b>2019 Financials</b>	
Campaign Revenue	\$447,611.82
Campaign Expenses	\$347,689.15
Campaign Net Income	\$99,983.44
<b>2020 Financials</b>	
Campaign Revenue	\$124,580.51
Campaign Expenses	\$34,966.08
Campaign Net Income	\$90,090.96

A. Emily brought up the \$20.00 Campaign Net Income issue, and Bill pointed out that it is now \$45.00 after the most recent financials were posted. Emily is checking with the accountant to see why this happened and how to rectify it so the audit can be completed.

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN  
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- B. Emily questioned if the amount for bank services should be increased due to the move to PayZang, that amount is \$25 monthly, Mike agreed that we should. Alex sent Emily the final audit payouts and there is an issue with 3 organizations that were not paid. Those were Utopia Cat Sanctuary that had moved to Arizona, Parents Let's Unite for Kids, and Children's Cancer Assistance Fund. Brittany had sent an email to Utopia Cat Sanctuary letting them know it was no longer eligible, and that money was supposed to go to undesignated. Bill Crane stated that Parents Lets Unite for Kids went out of business. Emily mentioned that the total of all three that were not paid was about \$3,100. Utopia Cat Sanctuary was owed \$2,083.79, and Parents Let's Unite for Kids is owed \$193.51. Emily stated she would check with Alex regarding paying out the remaining \$510 to the non-profits that did not get paid. Bill questioned whether we were paying Tamarack Resource Center and Navigators as well. Bill also reminded the group that some of these go under federations as opposed to individual non-profits. Gary asked if we were using the money from the groups that are no longer in business to pay the 3 non-profits that were missed. Bill commented that in 2018 Children's Cancer Assistance Fund and Navigators were both under Neighborhood Nations. Emily recalled that Bill Pay is used for Parents Let's Unite for Kids as it will not share banking information.
- C. **MOTION:** Hope Stockwell made a motion to use the funds from Utopia Cat Sanctuary and Parents Let's Unite for Kids to pay the 3 organizations that were missed entirely, Gary seconded. The motion passed unanimously.
- D. **MOTION:** Kirsten Wrzesinski moved to adopt the March 2021 financials Jasyn Harrington seconded the motion, and the motion passed unanimously.

IV. Coordinator Report

- A. In submittable there are 151 non-profits so far and Bill has cleared and accepted 106 of them, all the independents that have registered have been cleared. Montana Shares is still waiting for 2 of their groups to get their Secretary of State filings in, also Bill has cleared all United Way's non-profits. Bill added that someone else would have to clear the Montana Shares groups. Bill will send out reminders to the rest in the first part of May. Bill mentioned that we still needed to contact Delta Dental as well as Allegiance Health Care. Bill said that the decision to reserve the Rotunda or not will be made in June; at this point there are no plans to.
- B. Mike said at this time last year we had 91 non-profits. Bill mentioned that he has been working with Greater Helena Kids and could possibly tap into some new donors. Hope said she could clear all of Montana Shares' affiliates, Bill agreed and shared that information with Hope.
- C. **MOTION:** Mike stated that we needed a motion to adopt the March financials and balance sheet. Bill could not do it so Kirsten moved to adopt the March financials. Jasyn seconded it, and the motion passed unanimously.

V. Chairman's Report

- A. Mike stated he needed to talk to Alex to get the audit wrapped up, and Emily agreed. Denise confirmed that there are no IT issues, and the budget looks good. She also mentioned that there were ADA compliance updates done to the site.
- B. Lauren stated that she sent another message to Belinda to delete the SECGC meeting series

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for TEAMS. Lauren will just send out the invite for Zoom in the future. Lauren sent an email to Bill, Emily and Mike regarding the email Belinda created [SECGC@mt.gov](mailto:SECGC@mt.gov) and she added it to her Outlook and there was 1 message in there. The email was someone asking for receipts for their 2020 donations, and she forwarded the message to the team. Emily stated that they just need to go to their payroll department or just check their pay stub.

- C. Denise spoke about payroll deductions and how they are processed. She stated that if they make a payment through the portal, they are automatically given a receipt.
- D. Emily mentioned that we need to put information regarding taxes on the website as we had a lot of phone calls regarding that in the previous years. Denise stated the message text that the donor receives is easy to change and we can add that information there perhaps. Hope suggested a FAQ section on the website that could encapsulate this.
- E. Bill suggested that we table that for now until next meeting and him and Emily would come up with something to help with the tax questions to avoid so many phone calls this year.

VI. Other Business

- A. None

VII. Public Comment

- A. None

VIII. Adjourn

- A. **MOTION:** Hope Stockwell moved to adjourn. Gary Owen seconded the motion, and the motion passed unanimously.
- B. The meeting was adjourned at 4:20 p.m.