

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

Remote Teams Meeting

Wednesday, August 18, 2021 - 3:35pm

Members Present: Jasyn Harrington, Samantha Erpenbach, Kirsten Wrzesinski, Kathy Ralston, Mike Manion, Shannin Danko, Hope Stockwell, Sandy Booth

Contractor: Emily McVey, Bill Crane

SITSD Staff: Denise Adamson

DOA Staff: Ben Condon & Lauren Berka

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:35 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The previous minutes were reviewed by the council.

MOTION -Sandy moved to approve the minutes

Jasyn seconded the motion

The motion was approved unanimously

B. The next meeting is planned for September 22, 2021 at 3:30 p.m.

III. Fiscal Agent Report

2019 Financials	
Campaign Revenue	\$447,453.95
Campaign Expenses	\$446,936.95
Campaign Net Income	\$517.00
2020 Financials	
Campaign Revenue	\$230,934.24
Campaign Expenses	\$137,912.57
Campaign Net Income	\$93,127.67
2021 Financials	
Campaign Revenue	\$4,774.29
Campaign Expenses	\$1,026.80
Campaign Net Income	\$3,747.49

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- A. Emily begins with the closeout of the 2019 campaign.
- B. The 2019 audit has been paid and closed.
- C. There was still a small amount of money in the campaign totaling \$517.40.
- D. The audit cost \$100 more than in previous years. The audit was approved by the members.
- E. 2020 prizes are closed out and the second of the 2020 payments went out on the 20th of August.
- F. Mike asked about the entrance fee for the 2020 kickoff and if we should keep it the same for this year. It was decided to keep the entry fee the same.
- G. 2021 has very little action this far. We are awaiting more contributions. Emily should have more to update at the next meeting.
- H. Mike wants to ensure that we are on track for donations and wants to know if we need to reach out to anyone else. Mike will reach out if we do need more donations.
- I. There are lower amounts of money in the bank accounts currently due to some payments going out. There can be discrepancies in balance sheets numbers depending on when payments go out versus when they are actually taken from the account.
- J. **MOTION:** Adopt June and July financials
Sandy moved to adopt, Kathy seconded. The motion was passed unanimously.

I.Coordinator Report

- A. Bill began by showing the members the new pledge letter.
- B. Denise suggested that we send it out via email and the council agreed.
- C. The council approved the pledge letter.
- D. The campaign will close pledges by November.

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- E. 36 tables were currently filled for the event and Bill will update that number at the next meeting.
- F. Bill wanted to know how everyone felt about having a basic information table or a shared table for those who can not join in person. The council agreed that it would fine to have a communal table.
- G. Bill asked that council how they feel about having events in Missoula and Great Falls.
- H. Mike will reach out to Gary about the Great Falls kickoff.
- I. Kathy would like to see reach out to employees throughout the state.
- J. Bill suggested a new way to allocate undefined funds from the campaign. He showed in a spread sheet how it would only negatively impact about 10 entities. This way would evenly split the money for all.
- K. The council decided that the even split approach made the most sense and that they should proceed in this fashion.
- L. **MOTION:** Evenly split the undefined money.
 - 1. Hope motioned
 - 2. Samantha seconded
 - 3. Passed unanimously
- M. Bill says it will be approximately \$220 for 20 new signs.
- N. **MOTION:** Purchase the signs
 - 1. Jasyn motioned
 - 2. Samantha seconded
 - 3. Passed unanimously

VI. Chairman's Report

- A. Mike would like a small subcommittee to help prepare for the upcoming event. The small group will meet on Wednesdays at 3:30pm.
- B. The group will consist of Mike, Kirsten, Brett, Jasyn, Bill, Lauren, and Ben.

VII. Public Comment

- A. NONE

VIII. Adjourn

- A. **MOTION:** Adjourn
 - 1. Jasyn motioned
 - 2. Kirsten seconded