

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**
Remote Teams Meeting
Wednesday, November 18, 2020 - 3:30pm

Members Present: Mike Manion, Kirsten Wrzesinski, Jasyn Harrington, Sandy Booth, Gary Owen, Bill Crane, and Liz Bangerter

Members Excused: Penny Fassett and Hope Stockwell

Contractor: Emily McVey, Shelli Gwinn

SITSD Staff: Denise Adamson

DOA Staff: Belinda Adams

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:31 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The October 21, 2020 and the October 28, 2020 meeting minutes were reviewed.

B. **MOTION:** Liz Bangerter moved to accept the October 21, 2020 and October 28, 2020 meeting minutes. Gary Owen seconded the motion. The motion passed unanimously.

C. The next meeting is planned for January 20, 2021 at 3:30 p.m.

III. Fiscal Agent Report

2018 Financials	
2018 Campaign Revenue	\$429,601.13
2018 Campaign Expenses	\$423,301.13
2018 Campaign Net Income	\$6,300.00
2019 Financials	
2019 Campaign Revenue	\$ 383,811.41
2019 Campaign Expenses	\$ 248,721.05
2019 Campaign Net Income	\$ 135,090.36
2020 Financials	
2020 Campaign Revenue	\$ 24,825.99
2020 Campaign Expenses	\$ 23,171.75
2020 Campaign Net Income	\$ 1,654.24

A. Mike noticed a transfer to DDA on October 30, 2020 for \$2,600 while checking the money market account statement, and he asked Emily what it was for. She has been working with her team to find out.

B. Bill asked if the campaign finances are using an accrual accounting method. Mike will reach out to the auditor to find out what is currently being used. Belinda will add this an agenda item for follow-up at the January 2021 meeting.

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- C. **MOTION:** Sandy Booth moved to adopt the October 2020 financials. Bill Crane seconded the motion. The motion passed unanimously.
- D. For the balance sheet, Emily is checking into the -\$165 amount list in the account receivable section. She believes it is due to three federations who still have not paid their fees. Once they pay, the issue should be resolved.
- E. **MOTION:** Gary Owen moved to adopt the October 2020 balance sheet. Bill Crane seconded the motion. The motion passed unanimously.

IV. Coordinator Report

- A. The Council agreed that the campaign coordinator celebration will take place remotely at 12:00 pm on December 18, 2020.
 - 1. Last year, there was a \$400 budget for the event. Shelli said gift cards to Subway could be a good way to provide lunch to everyone or the money could be used for other things such as to buy more prizes, get guest speakers, etc. Sandy thought doing prizes instead of a lunch gift card might be more impactful and any extra money could be donated back to the campaign. Liz and Gary supported this idea as well. The Council agreed up to \$300 could be used for prizes. Two prizes will be given to the campaign coordinators who went above and beyond; the other prized will be awarded based on a random drawing.
 - 2. For guest speakers, the Council decided to randomly select three nonprofits to attend and shared how SECGC has helped them and to thank coordinators. Mike will see if Lieutenant Governor Mike Cooney is available to speak again. An invite will also be extended to Helena Motors and other key donors from the campaign to thank them.

V. Chairman's Report

- A. Denise shared that the payroll deduction option has been turned off. Once she hears from United Way that it has received all the 2020 campaign donations, she will run a report for the final amount raised. Currently, it looks like ~\$413,000 was raised this year. The group agreed it was a very successful year considering how challenging it has been.
- B. Mike said the program coordinator RFP has gone out for bid and four firms have shown interest. The RFP is set to close November 24, 2020.
- C. Liz shared she will no longer be a member of the Council in 2021. Mike thanked Liz for all her hard work and devotion to the Council; she will be missed. Those sentiments were echoed by the rest of the group.

VI. Other Business

- A. None

VII. Public Comment

- A. None

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VIII. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Sandy Booth seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:17 p.m.