

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

Remote Teams Meeting  
**Wednesday, April 20, 2022 - 3:30pm**

**Members Present:** Sandy Booth, Kathy Ralston, Jasyn Harrington, Brett Christian, Kirsten Wrzesinski

**Members Excused:** Samantha Erpenbach, Shannin Danko

**Contractors:** Emily McVey, Bill Crane

**SITSD Staff:** Mike Murphy

**DOA Staff:** Julie James, Dean Mack

- I. Greeting/Call to Order
  - A. Dean called the meeting to order at 3:35 p.m.
  - B. A quorum was present.
  
- II. Review Previous Advisory Council Meeting Minutes
  - A. Brett moved to approve the January 19, 2022, meeting minutes. Sandy seconded the motion, and it passed unanimously.
  - B. The next meeting is scheduled for June 15, 2022, at 3:30 p.m. Jasyn and Kathy are not available to attend.
  
- III. Fiscal Agent Report
  - A. Emily shared that \$571.41 was moved to the 2020 campaign finances and that closed out the 2019 campaign. Since this just took place, the 2021 financials will be approved at the next meeting. The final payout for 2021 will be completed.
  - B. A question was presented regarding reviewing monthly reports vs. quarterly. The committee would a monthly report emailed mid-month and to review quarterly reports at meetings.
  - C. Brett moved to approve the January, February, and March 2022 financials; Jasyn seconded the motion, and it passed unanimously.
  - D. Emily is providing documents to the auditors as they request them. She will ask for an update and include Dean on the email.
  - E. No invoices are outstanding.
  
- IV. Coordinator Report
  - A. Registration for the 2023 campaign has begun.
  - B. Bill explained that the By-laws indicate the committee is to review and approve the applications. Bill has been completing this activity and reporting to the committee. He asked if the by-laws should be updated to reflect the current process, and that Montana Shares application would continue to be reviewed and approved by someone outside of that office. Bill showed the committee

examples of the applications and what his review and approval process entails. Bill explained the “grandfathered” applications and that applicants need to have a Montana presence. Sandy moved to allow the coordinator to review and approve the applications and to have the financial coordinator review and approve the Montana Shares application. A report will of the applications will be submitted to the committee. The by-laws can be updated to reflect this review and approval process. Jasyn seconded the motion, and it passed unanimously.

- C. A few non-profit entities contacted Bill because they did not receive the notification of the start of 2023 campaign. Bill reported that over 140 entities did receive the email, but partner agencies do not receive it. Emily mentioned the email could be sent using the Submittable application. Bill will evaluate this option.
- D. Although the 2023 campaign was delayed, it does not need to be extended. Bill will continue reviewing applications as they are received.
- E. Bill mentioned the ending celebration was lightly attended in December.

#### V. Chair's Report

- A. Revisions to the by-laws are continuing. The changes approved previously in this meeting regarding the review and approval of applications will be incorporated.

#### VI. Other Business

- A. Mike updated the committee regarding the migration from ePass to the new provider.
- B. Shortening the length of campaign to 4 weeks with an option to extend was previously discussed. Sandy motioned to schedule the campaign for 4 weeks with the option to extend; Jasyn seconded the motion, and it passed unanimously.
- C. Dean discussed the credit card charges and how that affects the donations. He recommended that a \$25 minimum would be effective. The option to pass the credit card processing fee to the contributor was discussed. The discussion resulted with encouraging employees to use payroll deduction (with no additional fees) than using a credit card payment (that incurs an additional processing fee). Discussion regarding a minimum pledge amount resulted in a consideration of \$24 (\$1 deduction per pay period). Mike would need a decision in July to incorporate system changes to accommodate this change. This discussion was tabled, and a decision will be made at the June meeting.

#### VII. Public Comment

- A. None

#### VIII. Adjourn: The chair adjourned the meeting.