

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

Remote Teams Meeting
Wednesday, June 22, 2022 - 3:30pm

Members Present: Sandy Booth, Jasyn Harrington, Kirsten Wrzesinski, Gary Owen, Mandy Rambo

Members Excused: Kathy Ralston, Brett Christian

Contractors: Emily McVey, Bill Crane

SITSD Staff: None attended

DOA Staff: Dean Mack (Julie James excused)

- I. Greeting/Call to Order
 - A. Dean called the meeting to order at 3:38 p.m.
 - B. A quorum was present.

- II. Review Previous Advisory Council Meeting Minutes
 - A. Mandy moved to approve the April 20, 2022, meeting minutes. Sandy seconded the motion, and it passed unanimously.
 - B. The next meeting is scheduled for July 20, 2022, at 3:30 p.m. The committee agreed to continue monthly meetings through the campaign kickoff.

- III. Fiscal Agent Report
 - A. The final 2019 campaign was reviewed. Gary moved to accept the final and closed 2019 campaign; Mandy seconded the motion, and it passed unanimously.
 - B. Emily reported that the first payment of the 2021 campaign was sent in March.
 - C. The 2020 campaign is waiting for the final audit to be completed. The final payment will be processed once the final audit is approved.
 - D. The first bill for the 2022 campaign was received and will be paid.
 - E. The committee discussed how late JCCS is with completing the 2020 campaign audit and the significance of the late final payment. The committee recommended establishing a timeframe with JCCS for future audits. Dean will coordinate this expectation with Alex at JCCS.
 - F. Bill asked about the approximate \$4,000 in uncategorized expenses for the 2020 campaign. Emily indicated that amount is currently \$673.41, and that a journal entry was made and a check entered to reallocate those expenses correctly.
 - G. Gary moved to accept the financial report; Sandy seconded the motion, and it passed unanimously.

- IV. Coordinator Report
 - A. Bill suggested the draft language regarding the review and approval of applications be revised. The committee agreed with Bill's recommended

language. Sandy motioned to accept the revised language; Mandy seconded the motion, and it passed unanimous. The proposed language below will be included in the updated SECGC Advisory Council Guidelines:

“The Program Coordinator can review the application of the NPO and determine if it is approved or denied. If the application is from an NPO with whom the Program Coordinator is associated, the Financial Services Coordinator can review that NPO application and determine approval or denial. CAC members can be involved with the review and approval process. At the conclusion of the application process, a report of all NPO applications is to be provided to the CAC for review.”

- B. Bill reported the application period is now closed. He followed up with some previous participants who didn't submit applications. A total of 312 groups are approved for this campaign, which is slightly fewer than last year.
- C. A process changed within SITSD that prohibited Bill from providing the information for the giving guide to be updated with the current campaign participants. The issue is resolved, and the information is being updated.
- D. The Rotunda event will be held this year. All groups that have been approved will be able to sign up for the event beginning July 1.
- E. Bill indicated that prizes will be evaluated at the next meeting.
- F. Gary asked if a process is available for appealing a denial to participate in the program. Bill indicated that five denials were based on procedural errors, duplication of applications, or submitting incorrect applications. One denial was because the applicant was not in good standing with the Secretary of State's office.

V. Chair's Report

- A. The approved language revision for review and approval of applications for a campaign will be included in the revised SECGC Advisory Committee Guidelines.

VI. Other Business

- A. None.

VII. Public Comment

- A. None.

VIII. Adjourn: The chair adjourned the meeting at 4:16 p.m.