

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Remote Teams Meeting
Wednesday, October 20, 2021 - 3:30pm**

Members Present: Gary Owen, Sandy Booth, Brett Christian, Kathy Ralston, Jasyn Harrington, Lauren Berka

Members Excused: Kirsten Wrzesinski, Samantha Erpenbach, Shannin Danko

Contractors: Emily McVey, Bill Crane

SITSD Staff: Denise Adamson

DOA Staff: Julie James, Dean Mack

I. Greeting/Call to Order

- A. Lauren Berka called the meeting to order at 3:30 p.m.

II. Review Previous Advisory Council Meeting Minutes

- A. The September 22, 2021 minutes were reviewed by the council.
 - 1. **MOTION:** Gary moved to accept the minutes. Sandy seconded the motion. There was discussion of the minutes and the motion was approved unanimously.
- B. The next meeting is planned for November 17, 2021, at 3:30 p.m.

III. Discussion of 2021 Campaign Kickoff

- A. Bill mentioned 45 nonprofits attended the kickoff in Helena. Missoula's kickoff was held outside with a good turnout.
- B. It was decided to hold the coordinator reception in December and try to reserve the Governor's Reception Room.

IV. Fiscal Agent Report

- A. Emily shared the financials.
 - a. Emily shared she was surprised by a notice from Quickbooks that the account was cancelled. Because of this, changes had to be made that impaired her ability to access the financials to create an update.
 - b. No further reports were accessible.
 - c. It was decided that the Council will approve the September 2021 financials, along with the October 2021 financials, at the November council meeting.

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V. Chair's Report

A. Audit

1. Lauren mentioned that she will be leaving and Dean Mack will be taking over as Chair of the Council. She met with Dean and Mike to discuss the bid from JCCS. Dean talked to JCCS and they were unable to come down on the bid.
2. **Motion:** Jasyn moved to accept the bid from JCCS and to adjust the budget accordingly. Gary seconded the motion. The motion passed unanimously.

B. It was agreed to discuss the SECGC Guidelines with the limited group and make recommendations to the Council next month.

C. Lauren updated the Council on changes made to the website and asked for suggested edits.

VI. Public Comment

A. None

VII. Adjourn: The chair neglected to adjourn the meeting and so the meeting was not formally closed.