

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

Remote Teams Meeting
Wednesday, June 16, 2021 - 3:32pm

Members Present: Jasyn Harrington, Hope Stockwell, Sandy Booth, Brett Christian, Samantha Erpenbach, Kirsten Wrzesinski, Shannin Danko (Currently non-voting)

Contractor: Emily McVey, Bill Crane

SITSD Staff: Denise Adamson

DOA Staff: Ben Condon

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:32 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. Jasyn **MOTIONED** to approve the April minutes, and Sandy seconded. The motion passed unanimously. Sandy **MOTIONED** to approve the May minutes and Hope seconded. The motion passed unanimously. Meeting minutes from May 26 and April 21 were both approved at this meeting as there was not a quorum at the previous meeting.

B. The next meeting is planned for July 21, 2021 at 3:30 p.m.

III. Fiscal Agent Report

2018 Financials	
Campaign Revenue	\$429,496.13
Campaign Expenses	\$429,501.13
Campaign Net Income	\$0.00
2019 Financials	
Campaign Revenue	\$447,453.93
Campaign Expenses	\$440,121.13
Campaign Net Income	\$6,917.04
2020 Financials	
Campaign Revenue	\$198,553.63
Campaign Expenses	\$137,403.89
Campaign Net Income	\$154,480.51

- A. Emily explained the financials and balance sheet.
- B. Emily moved the remaining \$5 from 2018 to 2019 to officially close out the 2018 cycle.
- C. 2019 has been completely paid out. Q4 was split in to so the statement will show a Q5 payout as well.
- D. The first of the 2020 payments have gone out.
- E. Mike explained the payment process to the new council members.

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- F. The balance sheet had nothing out of the ordinary. The Council was satisfied and had no opposition.
- G. Sandy **MOTIONED** to adopt the balance sheet and Samantha seconded. The motion passed unanimously.
- H. Alex with the Auditor's office (JCCS) shared his findings for the 2019 Audit.
- I. The opinion of the audit is that the 2019 financials are clean and without issue.
- J. There was a 4.9% finding of shrinkage, which is a little higher than normal, but was to be expected with Covid-19.
- K. Hope asked how the Council was doing with administrative costs.
- L. The board currently sits at 14.9% administrative costs, which according to Emily and Alex, is normal.
- M. Bill agreed that this is very normal, and lower than the average cost of a council such as this.
- N. The audit does disclose United Way as an affiliate part, to ensure that the money they receive from the board is properly documented.
- O. Samantha **MOTIONED** to adopt the audit report and Jasyn seconded. The motion passed unanimously.

I. Coordinator Report

- A. Bill provided a general update to the group on the amount of applications they have received. For the 2020 campaign, the Council received 286 applications. For the 2021 campaign, the board has received 310 applications.
- B. Currently, the Council is up 9 affiliate application and up 16 federation applications from the previous cycle.
- C. Almost all have been approved at this time, with 20 still pending approval.

VI. Chairman's Report

- A. Mike has received three donations pledges:
 - 1. \$1,000 from Allegiance
 - 2. \$250 from Delta Dental
 - 3. \$250 from Sletten Construction

VII. Other Business

- A. The council discussed holding an in-person event in the Capitol Rotunda this year.
- B. The general consensus of the group was that they would like to go forward with an in-person event, with the chance of making a couple of changes.
- C. Hope said she will reach out to Susan Fox about using the third floor of the Capitol along with the second.
- D. The group also decided to hold off on making any decisions on offering food and drink until we get closer to the event.
- E. Mike asked about the events that are normal held in Missoula and Great falls. The group

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believed that Missoula may be the only one worth going to, but ultimately decided to defer the decision until the events get closer.

- F. Bill raised the topic of yard signs and discussed the idea of buying more so they could have better visibility. The Council agreed that we need more and authorized Bill to buy 20 more signs. Mike will contact Print and Mail to see what the cost will be.
- G. At the next meeting, Emily would like to bring up some changes in basic operations of SECGC.

VIII. Public Comment

- A. None

IX. Adjourn

- A. Sandy **MOTIONED** to adjourn the meeting and Kirsten seconded.
- B. The next meeting will be held on July 21, 2021.
- C. The meeting adjourned at 4:38pm.