

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

Remote Teams Meeting

Wednesday, July 21, 2021 - 3:35pm

Members Present: Jasyn Harrington, Brett Christian, Samantha Erpenbach, Kirsten Wrzesinski, Kathy Ralston, Mike Manion

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 3:35 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The previous minutes were reviewed by the council.

MOTION -Jasyn moved to approve the minutes

Brett seconded the motion

The motion was approved unanimously

B. The next meeting is planned for August 18, 2021 at 3:30 p.m.

III. Fiscal Agent Report

2019 Financials	
Campaign Revenue	\$447,453.95
Campaign Expenses	\$440,126.07
Campaign Net Income	\$7,327.86
2020 Financials	
Campaign Revenue	\$230,934.24
Campaign Expenses	\$137,912.57
Campaign Net Income	\$93,127.67
2021 Financials	
Campaign Revenue	\$4,774.29
Campaign Expenses	\$1,026.80
Campaign Net Income	\$3,747.49

Emily proceeded to give an overview on the budget

The 2nd 2020 payment went out in August

There has been no significant changes in the past month

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Mike asks about sponsors

- Only Blue Cross and Sletton have brought forward donations
- Emily will check with Allegiance about their check

The council is not able to approve the 2021 balance sheet because it is not yet complete or accurate.

Mike asked Emily to make sure United Way understands the importance of accuracy in the financials and Emily insured that she would verify the accuracy on her end.

Mike explained that it looks that we are financially in a good spot, but reiterates that it is important that we have accurate information on our balance sheet for the council to review.

MOTION Brett moved to approve the 2019/2020 balance sheets

Samantha 2nd the motion

The motion passed unanimously

Emily will check and verify the accuracy of the 2020/2021 balance sheets

I.Coordinator Report

Bill notes that we had 285 applications for the 2020 campaign and currently have 310 for the 2021 campaign.

Bill is going to reach out to Helena Motors to check in on their contribution to the money regarding prizes

Bill said he will join Ben and Mike when a date is set to walk through the Capitol to ensure GSD is in the loop of how to set up the tables for the September event

Bill and Ben are working together to make sure we have an accurate list of volunteer coordinators from each agencies to help with the September event

Bill brought up some suggested changes that he and Emily brainstormed from the previously meeting.

Bill shared the list of possible changes with the group

Denise sent a suggested email to SECGC users to help clarify how to put the giving on their taxes and to help clarify some of the confusion that came up in the past.

It was also suggested by the group to possibly do one large payout to some of the groups rather than very small payments since giving small dollar amounts at a time does not make sense

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The group would like to discuss retiree conversation during the August meeting with hopes of coming to a solution.

- A. Any new non-profit to come to the SECGEG will be advised of the possible new payment method regarding one large payment as opposed to the multi-payments.

VI. Chairman's Report

- A. The committee was in need of a vice chair and a secretary
- B. Kristen volunteered to be vice chair
- C. Kathy volunteered to be the secretary
- D. Brett advised the committee that he cannot make it to the kickoff event

VII. Public Comment

- A. NONE

VIII. Adjourn

- A. Brett motioned to adjourn
- B. Kathy 2nd the motion
- C. The meeting adjourned at 4:50pm MST