

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Remote Teams Meeting
Wednesday, September 22, 2021 - 3:30pm**

Members Present: Jasyn Harrington, Kathy Ralston, Brett Christian, Mike Manion, Lauren Berka, Kirsten Wrzesinski, Sandy Booth, Samantha Erpenbach, Gary Owen

Members Excused: Shannin Danko

Contractors: Emily McVey, Bill Crane

SITSD Staff: None

DOA Staff: Ben Condon

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:34 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The August 18, 2021 minutes were reviewed by the council.

1. **MOTION:** Samantha moved to accept the minutes. Sandy seconded the motion. There was no discussion of the minutes. The motion was approved unanimously.

B. The next meeting is planned for October 20, 2021 at 3:30 p.m.

III. Discussion of 2021 Campaign Kickoff

A. The Council discussed the logistics in preparation of the 2021 Campaign Kickoff event, scheduled for Monday, September 27.

IV. Fiscal Agent Report

2019 Financials	
Campaign Revenue	\$447,529.29
Campaign Expenses	\$448,100.70
Campaign Net Income	-\$571.41
2020 Financials	
Campaign Revenue	\$291,309.14
Campaign Expenses	\$221,563.29
Campaign Net Income	\$69,851.85
2021 Financials	
Campaign Revenue	\$8,276.03
Campaign Expenses	\$1,026.80
Campaign Net Income	\$77.23

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- A. Emily shared the financials.
- a. 2019 financials
 - i. They are ready to close out the 2019 campaign, with the exception of clearing the negative net income number (-\$571.41). Emily asked what the Council would like to do. Lauren noted that the net income needs to be balanced out. There remains confusion where this negative number came from. The 2nd quarter payout was \$1,000 higher than was expected. She did think it balanced out because the auditors helped zero it out. She also noted that there were several areas where the budget and the actuals did not match up. Emily said she would look more closely at the numbers and report back at the next meeting. Lauren asked Emily to complete that research so that we can finalize the 2019 numbers.
 - b. 2020 financials
 - i. 2nd quarter payout happened in August. The financials are on track with money coming in.
 - ii. There was an erroneous transfer from United Way that was corrected and will be completely zeroed out in October (because the correction happened in September).
 - c. 2021 financials
 - i. Prize sponsorships and application fees are coming in. Coordinator payments were made. Blue Cross Blue Shield's \$1,000 donation was located and will be reflected in the September financials.
 - ii. Lauren asked about the estimated revenue from the nonprofit attendance fees, which were lower than the budgeted. It was decided to review this in October.
 - d. Balance Sheet
 - i. Emily reported that they matched up with the bank statements.
- B. **MOTION:** Sandy motioned to accept the September 2021 financial statements. Gary seconded the motion. There was no discussion. The motion passed unanimously.

V. Coordinator Report

- A. Bill asked about how to select names for the prize drawings. There was discussion of how to communicate about the prizes available. The pop-up messages are ready to go and will automatically be deployed.

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B. Emily provided an update on the prize money available. The Council discussed whether we needed to recruit more prizes. Jasyn said she would deliver the downtown Helena gift certificates to Bill on Monday.

C. Emily reported that the Blue Cross Blue Shield payment was in the incorrect account and so she moved it to the correct account. It will display on the September financials.

VI. Chair's Report

A. Audit

1. The only bidder for the audit was JCCS. The bid was close to \$2,000 more than it was for last year's audit. Mike asked the Council to discuss what other options we have. Bill wondered whether soliciting bids at a different time of the year would yield a different result. The bid could be denied but Mike felt it would be unlikely to receive a different result. Emily asked if we could ask people to bid. Mike said the Council could encourage. Mike offered to talk with John Thomas, the procurement contact, to get some advice. Lauren & Mike said they would gather information from John Thomas and then decide what to do at the October meeting.

B. Agreed to discuss the SECGC Guidelines at the next meeting.

1. Sandy Booth, Samantha Erpenbach, Bill Crane, Emily McVey volunteered to review the guidelines.

C. Lauren asked Council members to review the website and suggest any edits and improvements.

D. Ben reported that the Governor's Office will be sending a letter to all state employees opening the Campaign. The Governor will speak at the kickoff event.

VII. Public Comment

A. None

VIII. Adjourn

A. **MOTION:** Samantha made a motion to adjourn. Brett seconded the motion. There was no discussion. The motion passed unanimously.