

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Remote Teams Meeting
Wednesday, October 21, 2020 - 3:30pm**

Members Present: Mike Manion, Kirsten Wrzesinski, Jasyn Harrington, Sandy Booth, Gary Owen, Bill Crane, Liz Bangerter, and Hope Stockwell,

Members Excused: Penny Fassett,

Contractor: Emily McVey, Shelli Gwinn

SITSD Staff: Denise Adamson

DOA Staff: Belinda Adams

I. Greeting/Call to Order

A. Mike Manion called the meeting to order at 3:31 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The September 16, 2020 meeting minutes were reviewed. A request was made to correct the name listed on page 2, #:4: change wording to "Mike asked Bill when the payment is due, Bill answered."

B. **MOTION:** Liz Bangerter moved to accept the September 16, 2020 meeting minutes with the change mentioned above. Jasyn Harrington seconded the motion. The motion passed unanimously.

C. The next meeting is planned for November 18, 2020 at 3:30 p.m.

III. Fiscal Agent Report

A. Mike thanked Emily, Shelli, Steve, and Kara for meeting with him about the financials. He felt it was a productive meeting. He found an issue for the 2020 Campaign Coordinator line where the Campaign has actually paid ~\$7500 in July, which will impact the net income balance. Mike wants to have a special meeting next week to address the error he found and to get the balance sheet, then have the Council approve the financials.

B. Mike requested Emily summarize the 2018, 2019, and 2020 financials.

1. The 2018 Campaign is pretty much wrapped up and the audit has been approved.

2. For the 2019 Campaign, there was confusion if the money coming in now was for the 2019 or 2020 Campaign. Emily has since figured out it is for the 2019 Campaign and will make corrections.

a) Emily asked what happens if a state employee terminates during the year and does not finish their pledged paycheck deduction. Bill and Gary explained that it is considered a campaign loss and it is not tracked at a pledge level. Denise also shared that last year there was an issue of a nonprofit that closed, so the money designated for it was redistributed to the other nonprofits.

3. The 2020 Campaign has had a lot of cleanup to move money into correct categories. Emily shared that she was not sure if the cash/checks/ credit card donations for this campaign are correct. Denise will pull a report for her. Currently, due to state IT restrictions, Emily is unable to access the click-and-give system and run her own reports.

C. **MOTION:** Gary Owen moved to hold a special meeting next Wednesday, October 28, 2020 at 3:30 pm to review and approve the financials through September 2020. Sandy Booth seconded

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Remote Teams Meeting
Wednesday, October 21, 2020 - 3:30pm**

the motion. The motion passed unanimously.

1. Bill offered to review the balance sheet and provide input on the financials before the meeting next week. Emily accepted.

IV. Coordinator Report

- A. Emily shared the Campaign has raised 70% of its goal and about 8% of state employees have donated.
- B. Emily asked if we should be providing a list of donors to coordinators if they request it. She is concerned about going against the bylaws. Mike felt the same way and the rest of the Council agreed. A list of donors will not be provided to the coordinators.
- C. Mike asked what everyone thought of the kickoff. Overall, everyone thought it went well and felt it was a good substitution for the usual events.
- D. Emily asked when the last day for donations is. Mike said it was the end of the Campaign. In the past, it has been extended it for a week or so to meet the fundraising goal. Denise shared that they can login to the click-and-give anytime throughout the year and give a one-time donation. Only the payroll deduction is available during the Campaign.
- E. **MOTION:** Bill Crane moved to extend the Campaign by one week if it is under \$460,000 at the end of the day on November 6, 2020. Liz Bangerter seconded the motion. The motion passed unanimously.

V. Chairman's Report

- A. Mike said that donations are down compared to this time in the campaign in 2019 and 2018.
- B. Denise shared the click-and-give system has been running smoothly the past few weeks. All the issues found in the first week of the Campaign have been resolved. Mike gave Denise kudos for all her work on the system and the campaign.
- C. Mike mentioned the difficulty with getting Emily access to the state system. Denise thought that Bob Klein might have solution and will follow-up with him.
- D. Bill had a question on the participation graphs: the total donation amount is different on two of the graphs. Denise will investigate and send an email to the Council with her findings. Hope noticed that the labeling of the graphs is inconsistent as one is by FY2020 instead of by calendar year like the other two. She also said that FTE number needs to be adjusted for legislative services.
- E. Mike mentioned the bid on coordinator services will be opening soon.

VI. Other Business

- A. None

VII. Public Comment

- A. None

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES
Remote Teams Meeting
Wednesday, October 21, 2020 - 3:30pm**

VIII. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Gary Owen seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:18 p.m.