

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**
Remote Teams Meeting
Wednesday, September 16, 2020 - 3:30pm

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

Members Excused: Danielle Williams and Liz Bangerter

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 3:35 p.m.

II. Review Previous Advisory Council Meeting Minutes

A. The August 19, 2020 meeting minutes were reviewed.

B. **MOTION:** Bill Crane moved to accept the August 19, 2020 meeting minutes. Sandy Booth seconded the motion. The motion passed unanimously.

C. The next meeting is planned for October 21, 2020 at 3:30 p.m.

III. Fiscal Agent Report

2018 Financials	
2018 Campaign Revenue	Not Provided
2018 Campaign Expenditures	Not Provided
2018 Campaign Net Income	Not Provided
2019 Financials	
2019 Campaign Revenue	\$318,725.71
2019 Campaign Expenditures	\$241,056.06
2019 Campaign Net Income	\$77,669.65
2020 Financials	
2020 Campaign Revenue	\$4,587.01
2020 Campaign Expenditures	\$3,513.06
2020 Campaign Net Income	\$3513.06

A. Emily McVey shared updated financials for the 2019 and 2020 Campaign. She said not a lot has happened so far for the 2020 Campaign.

1. Mike observed that this time last year the Campaign had a net income of ~\$10,000 and currently this year it is ~\$4,500, which is significantly down from last year. Mike asked Emily why line item '6140 Prize Expenses' doesn't have anything entered for the 2020 Campaign. He noted the \$1,000 grand prize has been received, as well as other prize sponsorships. Emily was not sure why there was not anything listed, but thought it was a matter of needing to train the administrative assistant to enter prize amounts into the system.

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2. Mike asked if all application fees for this year were shown on the financials. Emily was not sure. She said she also could not see how much the total will be once all payments are received in Submittable. Mike confirmed with Emily that the net income number should increase once all income is entered into the system.
 3. Mike inquired what the current participation level is for nonprofits. Emily said ~280 nonprofits signed up this year and last year was closer to ~373 nonprofits. Mike asked if she had a sense as to why there were less this year. Emily felt that it was due to the pandemic and some nonprofits not paying attention to the time of the year.
 - a) Bill Crane shared that at North Western United Way one of the reason participations as down by 90 nonprofits this year was because they were stricter with who was accepted and made sure they met all the qualifications. Some who had previously participated as part of a federation now only have the option to participate as individuals due to changes in leadership. There were other federations who dropped partner agencies.
 - b) Bill said the application fees from Submittable should have cleared by now, as it usually only takes a month after applications close. Emily shared she was having trouble getting deposit details from Submittable. Mike offered to have someone from State Financial Services reach out to Submittable.
 - c) It was agreed upon that it is a unique year, which is reflected in the Campaign financials as well.
 4. Mike asked when the \$2,500 coordinator payment is due to United Way. Emily shared there was a payment due from August, however it has not been collected and is not reflected in the financials. Mike asked when the payment will be due to Bill at Montana Shares for their work on screening nonprofit applicants and updating the 2020 giving guide. Bill said he will hold off on billing the \$3,000 until the financial data is fully updated.
 - a) Bill said there are still two more payouts for 2019 Campaign season, which will impact financials.
- B. Mike reminded Emily to send him the money market sheets monthly for review and approval. She will send him the sheets from the past four months. Belinda asked if there will be enough money to buy gift cards for the tote bags for the kick-off events. Mike said it depends on how much is in the money market accounts. Emily said there is \$590.17 in the state checking account and ~\$95,000 in the state money market.
- C. Gary Owen asked if the Council could receive a monthly balance sheets at our meetings. Emily said that is something United Way can provide and has previously. Emily will now be providing a balance sheet with the financials at every monthly meeting.
- D. Bill requested the Council postpone adopting the financials until they are completely updated and current. Jasyn and Penny supported the postponement. The Council agreed to wait. They also stressed the need to have complete financials to review monthly and that the Council has a fiduciary obligation as well.

IV. Coordinator Report

- A. Mike request an update on the Helena kick-off. Emily shared United Way has received the totes

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and nonprofit items for the goody bags. The following plans were discussed:

1. On Friday, volunteers will meet at 10 a.m. to stuff goody bags for the kick-off event. Hope has a room reserved, which she will unlock at 9:30 a.m. She asked Shelli to arrive early to help get things setup. Shelli agreed to do so. Mike will bring his items over at 9:30 a.m. as well.
2. On Sunday, volunteers will meet at 10 a.m. in front of the Capitol building to put out campaign signs around town.
3. On Monday, volunteers will meet at 10:30 a.m. to start setting up for the drive thru. The large SECGC banners have been delivered. Belinda will check on the status of the "enter" and "exit" signs. All other event setup and take down will be handled by General Services Division.

B. Mike followed up on the question about if the Council could afford to buy gift cards for the events. Having heard how much is in the checking and money market accounts, he proposed spending \$500 total. It was agreed that this was a reasonable amount, and it should be used to purchase \$5 gift cards for the goody bags. Ten gift cards will be purchased for Missoula, ten for Great Falls, and 80 for Helena. Emily asked if Gary had suggestions for Great Falls. Gary said he can get the gift cards for Great Falls and then bill SECGC. Missoula United Way will buy them for the Missoula event. Emily will get the gift certificates for Helena from the Big Dipper and Bridge Pizza.

C. Great Falls kick-off details were summarized:

1. Mike will not be able to make it to Great Falls on Tuesday, Belinda will bring items to be stuffed into totes and then delivered. She will deliver to School for Deaf and Blind and DPHHS. Mike is still working on connecting with someone at MDT for a drop off. Mike will provide Belinda with the contact information for the drop-off sites.

D. Emily provided an update for the Missoula event:

1. United Way in Missoula is working on recruiting local agencies. They seem to have a plan and she just letting them run with it. It was suggested that the Palmer complex might be a good spot to hold it, since it had worked well the previous year. Emily is going to find out where and when the event will take place. Belinda will then send an email to Missoula area employees about it.

V. Chairman's Report

- A. Mike asked where the campaign was at with overall prize donations. Emily said more have come in since the Council last met. Jasyn shared some of the places she called said they would call back but have not, although she does have a few places to stop by to pickup prizes. Sandy said a lot of places she contacted requested a formal email requesting a donation, which Shelli sent over to them. Mike asked if there are enough prizes to get the Campaign started. Emily thinks there are enough donations so that a couple prizes can be given away weekly, although there are not as many prizes as last year.
- B. Emily asked if she could use the cash donations to go buy prizes. The Council agreed to this action.
- C. Mike asked Denise for an update on the new click-and-give site. Denise shared it is ready to go and will be live on Monday. She still needs to find a place on the website to put the giving guide.

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Denise and Belinda will meet tomorrow to find a place for it, as well as work on getting the Governor's video posted for the Campaign kick-off.

1. Denise said the "I donated" email badge is ready and is uploaded into Teams. Belinda and Denise will work together to get it on the website.
 2. Mike asked about getting the weekly pop-up message on employee computers about the Campaign. Denise will open a ticket so it can be coordinated with agency IT departments.
- D. Mike asked for an update on the nonprofit promotional videos. Emily shared that they will all be uploaded before Monday and estimates that about 50 have been received.
- E. Campaign coordinator training will be happening via Zoom. Mike will work on getting the final agency coordinators to Emily. Emily will schedule and provide the training to agency coordinators.

VI. Other Business

- A. None

VII. Public Comment

- A. None

VIII. Adjourn

- A. **MOTION:** Bill Crane moved to adjourn. Hope Stockwell seconded the motion. The motion passed unanimously.
- B. The meeting was adjourned at 4:43 p.m.