

Mission Statement: "United Way collaborates with partner agencies to strengthen and improve the Health, Education and Income Stability in Southeast Alaska."

United Way of Southeast Alaska

Board of Directors Meeting

Thursday, September 19, 2019

5:15 PM - 7:00 PM

3225 Hospital Drive, Suite 106

Teleconference: (800) 315-6338, Code: 32251#

- I. **CALL TO ORDER & INTRODUCTIONS**– Chair Elect Jennifer Treadway-O’Dea
 - II. **APPROVAL OF AGENDA**– Corrections /Additions
 - III. **APPROVAL OF MINUTES**– Corrections /Additions
August 15, 2019 Annual Meeting Minutes
 - IV. **PRESENTATIONS**– Joan O’Keefe, United Human Services, Shared Services Space concept/Update
 - V. **COMMITTEE REPORTS**–
Resource Development:
 - § **Finance Committee**– Karmen Bowman, Treasurer, Mark Mesdag
 - July Finance Report
 - § **Campaign Committee**– Kendri Cesar, Warren Russell, Jennifer Treadway, Tom Sullivan
 - ANDAR Reports Sabrina Boone**Donor Development & Sustainability**–
 - § **Events Committee**– Karmen Bowman, Robbie Stell
 - § **Nonprofit Executives**– Joy Lyon, Erin Walker-Tolles**Governance Committee:**
 - § **Board Development Committee**– Warren Russell, Mark Mesdag
 - § **Personnel Committee**– Jennifer Treadway, Warren Russell
 - VI. **STRATEGIC DISCUSSIONS**– Strategic Plan, Awareness, Fundraising, Engagement (**SAFE**)
 - VII. **OLD BUSINESS**– Board Self-Assessment discussion
 - VIII. **NEW BUSINESS**–
 - Events Committee Volunteers
 - Day of Caring Updates – Sitka, Ketchikan, Juneau
 - Campaign Co-Chairs
- CHAIR REPORT**– Warren Russell
- IX. **PRESIDENTS REPORT**– Wayne Stevens
 - X. **BOARD MEMBER COMMENTS**–
 - XI. **AJOURNMENT**–
 - XII. **Next Meeting: October 17 2019**

2019 Board Member Attendance

Term Ends	First Name	Last Name	1/25	2/21	3/21	4/18	5/16	6/20	7/18	8/15	9/19	10/17	11/21	12/19	% Attended	X	Total
Jan - 2020	Karmen	Bowman	X	X	X	X	X	E		X					86%	6	7
Jan - 2020	Kendri	Cesar	X	X	E	E	X	X		X					71%	5	7
Jan 2022	Cherie	Curry				X	E	X		E					50%	2	4
Jan - 2021	Jennifer	Treadway-O'Dea	X	X	X	X	X	X		X					100%	7	7
Jan - 2021	Janey	Lester								T							
Jan - 2020	Joy	Lyon	E	X	X	X	X	E		X					71%	5	7
Jan - 2019	Mark	Mesdag	X	X	E	X	X	X		X					86%	6	7
Jan - 2021	Sasha	Moore	X	E	E	X	E	E							33%	2	6
Jan - 2020	Fred	Parady	E												0%	0	1
Jan - 2021	Warren	Russell	X	E	X	X	E	X		X					71%	5	7
Jan - 2022	Millie	Ryan	X	T	X	E	X	X		X					86%	6	7
Jan - 2019	Robbie	Stell	X												100%	1	1
Jan - 2021	Tom	Sullivan	X	X	X	E	E	E		X					57%	4	7
Jan - 2021	Erin	Walker-Tolles	X	T	T	X	X	X		E					86%	6	7
Total # of Board Members			12	11	11	11	11	13	13	11	11	11	11	11	73.33%	55	75
Attendance			10	8	7	8	7	7	-	9	-	-	-	-			
Average Percentage Attending			83%	73%	64%	73%	64%	54%	0%	82%	0%	0%	0%	0%	82%		
X = Attended			T = Teleconferenced			E = Excused			A = Absent								

**UNITED WAY OF SOUTHEAST ALASKA
BOARD OF DIRECTORS MEETING**

Thursday, Aug 15, 2019 - 5:23 pm to 6:35 pm
United Way of Southeast Alaska Conference Room

X	Warren Russell- Chair	E	Cherie Curry		Staff
X	Mark Mesdag - Past Chair	X	Millie Ryan	X	Wayne Stevens
X	Jennifer Treadway- O'Dea –Chair Elect	X	Tom Sullivan	X	Sabrina Boone
E	Karmen Bowman-Treasurer	X	Joy Lyon		Guest(s):
X	Kendri Cesar	E	Erin Walker-Tolles	X	Maggie Dalrymple
X	Janey Lester- via phone				

CALL TO ORDER & INTRODUCTIONS

Chair Warren Russell called the meeting to order at 5:23 pm it was established with a quorum of 8 members present.

APPROVAL OF AGENDA

Chair Russell asked for the Approval of the Agenda.

Motion: Past Chair Mesdag moved to adopt the agenda as presented.

The Chair asked if there were any objections to adopting the agenda as presented. Members expressed no objections to the adoption of the agenda as presented.

With no objections, the agenda was adopted as presented.

APPROVAL OF MINUTES

Motion: Board Chair Russell moved to approve the minutes pending corrections that were suggested by Treasure Bowman. Tom Sullivan seconded the motion to approve the minutes with the needed corrections for the June 21st, 2019 Board of Directors Meeting. Board Member Lyon seconded the motion

Motion to approve minutes as presented was approved unanimously.
Corrections were made to June 21st board minutes

I. PRESENTATIONS -

2019-2020 AmeriCorps cohort member Maggie Dalrymple introduced herself to board members. Maggie shared with board members her desires for her year of service in Juneau. Maggie shared with the board that Juneau ACES scores tend to be higher than average. Maggie has informed the Board members that her position would encompass aiding United Way SEAK with managing social media outlets and is interested in Volunteer and resource coordination. Maggie shared that she is eager to help the community reduce its ACES.

UNITED WAY OF SOUTHEAST ALASKA BOARD OF DIRECTORS MEETING

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Board member Lyon shared that early development, childcare funding will not be vetoed, and she is currently working toward getting children enrolled in the imagination Library program again.

Sabrina Boone informed the board that she is currently working on creating and ANDAR report that is easier to read for partner agencies for payouts. The board was provided with examples and requested that she provide a lapsed donor list during the next board meeting

COMMITTEE REPORTS

Resource Development:

Finance Committee- Board Members Bowman, Mesdag, Russell March Finance Report

The finance committee was informed that their meeting with Anchorage finance would be moved to Monday the 26th of Aug to discuss why financial reports are not as accurate as they could be. The financial committee desires to create a financial report that is easier to understand to present to the entire board.

Campaign Committee- Board Members Kendri Cesar, Warren Russell, Jennifer Treadway, Tom Sullivan

The Campaign Committee is currently searching for a campaign co-chair. Board members discussed defining the position of campaign co-chair further and developing more resources such as a handbook to give to campaign co-chairs to further assist them in their rolls.

Donor Development and Sustainability

§ **Events Committee-** Board Members Bowman, Mesdag, Lyon

Board chair Russel suggested creating a calendar for the events committee to follow. Russel suggested that that the committee not focus on campaigning but rather focus on non-fund raising events to excite donor base.

Chair member Bowman informed the board that she will have some limitations with helping the events committee due to being busy. Bowman desires to continue to work on the committee but will not be as available in the future. Board member Lester offered her assistance to the events committee but will not be available full time.

Board member Lyon informed the board that the planned event to occur with the goal of reengaging other nonprofit members in the community would be postponed due to the budget cuts. Lyon explained that the event would be revisited before October.

STRATEGIC DISCUSSIONS

Board Chair Russell expressed that UWSEAK is growing in the correct direction. Russell shared that his strategic vision for Day of Caring is coming to fruition. The focus is to make Day of Caring a non-Juneau centric event and having added additional locations to the Day of Caring event, UWSEAK has been successful. Russell requested that all board members participate in the Day of Caring event.

**UNITED WAY OF SOUTHEAST ALASKA
BOARD OF DIRECTORS MEETING**

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OLD BUSINESS

None at this time

NEW BUSINESS

Motion:

CHAIR'S REPORT

Nothing new to report at this time

PRESIDENT'S REPORT

President Stevens informed the board that he is currently working with an advisor in how he will help UWSEAK in the transition of him retiring. President Stevens plans to draft a strategy for retirement and his vision for the future after he retires.

President Stevens reported that he is currently to create a new brochure with location specific panels.

Stevens reported to the board that he is working with Anchorage financial to create a new or updated version of the monthly financial report.

Board Member Comments

None

ADJOURNMENT

Chair Russell adjourned the meeting at 6:35pm

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MINUTES of the Finance Committee Meeting

Date of meeting: September 13, 2019 Time: Noon

Place: United Way Conference Room

Members Present (first & last name): Mark Mesdag, Warren Russell

Members absent (excused): Karmen Bowman

Other persons present: Joining the meeting telephonically Beverly Westhoff, UWA CFO;
Sari Bailey, UWA Staff Accountant; Wayne Stevens

Chairperson:

ITEMS DISCUSSED: July Finance Statements

DECISIONS MADE: Corrections need to be made as noted: Corrections made as requested to Financial Summary sheet; Campaign Summary graph and Campaign Collections

to Fall 18 Pledges Made sheet

to Campaign Summaries sheet

Sari will work on adjustments to Statement of Financial Position to reflect the Other Deferred Revenues And Other Accrued Liabilities

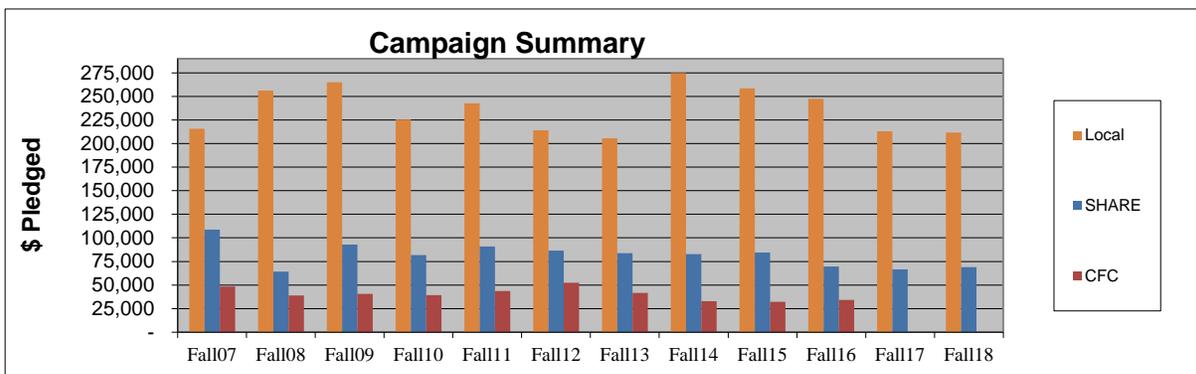
RECOMMENDATIONS TO BOARD FOR APPROVAL: Accept July Finance Report as presented

Adjourned at: 1:40pm

**United Way of Southeast Alaska
Financial Summary
July 31, 2019**

	Year to Date Actuals	Prior YTD Actuals	Year to Date Budget	Variance
Revenues				
Fall 18 Campaigns				
Private Cpgn to UW	150,069	150,019	150,000	69
Community Impact Revenue	48,730	55,113	60,000	(11,270)
Designations from Other United Way	12,825	15,205	15,000	(2,175)
SHARE to UW	69,080	66,682	70,000	(920)
CFC to UW	-	-	-	-
Total Gross Campaign Revenue	280,704	287,018	295,000	(14,296)
Less Designations Expense	(112,029)	(139,029)	(139,932)	27,903
Uncollectible Pledge Expense	-	(2,374)	(2,500)	2,500
Net Campaign Revenue	168,675	145,615	152,568	16,107
15% Designation Processing Revenue	10,038	23,240	10,500	(462)
Subtotal Campaign	178,713	168,855	163,068	15,645
Non-Campaign Income	301,260	222,314	551,416	(250,156)
Total Revenues	479,973	391,169	714,484	(234,511)
Expenses				
Human Resources	326,284	266,097	281,832	(44,452)
Travel & Training	14,182	8,940	10,313	(3,869)
Community Impact	5,000	-	-	(5,000)
Other Expenses	139,919	129,698	129,419	(10,500)
Total Expenses	485,385	404,735	421,564	(63,821)
Net Income (Loss)	(5,412)	(13,566)	292,920	(298,332)

Assets, Liabilities & Equity	Current Year	Prior YTD
Assets		
Cash	527	39,378
Accounts Receivable	128,974	124,497
Other	43,047	1,719
Total Assets	172,548	165,594
Liabilities & Equity		
Agency Designations Payable	109,727	93,652
Other	56,372	44,992
Equity	6,449	26,950
Total Liabilities & Equity	172,548	165,594



Campaign Collections	Private	SHARE	CFC	TOTAL
Fall 18				
Total Campaign Pledges	211,369	69,080	-	280,449
Designated to UW	161,624	6,795	-	168,419
Designated to Agencies	49,745	62,284	-	112,029
Total Collections to date	135,277	33,521	-	168,798
% Collected	64%	49%	-	60%
Fall 17				
Total Campaign Pledges	212,878	66,682	-	279,560
Designated to UW	137,597	2,934	-	140,531
Designated to Agencies	75,281	63,748	-	139,029
Total Collections to date	184,821	65,527	-	250,347
% Collected	87%	98%	0%	90%

United Way of Southeast Alaska
Learn United: Reading Tutor Report 2018-2019
Funder: COEUR Alaska

2018-2019 Activities

Sharon Cannon resigned her position the end of school year 2018. Marie Stevens was hired as Reading Tutor Coordinator in early July 2018. Activities between July and May include the following:

- Reading Tutor Coordinator (RTC) met briefly with Sharon Cannon in July to learn how she managed the program. She then also met with Pam Garcia and Kelly Harvey separately to learn from their experience as coordinators and integral support of the program in years past. Both ladies positions changed in 2018-2019 School year.
- RTC and UWSEAK President, Wayne Stevens met with key Juneau School District (JSD) personnel in late July to discuss how to move forward given the budget cuts and loss of the Reading Instructionalist coach position in the schools.
- RTC reached out to school principals in mid August and in most cases directed to either the Reading Specialist or Title I Teacher Support within their school or in Gastineau and Montessori's case worked directly with the principal.
- Reading Tutor Coordinator initially worked with five Juneau School District key contacts: Maura Selenak (Harborview Elementary), Principal Brenda Edwards (Gatineau Elementary School), Kristin Garot (Montessori Borealis), Donita Jerue (Riverbend), Amy Witt (Mendenhall River Community School or MRCS). Montessori Borealis was a new and limited addition to the program this year and for a couple months. The hope is to expand the exposure next year for Montessori and any other interested elementary schools. Once introductions and schedule needs were decided, the RTC dealt directly with the teachers. Training differed by school but mostly was one on one with the tutor and either teacher or reading specialist depending on school.
- Reading Tutor Coordinator and Kelly Harvey hosted the first "Intro to Reading Tutor" session on January 10th (huge snow storm happened that day). Session was advertised in both social media and at both theaters. The goal was to use this session as a mini training but also recruitment opportunity for those in the community that are interested but need more information before committing to tutoring. It was successful albeit small group training. The plan will be to move forward with this model as a training/recruitment in late august and then periodically late fall and early spring to build up the volunteer base.
- Coordinated luncheons at each school in recognition of volunteer Reading Tutors and their buddies. Those in attendance included tutors, students, instructional coaches, teachers, school principals, and United Way staff.

Luncheons were held on:

April 29	Gatineau
May 8 th	Harborview
May 9 th	Riverbend
May 13 th	MRCS

United Way presented volunteer Reading Tutors with gift cards and students with 2 books of their choice from the Scholastic book order and provided Subway sandwiches, cookies and beverages. It was clear at each and every luncheon that the students were proud to be part of the program and the school teachers and staff welcomed us and appreciated our tutors.

- The program was a bit of a slow start due to newness of RTC, changes in personnel in Schools and ultimately began in earnest early November with returning tutors and new recruits came on board December through March. It is the goal to get returning tutors up and running by end of September early October 2019.
- RTC will meet with district personnel prior to the start of the 2019-2020 school year to develop a plan for continuing reading tutor activities. Also the first week in August RTC will reach out to principals to find out schedule parameters for the up and coming year.

Findings/Results 2018-2019

Donita Jerue, Title I Classroom Support Teacher for Riverbend reported: *“Academic success is not easily seen in their reading scores. What is significant is the social emotional impact the tutors had on their tutees’ developing reading minds. The teachers reported that the tutors provided consistent, loving encouragement for reading that the students looked forward to their time with their tutor and actually wanted to be involved with reading, which some of the tutees would not be engaged in the classroom. One of the tutors in first grade was outstanding in checking in with the classroom teacher to find out if the student was present at school and if he was not, she would reschedule during the week to make sure she her tutee got his reading support. That student looked so forward to his tutor being there-it was one reason for coming to school. The support United Way gives to our school is needed and appreciated.”*

Amy Witt (MRCS Reading Specialist) Reported: *More growth is probably shown by the reading assessment which we also do three times a year, which is Dibels (Dynamic Indicators of Basic Early Literacy Skills). On the DORF (Dibels Oral Reading Fluency) the student went from reading 5 words per minute with 26% accuracy at the beginning of the year to reading 27 words per minute with 71% accuracy at the end of the year. This is using grade level passages.”*

Another Teacher at Gastineau reported that her student not only met the benchmark for her grade but exceeded it which she attributed in part to the time spent with the student’s reading Tutor.

Kelley Harvey, Title I Classroom Support Teacher at Harborview mentioned more than once the pride she saw on the student’s faces as they walked down the school isle with their reading tutor.

All reading tutors still on board at the end of the spring year expressed interest in returning for another year. 50% of our 18 tutors this year have tutored multiple years and 50% were new in large part thanks to the Coast Guard commitment to volunteering and Lt. Ben Bauman the Coast Guard Volunteer Coordinator here in Juneau.

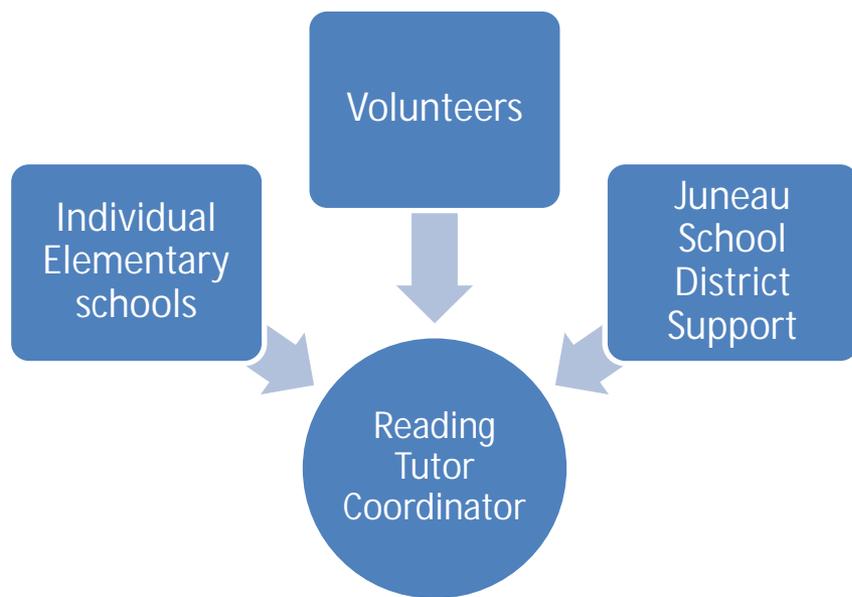
Two reading tutors came on board but a match and schedule never came to pass. We also lost 2 tutors mid year due to life/work changes.

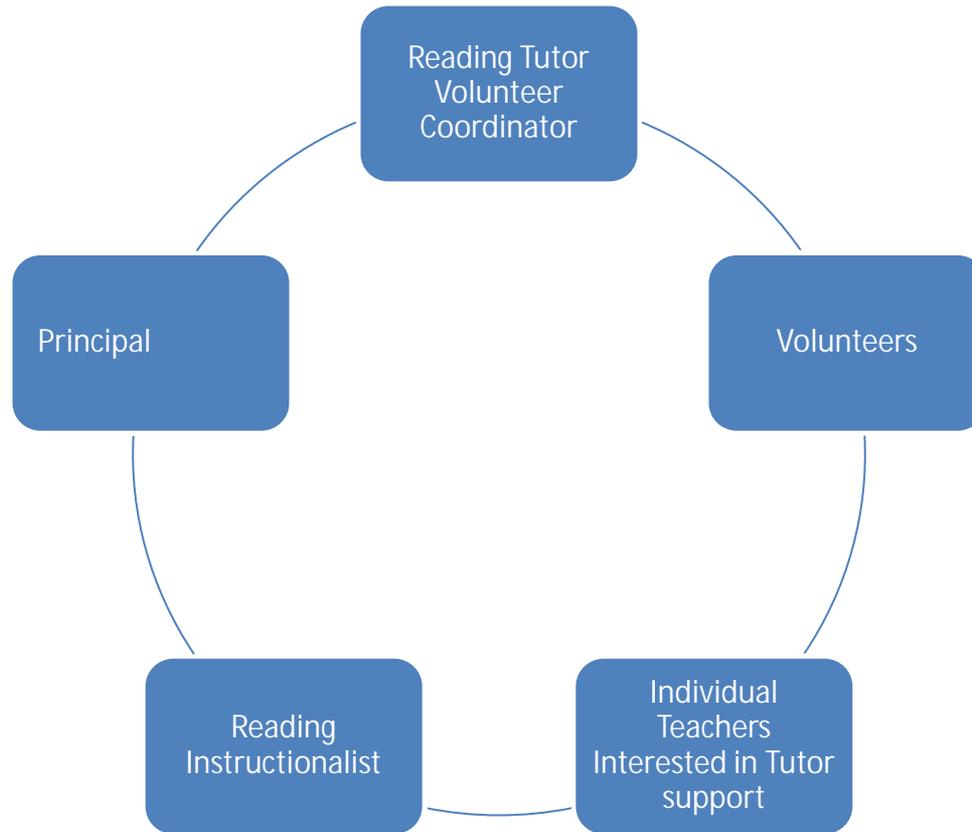
Reading Tutor Coordinator Observations:

- There is a huge need for volunteers in all schools but every volunteer makes a huge impact in one child’s life and the future of our community.
- There is more streamlining and efficiency to be had by finding a quicker more direct route to matches and a less cumbersome way to vet volunteers. Many of our available volunteers are retired and not the most tech savvy individuals but have time, wisdom and care to share with our reading buddies. The current online JSD volunteer system isn’t user friendly for this population.
- This program could and should be about 3 times as big as it is now.
- We need the JSD support in getting data to support the success of this program.

Marie Stevens
Reading Tutor Coordinator

Relationships/Process Reading Tutor Coordinator





By School Comparisons

Harborview

- Contacted Principal
- Directed to Reading Instructionalist
- Met with her and she met with individual teachers. Sent me a list of teachers, schedules and number of volunteers needed and teacher contacts.
- I worked with my current volunteer list to find matches.
- Then connected with each teacher as a find potential matches. If mutual agreement on schedule, then...
- I send email intro letter to both teachers/volunteer and cc Reading Instructionalist. They coordinate start dates, training etc.

Gastineau

- Contacted Principal
- Contacted Teacher that Ted Wilson suggested
- She connected me with the principal
- Principal shared a Google doc spread sheet with me that is a working document of teachers, schedules and student needs.
- I find the volunteers that best meet up with teachers needs, communicate directly with the teachers .
- Once schedule is agreed by both parties I send email intro for them to contact and get started.

Riverbend

- Contacted Principal
- Directed to Reading Instructionalist
- Met with her and she discussed the opportunity with her teachers. We decided the teachers were most comfortable with having bins with reading level appropriate materials for the students that can grab and go.
- I offered to email teachers in k-2 directly as the school was still adjusting to new positions, teachers etc.
- Specific teachers responded over time with interest, schedule requests and number of students .
- I then worked with my current vetted volunteer base to find matches.
- If teacher agrees with potential volunteer then I have sent intro email to them both and they take it from there.

Montessori

- Contacted Principal
- She checked with her staff and came back with a request for reading times and days.
- I am working with my current and ongoing recruitment list to fill her needs. Once I find someone who fits I send intro letter.

Beginning Of the School year ...JSD

- Contact Principals to determine who they wish to be central contact.
- Contact generally was assigned to the Reading Instructionalist but depended by school.
- Reading Instructionalist mostly paved the way for me to work with specific teachers . In some cases it was decided that I email all K-2 teachers and see who was interested in working with reading tutors and what their schedule might be.
- Ultimately I'm communicating with individual teachers one on one to finalize matches.
- Asked for JSD admin to pull past year of AppliTrak reading tutor applicants. She did her best but some don't indicate reading tutor when they navigate the system despite my direction. She is sending me monthly updated spreadsheets with those we know are reading tutors. I also sent her my current volunteer list which she verified if vetted or no. *If they don't indicate reading tutor on the AppliTrak and I don't know they are applying...here in lies the breakdown. I feel we probably lose some because I never hear from them if they didn't indicate reading tutor in the system in the right place.*

Establishing needs by school and teacher:

Couple schools sent me a list of teacher's, schedules, and number of students and/or names. Other's I connected directly with the teacher's and found out their needs, schedules and such one on one. Still a work in progress in some schools.

Returning/new vetted volunteers:

- Verify they are approved via JSD AppliTrak with HR Admin
- If yes, then I email volunteers their school of choice opportunity shifts once I know them, they confirm what works, I email the teacher that fits best, they respond. Then email both teacher and volunteer a letter of introduction and let them take it from there.
- If not vetted.....work with volunteer to go online and submit. I send them a tutorial with page by page instructions. Sometimes they still don't indicate reading tutor on their list.
- Then I ask them to send me the approval letter once they receive it. I also work with HR admin to get monthly updates on possible volunteers I haven't heard from or track where my pending applicants are in the process.
- After the teacher confirms that a given volunteers availability will work, I have been in the habit of sending an intro email to both teacher and volunteer, generally cc the Reading Instructionalist or principal where applies. They then usually work the final details such as start date, training/orientation etc.

My Ideas for next year....

- Send all principals/reading instructionalists a google doc form to fill in teachers, student first names/or number of students, schedule preferences and contact info at the beginning of the semester.
- Host an intro to 'Reading Tutor' kick off event in August before school begins to recruit new volunteers and also to connect with returning volunteers. Kelley Harvey had indicated she would be willing to help with this.
- Would be ideal if there was a way to fast track or simplify Appli Trak for new volunteers. Maybe a one page form vs all the many pages they must navigate to volunteer.

Presidents Report

September 19, 2019

Meetings

- 8/16 – Meet w/Juneau School District staff & Reading Tutor Coordinator planning start of new school year
- 8/19 – AARP Juneau Community Council
- 8/20 – JEDC Childcare Roundtable discussion;
- 8/21 – Melissa McCormick, Healing Hands Foundation; lunch w/ Rosemary Hagevig campaign & update
- 8/22 – Foraker Operation Board meeting in Anchorage
- 8/23 – Assembly Candidate Greg Smith
- 8/26 – Finance meeting w/ UWA CFO Beverly Westhoff & UWA Staff Account Sari Bailey re monthly finance reports' Finance Committee meeting
- 8/27 – Rotary meeting;
- 8/28 – UWW Webinar Wells Fargo GCL Campaign
- 8/29 – Chamber meeting
- 8/31 – Southeast Alaska Foodbank Going away function for Darren Adams; BRH Foundation fundraiser
- 9/2 - AmeriCorps meeting with The Glory Hall
- 9/3 – Lunch w/Joan O'Keefe re UHS Project; meet w/Millie Ryan
- 9/4 – Foraker Public Policy committee teleconf
- 9/5 – Foraker Training Webinar Diversity, Equity, Inclusion; Chamber meeting
- 9/9 – UWA Teleconf w/ William Browning UWW Chief Transformation Officer; w/Staff and w/UWA Board; AmeriCorps meeting with The Glory Hall
- 9/10 – Rotary meeting; inspect bench for AmeriCorps project; presentation to Juneau School Board Spot Light on Success about Coeur Alaska: Learn United Reading Tutor Program
- 9/12 – CFC campaign training
- 9/13 – Finance Committee meeting; Joan O'Keefe UHS presentation to Warren Russell
- 9/16 – Out to Sitka for Day of Caring event
- 9/17 – Day of Caring Event Sitka
- 9/18 – Chamber meeting; United Way Board meeting

Worked on Following Tasks –

- ✓ AmeriCorps finance reports and budget
- ✓ Staff training
- ✓ Campaign planning
- ✓ Day of Caring preparations
- ✓ Onboarding 7 new AmeriCorps Volunteers
- ✓ Campaign brochure
- ✓ Finance reporting with ANCUW staff and CFO
- ✓