

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

**United Way of Southeast Alaska
Board of Directors Meeting**

**Thursday, August 24, 2017
5:15-7:00 PM**

AEYC-SEA 3100 Channel Drive, Suite 215

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

- I. CALL TO ORDER and INTRODUCTIONS –Chair Mesdag**
- II: APPROVAL OF AGENDA – Corrections/Additions**
- III: APPROVAL OF MINUTES – Corrections/Additions**
 - July 20, 2017 Board meeting minutes
- IV: Welcome to AEYC-SEA, Program Description and Tour of Facility – Joy Lyon Executive Director**
- V: PRESENTATIONS – Fund Development Key #6 - Share how Board support helps further the mission of the organization - Samantha Dye, Dye Consulting**
- VI: COMMITTEE REPORTS**
 - Resource Development**
 - Finance Committee – Karmen Bowman, Treasurer; Chris Pace, Mark Mesdag**
 - July Finance report**
 - Campaign Committee –Mark Mesdag, Kendri Cesar**
 - Events Committee– Brittany Pace, Jennifer Treadway, Rosemary Hagevig, Karmen Bowman**
 - Governance Committee**
 - Board Development Committee – Mark Mesdag, Warren Russell**
 - Personnel Committee –Rosemary Hagevig, Karen Crane**
- VII: STRATEGIC DISCUSSIONS –**
 - Update**
 - Income Stability Committee report**
- VIII: Old Business**
- IX: New Business –**
 - Fund Development – Next steps**
- X: CHAIR REPORT – Mark Mesdag**
- XI: PRESIDENTS REPORT – Wayne Stevens**
- XII: BOARD MEMBER COMMENTS**
- XIII: ADJOURNMENT**

Next Meeting September 21, 2017

Vision Statement: "United Way of Southeast Alaska addresses individual needs and improves lives by organizing the caring and collaborative power of our communities"

2017 Board Member Attendance

Board Term Ends	First Name	Last Name	1/21	2/4	2/16	3/23	4/20	5/18	6/15	7/20	8/24	9/21	10/19	11/16	12/21	Attend	%	X's	Total
Jan - 2020	Karmen	Bowman	E	X	X	E	X	X	X	E						63%	5	8	
	Karen	Crane	E	X	X	X	E	X	X	X						75%	6	8	
Jan - 2020	Kendri	Cesar	X	X	E	X	X	X	E	X						75%	6	8	
Jan - 2019	Ann	Gifford	X	X	E	X										75%	3	4	
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Jan - 2018	Rosemary	Hagevig	E	E	X	X	X	X	X	X						75%	6	8	
	Jennifer	Treadway				X	X	E	X	X						60%	3	5	
Jan - 2018	Joy	Lyon	X	X	E	X	E	X	E	X						63%	5	8	
Jan - 2019	Mark	Mesdag	X	X	X	X	X	X	X	X						100%	8	8	
Jan - 2020	Brittany	Pace	X	X	X	X	X	X	E	X						88%	7	8	
Jan - 2020	Chris	Pace	X	X	X	E	X	X	E	X						75%	6	8	
Jan - 2020	Fred	Parady	X	X	E	X	X	E	X	E						63%	5	8	
Jan - 2018	Praveen	Mekala	E	X	X	X	X	E	E							57%	4	7	
Jan - 2018	Warren	Russell	X	X	X	X	X	E	X	X						88%	7	8	
Jan - 2019	Millie	Ryan	X	X	X	E	X	X	X	E						75%	6	8	
Jan - 2019	Robbie	Stell	X	X	X	X	X	X	X	X						100%	8	8	
Total Board			14	14	14	15	14	14	14	14	14	14	14	14	14	0.758929	85	112	
Attendance			10	13	10	12	12	10	8	10	-	-	-	-	-				
Average Percentage attending			71%	93%	71%	80%	86%	71%	57%	71%	0%	0%	0%	0%	0%	75%			
			X = Attended																
			T = Teleconferenced in																
			E= Excused																
			A=Absent																

**United Way of Southeast Alaska
Board of Directors Meeting**

Thursday, July 20, 2017
5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 106, Juneau, AK

Board Members in Attendance

X	Mark Mesdag - Chair	X	Joy Lyon		Staff
X	Karen Crane – Past Chair	X	Brittany Pace	X	Wayne Stevens
X	Warren Russell – Chair Elect	X	Chris Pace		
X	Jennifer Treadway	E	Fred Parady		
E	Karmen Bowman	E	Millie Ryan		Guest(s):
X	Kendri Cesar	X	Robbie Stell	X	Samantha Dye, Dye Consulting
X	Rosemary Hagevig				
Legend: X = present E = excused absence T = teleconference A=absent					

CALL TO ORDER AND INTRODUCTIONS

Chair Mesdag called the meeting to order at 5:20PM. A quorum was established with seven members present.

APPROVAL OF AGENDA

Motion: **Chair Elect Russell moved to adopt the agenda as presented. Past Chair Crane seconded the motion.**

Chair Mesdag 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: **Past Chair Crane moved to approve the minutes of the June 16, 2017 Board of Directors meeting. Secretary Treadway seconded the motion.**

Motion to approve minutes as presented was approved unanimously.

PRESENTATIONS

Fund Development presentation – Samantha Dye, Dye Consulting

Key #5 - Invite others into the Mission of the organization

Fund development is a primary role of each board member. Each board member is uniquely connected to this community and each is in a position, as a board member, to best tell the story of the organization. If board members don't connect with others to share about United Way, ... who will...? One goal of fund development is to move the organization from simply surviving to thriving and living out the mission more fully in the community. One important way to be involved in fund development is to have intentional conversations - to invite those you know to talk with you about United Way.

In the handout from the July meeting (attached), there is a conversation script that gives one possible way to engage with someone you know. I encourage you to give it a try. Reach out to someone 'safe' that you feel

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comfortable with and can practice having this conversation. If it helps, tell them that you're 'practicing' and would appreciate their feedback on how it works or doesn't work and then adjust the approach based on their feedback. The only way to feel more comfortable with these conversations is to start having them and to learn what works best for you.

The next and final key we will look at is "#6 - Share how his/her support helps further the mission of the organization."

COMMITTEE REPORTS

Resource Development

Finance Committee – Karmen Bowman, Chris Pace, Mark Mesdag

In the absence Treasurer Bowman, Chair Mesdag reported that the June Finance statements were included in the packet. The committee has reviewed the statements and recommends approval by the board. The committee is concerned with the level of campaign donations and noted that the efforts of the board in raising funds for United Way are a critical component for success.

Motion: Past Chair Crane moved to approve the June Finance statements as presented. Board Member Hagevig seconded the motion.

Motion to approve June Finance statements as presented was approved unanimously.

Campaign Committee – Mark Mesdag, Kendri Cesar

Chair Mesdag reported that he and Board Member Cesar and last year's campaign co-chair Peggy Cowan had met and would be meeting again upon her return from travel to get the campaign planning efforts for the fall campaign kickoff in early September. Minutes from their meeting were in the board packet. Mesdag and Cowan will reach out to potential Co-Chair for this year, Mesdag to check on availability and interest of the Amalga Distillery in hosting the event. Additionally, there was discussion on the concept of combining the donor thank you event with a kick off effort.

Events Committee – Brittany Pace, Jennifer Treadway, Rosemary Hagevig, Karmen Bowman

Board Member Brittany Pace reported that the committee had met at noon and she handed out a copy of the minutes of the meeting. She highlighted discussion items and noted that the committee would explore an idea around the theme of summer in February. The goal is to create a community event to engage citizens and raise awareness of United Way. Stevens is to contact Dimond Park Field House management to gauge interest and availability.

Governance

Board Development Committee – Mark Mesdag, Warren Russell

Chair Mesdag reported that he and Chair Elect Russell have met with Patrick Ryland the regional Manager of Wells Fargo in Southeast. Mr. Ryland had recently traveled to Ketchikan to participate in the Day of Caring activities there and expressed interest in joining the board. He is involved in many communities outside of Juneau and has a broad presence in many Southeast communities.

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Personnel Committee – Rosemary Hagevig, Karen Crane

Past Chair Crane and Board member Hagevig reported that they met with President Stevens on August 14th to review annual evaluation forms and process with President Stevens and agreed no changes were needed to the forms or process. Board Member Hagevig will email evaluation forms to all Board members. Committee members requested that Board members return evaluation forms back to the committee by August 8 so that the committee could consolidate the forms and prepare for review by the next full board meeting.

STRATEGIC DISCUSSIONS – Review updates and progress

Stevens noted that the updated strategic plan was included the board packet highlighting the priority order of the four strategic areas of focus and calling attention to the top two Key Objectives in each Focus Area. Staff updated activity under each Focus Area. Stevens included a list of committees and members assigned to the committees in the packet for reference.

Income Stability Committee Report

Chair Mesdag noted that the Income Stability Committee had not met due to members travel schedules. He encouraged all three strategic committees - Health, Education and Income Stability - to begin meeting and encouraged them to ask community members to participate in the meetings as committee members.

NEW BUSINESS

Letter of Resignation from Board Member Praveen Mekala

President Stevens pointed out the letter of resignation received from Board Member Mekala.

Motion: Board Member Stell moved to accept with regrets the resignation of Board Member Mekala. Board Member Brittany Pace seconded the motion.

Motion to accept with regrets the resignation of Board Member Mekala was approved unanimously.

Staff was directed to send letter of thanks for his service and contribution to United Way of Southeast Alaska.

Election of new board member Patrick Ryland

Chair Elect Russell reported that he and President Stevens had meet with Patrick Ryland of Wells Fargo and Mr. Ryland indicated he was interested in serving on the board. He would not be available until the September meeting as he needed to re-arrange his schedule to be available on the Third Thursdays.

Motion: Board Member Hagevig moved to elect Patrick Ryland to the Board of Directors. Past Chair Crane seconded the motion.

Motion to elect Patrick Ryland to the Board of Directors was approved unanimously.

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CHAIR'S REPORT – Chair Mesdag

Chair Mesdag reiterated his desire to see all three strategic committees - Health, Education and Income Stability - to begin meeting and encouraged them to ask community members to participate in the meetings as committee members.

PRESIDENT'S REPORT

Stevens pointed out his activity report for the past month in the packet. He updated on efforts to hire both an Office Administrator and the Program Manager for the AmeriCorps grant. Kaylee Matheny started and was attending training in Anchorage. She would begin attending board meetings in August. He announced that he has hired Romee McAdams to fill the AmeriCorps Program Manager position. She will start on July 27th after already attending an AmeriCorps training session in Anchorage July 11th to the 13th. He has been working with United Way of Anchorage and representatives of the Governor's Office, planning the kick off for the SHARE campaign for state employees to be held on September 23rd at the State Office building. Stevens reported on his fund raising effort. There have been roughly 220 donors contributing \$1,800.00. Chair Mesdag encouraged board members to share information with their contacts to help raise the effort to a higher level. The Rasmuson Foundation had sent a contribution of \$500.00.

Stevens reported on the progress of the annual report and the development of the fall campaign brochure and mailer. The plan was to have the annual report as an insert in newspapers around the region by the 20th of August. The brochure/mailer would be sent out around Labor Day weekend. He reported that we have 165 shirts on hand for the annual Day of Caring event at the end of September. Unfortunately, the year 2016 was printed on the shirts so staff is working with Alaska Litho to come up with a fix so that the shirts can be used this fall.

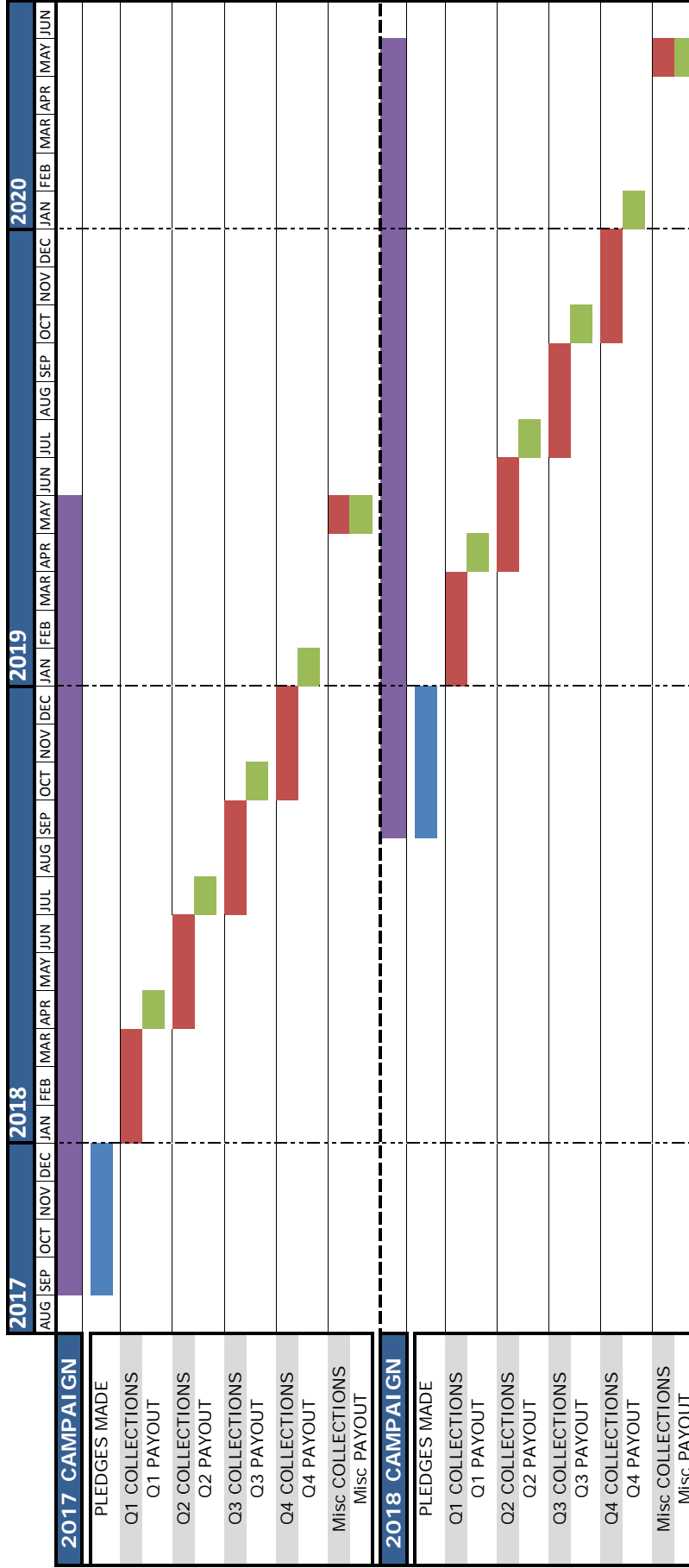
BOARD MEMBER COMMENTS

Board members had no additional comments.

ADJOURNMENT

Chair Mesdag adjourned the meeting at 6:40 PM.

CAMPAIGN SCHEDULE



LEGEND

- PLEDGES
- COLLECTIONS
- PAYOUTS

Presidents Report for August 24, 2017

Meetings

- 7/21 – DIG meeting, conversation w/Margy Hughes ServeAlaska,
Campaign discussion @ SEARHC, Romee McAdams conversation AmeriCorps planning
- 7/27 – AmeriCorps Program Administrator start, lunch w/Sharon Gaipman, Missouri Smyth,
Deborah Smith – King Island Christmas fund raiser thank you
- 7/28 – DBA meeting, finger printing for AmeriCorps security
- 7/31 – Campaign committee
- 8/1 – Rotary meeting, Bill Peters goodbye
- 8/2 – United Human Services board meeting w/Nonprofit Center Network
- 8/3 – Jensen Yorba, Lott campaign chart conversation, Wells Fargo Advisory board meeting,
KTOO Juneau Afternoon program
- 8/4 – Familywise conversation
- 8/7 – Samantha Dye Fund Development strategy discussion, Best Starts conversation JEDC
- 8/8 – Rotary meeting
- 8/9 – Work in Anchorage United Way office – 2hrs
- 8/9 – 8/21 – answer email, texts and call to staff, minutes for 7/20 board meeting
- 8/22 – Rotary meeting, Mark Lautman function @ Baranof
- 8/23 – Foraker Public Policy Committee,
- 8/24 – Campaign Committee meeting, Best Starts conversation @ JSD w/ Superintendent Miller
United Way Board meeting

Worked on following tasks –

- AmeriCorps Program Management assessment/Development
- Best Starts initiative
- Marketing planning for Campaign 2017
- 2017 campaign brochure and mailing
- 2016 Annual report development
- Day of Caring planning
- Wedding anniversary trip Sequim
- Vacation!