

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

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

**Thursday, March 20, 2014
5:15-7:00 PM**

SSERRC Conference Room, 210 Ferry Way, Juneau, AK 99801

Teleconference: (800) 315-6338, Code: 5530

- I. CALL TO ORDER and INTRODUCTIONS** –Chair Crane
- II: APPROVAL OF AGENDA** – Corrections/Additions
- III: APPROVAL OF MINUTES** – Corrections/Additions
February 20, 2014 Minutes
- IV: PRESENTATIONS** – Rasmuson grant, Kake Trip with Juneau Jumpers presentation – Sam Ortiz
- V: COMMITTEE REPORTS**
 - Finance Committee – Mark Mesdag, Treasurer, February Finance Statement
 - Personnel Committee – Sheryl Weinberg
 - Campaign Committee –
 - Board Development Committee – Rustan Burton
 - Events Committee –
 - Community Impact Committee –
 - Health –
 - Education – Alberta Jones
 - Income Stability – Jaysen Katasse, Gail Dabaluz
- VI: STRATEGIC PLAN UPDATE** –
- VII: OLD BUSINESS**
 - Planning meeting date, time, location
- VIII: NEW BUSINESS**
 - Electronic Payment Authorization policy
 - Election of Board Member as Small Agency Representative
 - Additional signer on bank account
 - Accept letter of resignation from Alberta Jones
- IX: CHAIR REPORT** – Karen Crane
- X: PRESIDENTS REPORT** – Wayne Stevens
- XI: BOARD MEMBER COMMENTS**
- XII: ADJOURNMENT**

Next Meeting April 17, 2014

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

| 2014 Board Member Attendance | | | | | | | | | | | | | | | | % | | |
|------------------------------|------------------------|-----------|------|-----|------|------|------|------|------|------|------|------|-------|-------|-------|--------|-----|-------|
| Board Term Ends | First Name | Last Name | 1/31 | 2/6 | 2/20 | 3/20 | 4/17 | 5/15 | 6/19 | 7/17 | 8/21 | 9/18 | 10/16 | 11/20 | 12/18 | Attend | X's | Total |
| Jan - 2014 | Mary | Becker | X | X | X | | | | | | | | | | | 100% | 3 | 3 |
| | Rustan | Burton | X | X | X | | | | | | | | | | | 100% | 3 | 3 |
| Jan - 2015 | Karen | Crane | X | X | X | | | | | | | | | | | 100% | 3 | 3 |
| Jan - 2017 | Gail | Dabaluz | X | E | X | | | | | | | | | | | 67% | 2 | 3 |
| Jan - 2014 | Katherine | Eldemar | A | | | | | | | | | | | | | 0% | 0 | 1 |
| Jan - 2014 | Glenn | Gelbrich | X | | | | | | | | | | | | | 100% | 1 | 1 |
| Jan - 2014 | Chris | Gerondale | A | | | | | | | | | | | | | 0% | 0 | 1 |
| Jan - 2016 | Ann | Gifford | E | X | X | | | | | | | | | | | 67% | 2 | 3 |
| Jan - 2015 | Rosemary | Hagevig | E | E | X | | | | | | | | | | | 33% | 1 | 3 |
| Jan - 2015 | Erin | Hester | E | X | X | | | | | | | | | | | 67% | 2 | 3 |
| Jan - 2014 | Alberta | Jones | E | X | X | | | | | | | | | | | 67% | 2 | 3 |
| Jan - 2014 | Jaysen | Katasse | E | E | X | | | | | | | | | | | 33% | 1 | 3 |
| Jan - 2016 | Mark | Mesdag | X | X | X | | | | | | | | | | | 100% | 3 | 3 |
| Jan - 2014 | Joan | O'Keefe | X | | | | | | | | | | | | | 100% | 1 | 1 |
| Jan - 2017 | Bill | Peters | X | X | X | | | | | | | | | | | 100% | 3 | 3 |
| Jan - 2016 | Robbie | Stell | X | E | E | | | | | | | | | | | 33% | 1 | 3 |
| Jan - 2014 | Lance | Stevens | X | | | | | | | | | | | | | 100% | 1 | 1 |
| Jan - 2015 | Sheryl | Weinberg | E | E | E | | | | | | | | | | | 0% | 0 | 3 |
| Total Board | | | 18 | 13 | 13 | | | | | | | | | | | 0 | 0 | 3 |
| Attendance | | | 10 | 8 | 11 | - | - | - | - | - | - | - | - | - | - | | | |
| Average Percentage attending | | | 56% | 62% | 85% | ### | ### | ### | ### | ### | ### | ### | ### | ### | ### | 67% | | |
| | X = Attended | | | | | | | | | | | | | | | | | |
| | T = Teleconferenced in | | | | | | | | | | | | | | | | | |
| | E= Excused | | | | | | | | | | | | | | | | | |
| | A=Absent | | | | | | | | | | | | | | | | | |

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

**Thursday, February 20, 2014
5:15-6:55 PM
United Human Services Conference Room**

Board Members in Attendance

| Board Members in Attendance | | | | | |
|--|-----------------------------|---|-----------------|---|-------------------|
| X | Karen Crane - Chair | T | Alberta Jones | | Staff |
| X | Mary Becker - Past Chair | X | Jaysen Katasse | X | Wayne Stevens |
| X | Rustan Burton – Chair Elect | E | Robbie Stell | X | Jennifer Treadway |
| X | Mark Mesdag –Treasurer | E | Sheryl Weinberg | | |
| X | Bill Peters– Secretary | | | | Guest(s): |
| X | Gail Dabaluz | | | | |
| X | Ann Gifford | | | | |
| X | Rosemary Hagevig | | | | |
| T | Erin Hester | | | | |
| Legend: X = present E = excused absence T = teleconference A=absent | | | | | |

Call to Order and Introductions

Chair Becker called the meeting to order at 5:15 PM. A quorum was established with eleven board members present or on the phone.

Approval of Agenda

Chair Becker asked for approval of the agenda. She asked that the order of items be adjusted so that the election of officers occurred as the first item of business.

Motion: Board Member Hagevig moved to approve the agenda as presented with reordering noted.

Motion Seconded by Board Member Burton

There were no objections to the adoption of the agenda.

Agenda adopted as amended.

New Business

Election of 2014 Officers

**Motion: Board Member Hagevig moved to elect Karen Crane as Chair for the 2014 Board year.
Board Member Burton seconded.**

Motion approved unanimously

Chair Crane asked that her slate of officer be approved as follows. Rustan Burton will serve as Chair Elect, Mark Mesdag will continue to serve as Treasurer, and Bill Peters will serve as Secretary.

Motion: Board Member Hagevig moved that nominations for officers be closed and that a vote of unanimous consent be cast for the slate of officers. Past Chair Becker seconded.

With no objection, the motion was approved unanimously.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 20, 2014
5:15-6:55 PM

United Human Services Conference Room

Approval of the Minutes from December 19, 2013 Board Meeting

Chair Crane asked for approval of the minutes from the December 19, 2013, Board of Directors meeting.

Motion: Past Chair Becker moved to approve the minutes from the December 19, 2013, Board of Directors meeting. Motion was seconded by Chair Elect Burton.

With no corrections or objections, motion approved unanimously.

Approval of the Minutes from January 31, 2014, Annual Meeting

Chair Crane asked for approval of the minutes from the January 31, 2014 Annual Board of Directors meeting.

Motion: Past Chair Becker moved to approve the minutes from the January 31, 2014, Board of Directors meeting. Motion was seconded by Board Member Katasse.

With no corrections or objections, motion approved unanimously.

PRESENTATIONS – Viewing of new ad running on GCI Cable throughout Southeast Alaska –

President Stevens shared a 30 second video ad produced in house by Samantha Ortiz, our SAGA AmeriCorps volunteer. The ad is in support of the Pick. Click. Give annual campaign. United Way SEAK purchased some ad time and GCI made a very generous contribution of air time to compliment the purchase. GCI staff was very complimentary of the professional quality of the ad production.

Committee Reports

Finance Committee – Mark Mesdag

Treasurer Mesdag reported on the January finance statement. The finance committee had reviewed the January statement and was concerned about campaign activity. Working with Ms. Treadway, they had produced a comparison report showing how the current year campaign activity compares to prior year campaign activity. The new ANDAR database system is going to be a very valuable tool going forward. The analysis shows trends in giving, areas of positive activity, and areas for concern. Year to date comparison show the campaign to be up from last year but down from what was projected in the budget.

There was discussion by board members about some of the data particularly where board members were making solicitation calls and the reports showed activity already. Staff noted that this is a first attempt to provide the in-depth analysis and because it is using data that was manually imported from the previous database program there are anomalies. The report does provide analysis on activity to date and projections of total campaign results.

Campaign total through February 20 is \$169,558.00. This is above the prior year campaign to date amount of \$136,425. Last campaign year we tracked ahead early, but as campaign wound down that increase diminished. We anticipate receiving information on SHARE and CFC in early April.

Personnel Committee –

No report.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 20, 2014

5:15-6:55 PM

United Human Services Conference Room

Campaign Committee – Jennifer Treadway, Resource Development Director

Ms. Treadway had nothing further to report after finance committee discussion earlier in the meeting.

Board Development Committee – Rustan Burton

No report as Chair Elect had just accepted the responsibilities.

Events Committee –

President Stevens reported that Allen Marine is again donating a cruise and dinner at Orca Point Lodge schedule for the evening of May 14, 2014. Stevens asked for ideas on program presenters for the cruise and dinner. Suggestions included Lynn Schooler, local writer and photographer, and David Hunsacker, local screenwriter and playwright. Stevens will reach out to see if either is available and interested in participating.

Community Impact Committee –

No Report

Health Committee –

No Report

Education Committee – Alberta Jones

Board Member Jones reported on a project she was working on with students from the high school to develop a book exchange program to encourage middle school students to engage in reading. She would provide more details as the program was developed and as the students participation in sports wind down..

Income Stability – Jaysen Katasse

Board Member Katasse had no report to present. Board Member Dabaluz indicated a willingness to participate on the committee.

Strategic Plan Update –

No Report

Old Business

LEARN UNITED: Reading Tutor report

President Stevens pointed out the LEARN UNITED: Reading Tutor program report in the packet. Reading tutor program is slowly making progress on getting connected with a second school site. We will be conducting a tutor training session at Gastineau Elementary in early March to get started in a second school.

New Business

Bylaws suggested revisions

President Stevens pointed out a number of inconsistencies with the bylaws in Article II: Board of Directors, Section 6, Section 10 and Section 12. They deal with the timing of elections of the board and election of the officers. He will bring some suggested language changes to the board for their review and approval. Chair Crane and Board Member Peters volunteered to work with Stevens on the modifications.

Chair Report - Chair Crane

Chair Crane thanked everyone for their participation in the annual meeting and the telephone calling effort. She stated that she wanted to find a time and date to hold a discussion on the strategic plan and how we could

United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 20, 2014

5:15-6:55 PM

United Human Services Conference Room

engage the board in working the strategic plan. She wanted to find ways for the board to take ownership of the plan and its implementation.

President's Report

President Stevens pointed out correspondence in the board packets, including his January and February activity reports and the January report for Pick. Click. Give. contributions.

Board Member Comments

Past Chair Becker presented Board Member Hagevig her board recognition gift for the service to the board for the 2013 year. Board Member Hagevig noted she had been unable to be at the annual meeting and participate in the phone call effort and appreciated Board Member Peters taking her call list. Board members spoke about the telephone call effort, expressed appreciation to the Empire for providing the space, the difficulties with connecting with the correct contact, and appreciation to those who have made all their calls. Board Member Katasse noted that he would be glad to work with board members on telephone sales techniques and training, Board member Dabaluz stated she was excited about the opportunity to serve as a United Way board member for the entire Southeast region. Board Member Peters noted he was glad to be a part of the board, looking forward to getting to know board members and looking forward to a great year.

Adjournment

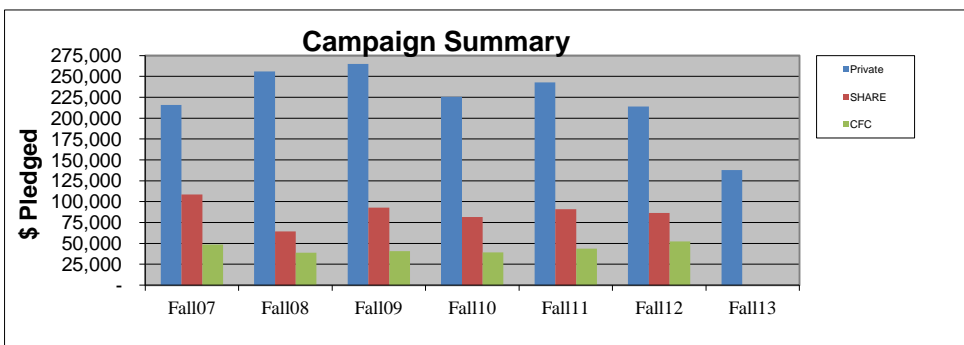
Chair Crane adjourned the meeting at 6:50 PM

**United Way of Southeast Alaska
Financial Summary
February 28, 2014**

| | Year to Date Actuals | Year to Date Budget | Variance |
|------------------------------|-------------------------|------------------------|------------------|
| Revenues | | | |
| Fall 12 Campaigns | | | |
| Private Cpgn to UW | 75,630 | 211,830 | (136,200) |
| Community Impact Revenue | 6,990 | 26,095 | (19,105) |
| SHARE Cpgn to UW | - | 9,000 | (9,000) |
| CFC to UW | - | 5,500 | (5,500) |
| Uncollectible Pledge Expense | - | (9,572) | |
| 15% from private cpgn | 8,286 | 14,043 | (5,757) |
| Subtotal Campaign | 90,906 | 256,896 | (175,562) |
| Non-Campaign Income | 16,505 | 15,450 | 1,056 |
| Total Revenues | 107,411 | 272,346 | (174,506) |
| Expenses | | | |
| Human Resources | 86,030 | 86,692 | 663 |
| Travel & Training | 2,979 | 4,925 | 1,946 |
| Community Impact | - | - | - |
| Other Expenses | 75,502 | 64,387 | (11,115) |
| Total Expenses | 164,511 | 156,004 | (8,507) |
| Net Income (Loss) | (57,099) | 116,342 | (183,013) |

Liquidity (Current Ratio)

| | Current FY | Prior FY | |
|---|-----------------|------------------|------|
| Assets, Liabilities & Equity | August | 2.17 | |
| Assets | July | 2.13 | |
| Cash | 196,866 | June | 2.22 |
| Accounts Receivable | 81,889 | May | 2.37 |
| Other | 255 | April | 2.61 |
| Total Assets | 279,009 | March | 2.28 |
| Liabilities & Equity | February | 1.97 | |
| Agency Designations Payable | 88,818 | January | 2.20 |
| Other | 28,104 | December | 2.27 |
| Equity | 162,087 | November | 2.39 |
| Total Liabilities & Equity | 279,009 | October | 2.46 |
| | | September | 2.06 |



Campaign Collections

| | Private | SHARE | CFC | TOTAL |
|-------------------------------|----------------|---------------|---------------|----------------|
| Fall 13 | | | | |
| Total Campaign Pledges | 137,860 | - | - | 137,860 |
| Designated to UW | 82,620 | - | - | 82,620 |
| Designated to Agencies | 55,240 | - | - | 55,240 |
| Total Collections to date | 54,615 | - | - | 54,615 |
| % Collected | 40% | 0% | 0% | 40% |
| Fall 12 | | | | |
| Total Campaign Pledges | 213,870 | 86,575 | 52,555 | 353,000 |
| Designated to UW | 152,070 | 7,854 | 4,791 | 164,715 |
| Designated to Agencies | 61,800 | 78,721 | 47,764 | 188,285 |
| Total Collections to date | 232,135 | 65,677 | 30,319 | 328,131 |
| % Collected | 109% | 76% | 58% | 93% |

United Way of Southeast Alaska
Statement of Financial Position
February 28, 2014

| | <u>Current Year Balance</u> | <u>Beginning Year Balance</u> | <u>Current Year Change</u> |
|---|---------------------------------|-----------------------------------|--------------------------------|
| Cash & Equivalents | | | |
| Checking | (7,513) | 47,187 | (54,700) |
| Money Market | 92,290 | 119,804 | (27,514) |
| Investment in CDs | 112,089 | 111,769 | 320 |
| Total Cash & Equivalents | 196,866 | 278,761 | (81,895) |
| Pledges Receivable | | | |
| Pledges Receivable - 2012 | (18,265) | 38,972 | (57,236) |
| Pledges Receivable - 2013 | 83,245 | (100) | 83,345 |
| Pledges Receivable - UWSE | 64,980 | 38,872 | 26,109 |
| Allowance for Doubtful Pledges - UWSE | | | |
| Pledges Receivable - CFC | 8,168 | 33,632 | (25,464) |
| Pledges Receivable - SHARE | 8,740 | 39,069 | (30,328) |
| Total Pledges Receivable | 81,889 | 111,572 | (29,683) |
| Other Current Assets | | | |
| Prepaid Expense | 180 | 2,250 | (2,070) |
| Grants Receivable | | | |
| Miscellaneous Receivables | 44 | 44 | - |
| Total Other Current Assets | 224 | 2,294 | (2,070) |
| Total Current Assets | 278,979 | 392,627 | (113,648) |
| Fixed Assets | | | |
| Furniture & Equipment | 7,985 | 7,985 | - |
| Accumulated Depreciation | (7,954) | (6,358) | (1,596) |
| Total Fixed Assets | 30 | 1,627 | (1,596) |
| Total Assets | 279,009 | 394,253 | (115,244) |
| Current Liabilities | | | |
| Accounts Payable | 6,705 | 5,293 | 1,412 |
| Donor Designations Payable | 88,818 | 155,754 | (66,936) |
| Payroll Liabilities | 6,489 | 4,635 | 1,855 |
| Other Accrued Liabilities | 14,909 | 14,909 | - |
| Total Current Liabilities | 116,922 | 180,591 | (63,669) |
| Total Liabilities | 116,922 | 180,591 | (63,669) |
| Net Assets | | | |
| Net Assets | 187,496 | 187,496 | - |
| Net Assets - Board Designated | 26,166 | 26,166 | - |
| Other | (51,574) | - | (51,574) |
| Total Net Assets | 162,087 | 213,662 | (51,574) |
| Total Liabilities and Net Assets | 279,009 | 394,253 | (115,244) |

2.39

**UNITED WAY OF SOUTHEAST ALASKA
FALL 2013 - PLEDGES COLLECTED**

| | Private | SHARE | CFC | Total |
|-------------------------------------|---------------|-------|-------|---------------|
| Pledges from Fall 2013 Campaign | \$ 137,860.30 | \$ - | \$ - | \$ 137,860.30 |
| Pledges from Statewide Campaign | - | | | - |
| Pledges that leave SE Alaska | | | | - |
| Net SE pledges from Fall 2013 Cpgn. | 137,860.30 | - | - | 137,860.30 |
| Expenses taken off the top | | | | - |
| Expected pledge loss | - | - | - | - |
| Anticipated Pledges to collect | 137,860.30 | - | - | 137,860.30 |
| Total Collections | (54,615.32) | - | - | (54,615.32) |
| Percent Collected | 39.62% | 0.00% | 0.00% | 0.00% |
| Pledges Receivable Balance | \$ 83,244.98 | \$ - | \$ - | \$ 83,244.98 |
| Pledges Rec'ble per Balance Sheet | 83,244.98 | | | 83,244.98 |
| Difference | - | - | - | - |

| Collections by month | Private | SHARE | CFC | Total |
|--------------------------------|---------------------|-------------|-------------|---------------------|
| Prior to September collections | 100.00 | | | 100.00 |
| October collections | 2,915.00 | | | 2,915.00 |
| November collections | 1,480.00 | | | 1,480.00 |
| December collections | 27,753.04 | | | 27,753.04 |
| January collections | 11,510.84 | | | 11,510.84 |
| February collections | 10,856.44 | | | 10,856.44 |
| March collections | | | | |
| April collections | | | | |
| May collections | | | | |
| June collections | | | | |
| July collections | | | | |
| August collections | | | | |
| September collections | | | | |
| October collections | | | | |
| November collections | | | | |
| December collections | | | | |
| January collections | | | | |
| February collections | | | | |
| March collections | | | | |
| May collections | | | | |
| | <u>\$ 54,615.32</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 54,615.32</u> |

**UNITED WAY OF SOUTHEAST ALASKA
FALL 2012 - PLEDGES COLLECTED**

| | Private | SHARE | CFC | Total |
|-------------------------------------|----------------|--------------|--------------|---------------|
| Pledges from Fall 2012 Campaign | \$ 213,870.40 | \$ 93,280.70 | \$ 58,130.52 | \$ 365,281.62 |
| Pledges from Statewide Campaign | - | | | - |
| Pledges that leave SE Alaska | | | | - |
| Net SE pledges from Fall 2012 Cpgn. | 213,870.40 | 93,280.70 | 58,130.52 | 365,281.62 |
| Expenses taken off the top | | 6,706.12 | 5,575.48 | 12,281.60 |
| Expected pledge loss | - | - | - | - |
| Anticipated Pledges to collect | 213,870.40 | 86,574.58 | 52,555.04 | 353,000.02 |
| Total Collections | (232,134.92) | (65,677.35) | (30,319.02) | (328,131.29) |
| Percent Collected | 108.54% | 75.86% | 57.69% | 92.96% |
| Pledges Receivable Balance | \$ (18,264.52) | \$ 20,897.23 | \$ 22,236.02 | \$ 24,868.73 |
| Pledges Rec'ble per Balance Sheet | (18,264.52) | 20,897.23 | 22,236.02 | 24,868.73 |
| Difference | (0.00) | - | - | - |

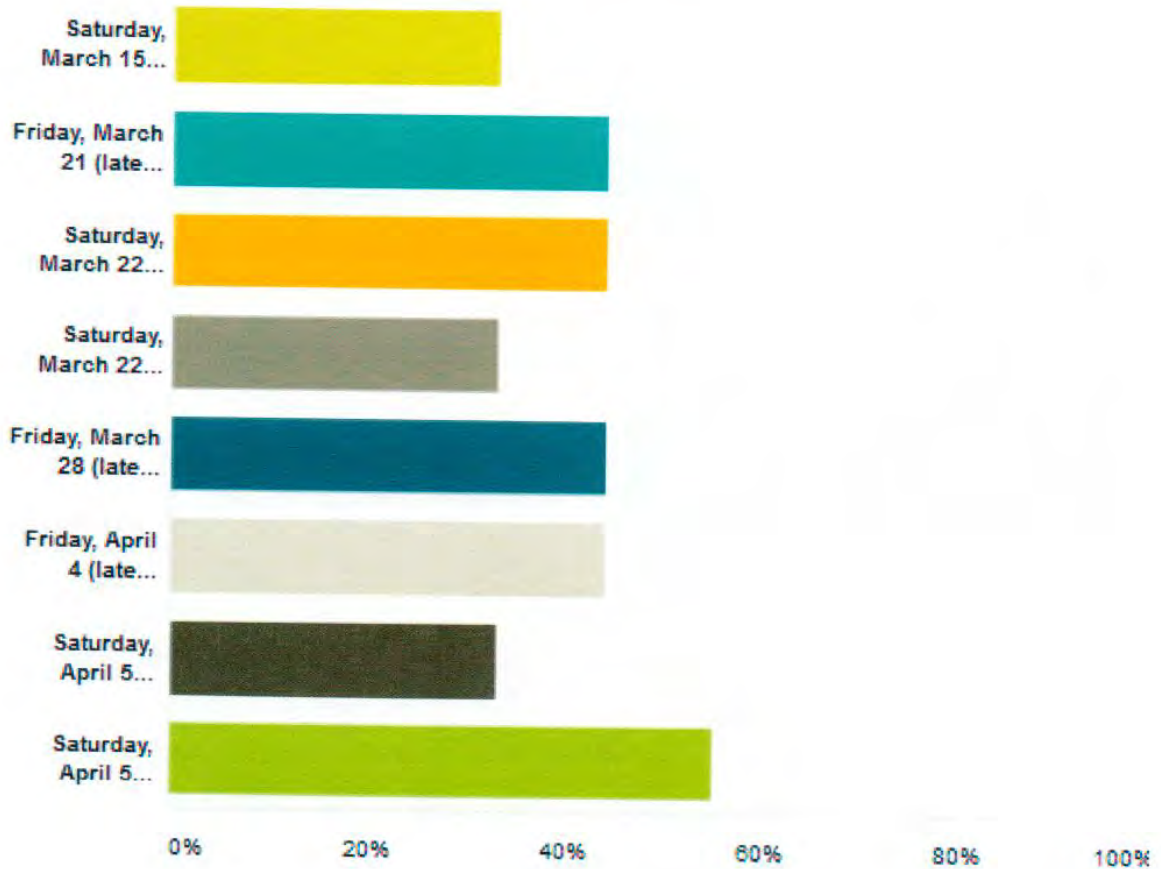
Collections by month

| | Private | SHARE | CFC | Total |
|-----------------------|----------------------|---------------------|---------------------|----------------------|
| September collections | 5,000.00 | | | 5,000.00 |
| October collections | 16,663.00 | | | 16,663.00 |
| November collections | 9,588.54 | | | 9,588.54 |
| December collections | 19,692.62 | | | 19,692.62 |
| January collections | 7,082.32 | | | 7,082.32 |
| February collections | 28,949.70 | | | 28,949.70 |
| March collections | 12,400.69 | 19,519.60 | 3,964.19 | 35,884.48 |
| April collections | 21,363.31 | | | 21,363.31 |
| May collections | 13,186.03 | | | 13,186.03 |
| June collections | 10,036.95 | | | 10,036.95 |
| July collections | 14,488.91 | 27,986.44 | | 42,475.35 |
| August collections | 16,446.47 | | 14,959.12 | 31,405.59 |
| September collections | 8,965.54 | | | 8,965.54 |
| October collections | 16,308.88 | | | 16,308.88 |
| November collections | 6,553.36 | 18,171.31 | 11,395.71 | 36,120.38 |
| December collections | 11,214.56 | | | 11,214.56 |
| January collections | 5,788.50 | | | 5,788.50 |
| February collections | 8,405.54 | | | 8,405.54 |
| March collections | | | | |
| May collections | | | | |
| | <u>\$ 232,134.92</u> | <u>\$ 65,677.35</u> | <u>\$ 30,319.02</u> | <u>\$ 328,131.29</u> |

38,971.86

Which are of the following dates are you available to meet? Please select ALL that apply.

Answered: 9 Skipped: 0



| Answer Choices | Responses |
|---|-----------|
| Saturday, March 15 (morning) | 33.33% 3 |
| Friday, March 21 (late afternoon/early evening) | 44.44% 4 |
| Saturday, March 22 (morning) | 44.44% 4 |
| Saturday, March 22 (afternoon) | 33.33% 3 |
| Friday, March 28 (late afternoon/early evening) | 44.44% 4 |
| Friday, April 4 (late afternoon/early evening) | 44.44% 4 |
| Saturday, April 5 (morning) | 33.33% 3 |
| Saturday, April 5 (afternoon) | 55.56% 5 |

United Way of Southeast Alaska

3225 Hospital Drive, Suite 201
Juneau, Alaska 99801
tel. 907.463.5530



Memo

TO: United Way of Southeast Alaska, Board of Directors

FROM: Wayne A. Stevens, President/CEO

A handwritten signature in black ink that reads "Wayne A. Stevens". The signature is written in a cursive style.

DATE: March 11, 2014

SUBJECT: Electronic Payment Policy

Over the past six months it has become increasingly difficult to get our payment to the Bank of America credit card processing center in a timely manner. The major issue is getting the check mailed to the east coast and then posted to our account, prior to the deadline. In January, it took some 20 plus days from the time the check was deposited in the out bound mail until it was posted to our account. These delays cost us a late fee and interest on the unpaid balance, averaging over \$70.00 per month.

Staff recommends adopting the attached policy to speed up the transfer of funds by paying the account electronically. The attached policy follows the same procedure as currently in place for paying the account by check, absent the actual writing of a check and placing the check in the mail system. Two signatures will be required prior to the bill being paid. The transfer of funds will now occur electronically and eliminate the delay in transfer of funds occurring when a check is mailed and waits in a processing center to be posted to our account.

Your adoption of the policy is appreciated.

United Way of Southeast Alaska

Electronic Payment Policy

In the course of doing business it becomes necessary and easier to make payments for invoices electronically. To accomplish this method of payment staff will place appropriate account codes on all items associated with the amount being paid on the invoice. Staff will fill out required forms to document the request for authorization to transfer.

These will include the following items: The Funds Transfer Request form with account number 1050, Bankcard Payment Clearing added on the debit side, all appropriate charges coded with the associated invoice, and the Electronic Payment of Invoice Authorization Form

Staff will sign the transfer form as approval for accounting. Staff and an authorized signer on the appropriate account will sign that they have reviewed the request for payment.

Staff will send copies of the transfer form, bankcard statement, coded receipts and signed authorization form to the accountant in Anchorage where they will enter each expense into MIP system.

A staff member who is an authorized signer on the bank account will then make the electronic transfer of funds via the appropriate channels.



Electronic Payment of Invoice Authorization Form

By my signature below I authorize the payment of the attached invoice by electronic transfer of funds from the United Way of Southeast Alaska Account at Wells Fargo Bank Alaska. I have reviewed the charges for approved purchases associated with this invoice and certify that they were made to conduct United Way of Southeast Alaska business.

Authorized Staff Signature _____ Dated _____

By my signature below I certify that I have reviewed this request for payment of the attached invoice by electronic transfer of funds from the United Way of Southeast Alaska Account at Wells Fargo Bank Alaska.

Board Member Signature _____ Dated _____

United Way of Southeast Alaska

FUNDS TRANSFER REQUEST

| Funds Transferred To: | | | Funds Transferred From: | | |
|------------------------------|---------------------------|--|--------------------------------|--------------------------|--|
| Debits | | | Credits | | |
| G/L | Account | | G/L | Account | |
| 1001 | Wells Fargo Checking | | 1001 | Wells Fargo Checking | |
| 1002 | Wells Fargo Money Market | | 1002 | Wells Fargo Money Market | |
| 1005 | KeyBank Checking | | 1005 | KeyBank Checking | |
| 1006 | Key Bank Money Market | | 1006 | Key Bank Money Market | |
| 1010 | AKUSA Credit Card | | 1010 | AKUSA Credit Card | |
| 1050 | Bankcard Payment Clearing | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| UWSE Initials | |
|--|-------------|
| Transfer | |
| Requested By: _____ | Date: _____ |
| Approved By: _____ | Date: _____ |
| Initiated By: _____ | Date: _____ |
| Completed By: _____ | Date: _____ |
| Attach copy of bank transfer confirmation | |

| United Way of Anchorage Use | |
|---|-----------------------|
| MIP Entry | |
| Completed By: _____ | Effective Date: _____ |
| Batch No.: _____ | Entry Date: _____ |
| Attach copy of posted batch report | |

Wayne Stevens

From: Len Lambert [llambert@ak.org]
Sent: Wednesday, February 26, 2014 2:16 PM
To: 'president@unitedwayseak.org'
Cc: Angela Chenery
Subject: Bank Transfer Request Form.xlsx
Attachments: Bank Transfer Request Form.xlsx

Wayne,

Here is a revised transfer form with account number 1050, Bankcard Payment Clearing added on the debit side. When you make payment:

1. Enter the \$ amount on the credit (right) side of the form under the bank account making payment
2. Enter the same \$ amount on the debit side under account 1050
3. Sign the form as approval
4. Write down the account coding for each bankcard receipt that is on the bankcard statement. The total of the receipts should equal the bankcard statement and the payment listed on the transfer form.
5. Send copies of the transfer form, bankcard statement, and coded receipts to Angela. She will enter each expense into MIP with the offset to account 1050.

Let me know if this works for you or if you have any questions.

Len

NICOLE HALLINGSTAD

Tlingit Name *Ch'áak' Tláa* (Mother Eagle)

PO Box 22185
Juneau, AK 99802

nicole.hallingstad@sealaska.com
C 907.209.1089 W 907.586.9249

SENIOR EXECUTIVE SUMMARY

VP AND CORPORATE SECRETARY ▪ VP COMMUNICATIONS ▪ VP HUMAN RESOURCES

High integrity, team oriented, results-driven leader focused on achieving strategic objectives to fulfill the company mission. Strong track record of performance in responsible fiscal management; continuous process improvement; employee and board communications; and community and shareholder engagement. Areas of expertise in:

- Commitment to Leading Change
- Operational & Strategic Planning
- Project Management
- Cost Reductions
- Cross-functional Teams
- Subsidiary Relationships
- Media Affairs & Public Relations
- Shareholder & Community Relations
- Governance & Policy Management
- Human Resources Experience

Motivator and relationship builder who addresses cost issues head-on and applies finesse to challenging discussions. **Developmental leader** who encourages employee growth and develops cross-training and succession plans, applying lean principles to departmental processes to increase productivity and sustainability. **Responsive and decisive supervisor** who values accountability and feedback. **Accessible executive** with active social media presence and extensive shareholder relationships.

EXECUTIVE BENCHMARKS AND HIGHLIGHTS

- **Growth oriented officer** who has accepted challenging lateral positions and expanded authority to fulfill the structural needs of the company, and gained broad experience across multiple functions.
- **Value-driven strategist** leading company cultural change using lean principles and collaborative approaches. Directly contributed to the development, stakeholder buy-in, and communication of renewed company identity through the Values In Action roadmap.
- **Innovative solutions** achieved by implementing technological upgrades to secure cost savings and environmental sustainability; led the development of the MySealaska online shareholder portal, conversion to paperless delivery of meeting materials, Sealaska's electronic voting system, a new shareholder management system database, and the four-year digitization of shareholder records.
- **Extensive operational knowledge** gained through engagement with and broad exposure to all operational activities.
- **Manage subsidiary relationships** through sharing of corporate governance practices and policies and building positive working relationships with all operational executives and business partner representatives.
- **Leverage internal and external relationships for results**, building relationships with other Native agencies and community representatives to increase community advocacy and mobilization of populations around Native issues; such activity re-elected a state senator in an historic vote in 2010, and connected Natives around the state in solidarity against violence to women and children in early 2011.

- **Use of persuasive influence with stakeholders** to promote the long-term mission of the company, community health, and cultural preservation over individual self-interest by directing the campaign to enroll additional shareholders.

NICOLE HALLINGSTAD

page 2

PROFESSIONAL HISTORY

2003 – present

Sealaska Corporation

Juneau, Alaska

04/13 – present

VICE PRESIDENT COMMUNICATIONS & CORPORATE SECRETARY

- Accomplished breakthrough alignment of communications with the company strategic plan through departmental restructure after assuming supervision of corporate communications in April 2013, in addition to responsibilities as corporate secretary and to shareholder relations.
- Elevated subsidiary activity in public relations outreach and strategic communications to support company's competitive advantage as a diversity partner.
- Set concrete metrics and achieved buy-in for increasing awareness and favorable opinion of Sealaska to meet objectives of long-term strategic plan.
- Achieved immediate cost savings with vendors and consultants through improved project management and skill evaluation of existing staff; manage budgets of approximately \$4.3 million.

10/10 - 04/13

VICE PRESIDENT & CORPORATE SECRETARY

- Recognized as the subject matter expert on governance, board policies and practices.
- Managed increasingly complex suite of subsidiary governance at the board level while continuing to supervise the shareholder relations and records management departments, when dedicated human resources director was hired.
- Created and contributed to enterprise wide teams to open communications across departments and subsidiaries to support company strategic plan and Values In Action.
- Achieved increased efficiencies in shareholder relations processes by enabling electronic customer services and reviewing transactional data for improved client communication.

11/07 – 10/10

VICE PRESIDENT HUMAN RESOURCES & CORPORATE SECRETARY

- Assumed management of human resources at company headquarters, in addition to responsibilities as corporate secretary and supervisor of shareholder relations and records management.
- Conducted an enterprise-wide survey through on-site interviews at all subsidiaries to determine human capital needs and to guide revision of human resources policies.
- Applied lean administration tools to departmental functions to achieve improvements in enrollment of shareholders by number and processing time.

10/03 – 11/07

VICE PRESIDENT & CORPORATE SECRETARY

- Served as corporate secretary to the corporation as well as supervise the shareholder relations and records management departments.
- Increase cross-functionality of staff by instituting desk manuals and weekly meetings to improve professional capacity and understanding of the company mission.
- Managed departmental budgets of approximately \$2.8 million.

PREVIOUS EXPERIENCE INCLUDES:

03/02 – 10/03

The Markle Foundation

New York, NY

GRANTS ADMINISTRATOR: for a private philanthropy foundation; oversaw the grants and contracts process for award and release of philanthropic funds; reported to the board, president and chief financial officer.

04/95 – 01/01

Personal Page, Inc.

Fairbanks, AK

OFFICE MANAGER: at the headquarters of a statewide wireless communications company; hiring all non-exempt employees; generating payroll, billing and sales reports; performed government contract sales.

NICOLE HALLINGSTAD

page 3

EDUCATION

MASTER OF ARTS IN EUROPEAN HISTORY

University of California, Berkeley, California

BACHELOR OF ARTS IN HISTORY

University of Alaska, Fairbanks, Alaska

PROFESSIONAL AND CIVIC MEMBERSHIPS AND AFFILIATIONS

CURRENT:

NON-PROFIT: Cancer Connection, Juneau, Alaska - Volunteer president and board member of cancer resource center serving Southeast Alaska patients and survivors.

PROFESSIONAL ASSOCIATIONS: Juneau Chamber of Commerce; National Association of Corporate Directors; Society of Corporate Secretaries and Governance Professionals; Coast Alaska Public Broadcasting.

NATIVE AFFILIATIONS: Tlingit & Haida Indian Tribes of Alaska; Alaska Native Sisterhood Juneau Camp 70; Alaska Native Sisterhood Petersburg Camp 16; Petersburg Indian Association.

PAST:

Board member of K3 public radio in Juneau; member of Bartlett Regional Hospital Foundation Board of Trustees; Society of Human Resource Management.

SOCIAL MEDIA PRESENCE

LinkedIn: <http://www.linkedin.com/in/nicolehallingstad>

March 18, 2014

Dear Wayne and Board members,

I have recently been contemplating what I need to par down on in my life as I head into a full year of my UAF PhD thesis work. I am sorry to say, but I must end my term early on the United Way of SE AK board. I am spread a bit too thin with various duties.

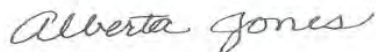
I will attend the meeting this Thursday evening, which will be my last meeting. I need to devote all of my energy into my work, my school program, and my family. What very little time I have left, I will try to find 'time-out' for myself. I have not been doing that and I am hitting a critical part of my PhD journey. Bruce is home for one more year before he goes off to college too.

I am sorry to leave this board with the great, new energy and wonderful, highly qualified people that serve on it. I have enjoyed the group and the work by United Way of SE AK. I was honored to serve on this board with all of you.

If you would like me to give you a few names as potential university people, I can.

I will be there Thursday.

Very respectfully,



Alberta Jones

Assistant Professor, University of Alaska Southeast
11120 Glacier Highway
Juneau, AK 99801
907-796-6481



Association for the
Education of Young
Children - Southeast
Alaska

3100 Channel Dr. Suite 215
Juneau, AK 99801

Main (907) 789-1235

Referrals (907) 789-1231

CCFP (907) 789-1767

Fax (907) 789-1238

Toll Free (888) 785-1235

Email info@aeyc-sea.org

Website www.aeyc-sea.org

March 14, 2014

Board of Directors
United Way of Southeast Alaska
3225 Hospital Drive, Suite 201
Juneau AK 99801

Greetings,

This letter is to summarize the “All Aboard for Early Literacy” Community Impact grant provided to AEYC in the amount of \$1,500. The funding was dedicated to support 50 Southeast Alaska children in the Dolly Parton Imagination Library program for a year. Each child enrolled received a book in the mail each month, as well as a monthly parent bulletin, with literacy activity ideas and invitations to community events to enrich the health, literacy, and well being of families.

It is hard to imagine a program with a greater impact at such a nominal cost per child—only \$30 per year. We know from parent surveys that there is a significant increase in daily reading for families enrolled in the program. The majority of families surveyed reported that receiving the monthly bulletin encouraged them to participate in local family literacy events.

We are waiting for the Developmental Profiles for this year to be posted by the Dept of Education and Early Development, to see if the remarkable increase in literacy skills is continuing again this year with participating communities. As you can see in the attached bar chart, nearly all participating communities are showing increases as children enrolled at birth are entering kindergarten. Ketchikan has become something of a control group, as they are the only Southeast community that is not participating. Literacy skills of kindergarteners has declined in Ketchikan in the past three years.



The Imagination Library in Southeast Alaska is run by volunteers, and supported by contributions from local sponsors. Last year 12 volunteers contributed over 200 volunteer hours to operate the program. All funds from local contributions are dedicated directly to the books for children, as AEYC does not charge administrative fees to operate the program. The AEYC Board of Directors also dedicates all donations through United Way to the Imagination Library.

The Imagination Library is overseen by the Juneau Early Literacy Council, comprised of over 12 community organizations concerned with early literacy. There are currently over 2,000 children enrolled in 12 Southeast Alaska communities. The annual cost to maintain enrollment at this level is approximately \$56,700 per year. To date, we have been able to secure funds from Best Beginnings for 50% of the cost, leaving a fundraising goal of over \$28,000 per year.

We greatly appreciate the support of United Way in leading literacy efforts in Juneau, and in providing support through the Community Impact grant for this powerful, yet simple program with outstanding results.

Sincerely,



Joy Lyon
Executive Director

Alaska Developmental Profile Results - Southeast Alaska

Communication, Language & Literacy Comparison



For the Alaska Developmental Profile, teachers use the following ratings to score kindergarten students on the 13 goals of the DP. Ratings are averaged for each goal to produce statewide averages on a scale from 0-2. For detailed information, please see <http://education.alaska.gov/tls/assessment/developmental.html>.

2: Consistently Demonstrates: Student demonstrates the indicated skills or behaviors on a consistent basis (80% or more of the time).

1: Progressing: Student demonstrates the indicated skills or behaviors on an inconsistent basis.

0: Does Not Demonstrate: Student does not demonstrate the indicated skills or behaviors (20% or less of the time).

Number of kindergarteners tested in 2012-2013:

Juneau-362, Ketchikan-150, Craig-52, Wrangell- 26, Haines- 20, Kake-9 & Klawock-8

Data unavailable for the communities of Skagway, Petersburg, Sitka, and Yakutat.

For more information call AEYC Southeast at 888-785-1235





Thanks to the 2012-2013 Sponsors of the Dolly Parton Imagination Library in Southeast Alaska!
Over 2,020 SE Alaska children are enrolled to help ensure they succeed when they enter kindergarten.

To sponsor a child to receive a free book in the mail every month for a year is only \$25.
To become a sponsor go to www.aeyc-sea.org to donate or call AEYC at 907-789-1235.

AMBASSADORS

Rie Munoz
Juneau Public Library
Juneau U.S. Post Office

CHAMPIONS (\$3,000+)

AEYC
Affordable Auto
Best Beginnings
Communities in Schools of Juneau
Coeur Alaska- Kensington Gold Mine
Douglas-Dorman Foundation
Friends of Juneau Public Libraries
Juneau Empire
Anthony and Amanda Mallott
United Way of SE Alaska
Rasmuson Foundation
PEO Sisterhood, Chapters D, N, & G
Delta Kappa Gamma Society
Mudrooms

TRAIN CAR FULL OF BOOKS (\$600+)

Alaska Alpha Theta Chapter
Association of Alaska School Boards
Kathy & Doug Blanc
Elsa Demeksa & Peter Froehlich
ESA Foundation
Epsilon Sigma Alpha Intl. of Juneau
Ed and Cathy Thomas
Dennis Paylina
Joy and Rich Lyon
Juneau Haines Reading Council
Sitka Emblem Club # 142
Tlingit and Haida Child Care Asst.Program

STATION MASTERS (\$300+)

Baranof Elementary School
Lorinda Brotherton
Brett & Kristy Dillingham
Debbie Fagnant
Kathy Fanning
Friends of Kettleson Memorial Library-
Sitka
Goldbelt Inc.
Juneau Gastineau Rotary Club
Roland and Pam Machold
Rowher Family
Petersburg Emblem Club
Petersburg Fisheries
Albert Shaw
Karin Scheggeby
Sitka Moose Lodge #1350
Sitka Rotary Club
The Seattle Foundation
USCG Spouses & Women's Assn of Sitka
Ed White

PASSENGER CONDUCTOR (\$150+)

Suzanne Greeley
Helen Laurent Memorial
Pat & Jeanie Henry
Victoria McLaughlin
Partners in Education-Petersburg
Pine Country Yard & Garden- Skagway
Andi & Mike Story
Saralyn Tabachnik
The Trading Union-Petersburg

LOCOMOTIVE OPERATORS

Susan Baxter
Mary Becker
Center for Community- Sitka
Terry Cramer
Amber Cunningham
Jeanie & Pat Henry
Susan Gill
Jean Hodges
Susan Holmes - Petersburg
Christine Kondzela
Tara Lee Lewis
Hanna Lindoff
Linda Miller
Gerald Olson
Jessica Paris
Nancy Quinto
Melissa Rinehart
Sally Sadler
Jim & Leslie Schwartz—Petersburg
Leslie Scranton
Michael Stark & MJ Grande
Mel Stockton - Petersburg
Reed Stoops & Betsy Brenneman
Meade Suewing
MaryAnn VandeCastle
Bridget Walsh- Petersburg
Nancy Waterman & Bill Leighty
Patricia Winegar

AEYC is the local coordinating agency for the Imagination Library.
Many thanks to Best Beginnings for coordinating the program in over 93 communities across Alaska;
serving over 20,000 children in Alaska!

THANKS to the sponsors of the Dolly Parton Imagination Library throughout Southeast Alaska!



Media support provided by: **JUNEAU EMPIRE**
WWW.JUNEAUEMPIRE.COM

Dollywood Foundation

Attn: Operations Department
 2700 Dollywood Parks Blvd
 Pigeon Forge, TN 37863

| | |
|-------------|------------------|
| Date | Invoice # |
| 12/1/2013 | *1213544* |



E-mail: sfrench@dollywoodfoundation.com

Bill To:

Juneau, AK
 AEYC-SEA, Association for the Education o
 Joy Lyon
 3100 Channel Drive 215-
 Juneau, AK 99801-



| | |
|-----------------------------------|-------------------|
| PLEASE PAY THIS AMOUNT | \$4,284.52 |
|-----------------------------------|-------------------|

Make checks payable to: **Dollywood Foundation**

List E-Mail Changes Here: _____
 Additional E-mail: _____

Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Dollywood Foundation

Attn: Operations Department
 2700 Dollywood Parks Blvd
 Pigeon Forge, TN 37863

| |
|-----------------|
| P.O. No. |
| COM1213 |

| |
|-----------------|
| Due Date |
| |

| Quantity | Item Code | Description | Price Each | Amount |
|----------|-----------|-------------------------|------------|----------|
| 0 | Group 6 | Number of Group 6 Books | 0.00 | 0.00 |
| 400 | Group 5 | Number of Group 5 Books | 1.25 | 500.00 |
| 414 | Group 4 | Number of Group 4 Books | 1.10 | 455.40 |
| 407 | Group 3 | Number of Group 3 Books | 1.35 | 549.45 |
| 406 | Group 2 | Number of Group 2 Books | 1.80 | 730.80 |
| 288 | Group 1 | Number of Group 1 Books | 1.45 | 417.60 |
| 58 | LETC | Welcome Books | 2.05 | 118.90 |
| 39 | GRAD | Graduation Book | 2.15 | 83.85 |
| 2,012 | Mailing | Mail/ Shipping Expense | 0.71 | 1,428.52 |

*Payable to the Dollywood Foundation PLEASE MEMO WITH INVOICE NUMBER AND COMMUNITY NAME AS SEEN ABOVE

| | |
|--------------|-------------------|
| Total | \$4,284.52 |
|--------------|-------------------|

TUESDAYS

Toddler Open Gym: Gymnastic Academy 3009 Tongass Blvd. 11:00am-12pm. Ages 1-4. \$3 per child. Info: 789-7440

New Parents Group: JFHBC 1-2:30pm. Ages 0-1. Info: 586-1203 ☼

Women's Education Group: Located at AWARE 6-7:30pm. Child care available. Info: 586-6623 ☼

Children's Life Skills Group: Located at AWARE 6-7:30pm. Info: 586-6623 ☼

Lunch Bunch: Saturday & Sunday. Dimond Park Aquatic Center 12-1:45pm. For ages 7 years and younger to enjoy dump buckets, red, blue, & yellow fountains, slides & bubble bench!

☼ means this program is **FREE!**



WEDNESDAYS

Storytime with Crafts: Downtown Library 11am-12pm Info: 586-5249 ☼

Pregnancy Circle: JFHBC 11:45-1:15pm. Lunch provided.

Happy Holidays!

United Way



United Way of Southeast Alaska
Partner Agency

Thanks to champion supporter United Way of Southeast Alaska for continued support of early literacy.

The Community Impact Grant and contributions through workplace campaigns sustain the growth of the Imagination Library in over 12 Southeast communities.

To contribute through the United Way fall campaign, select Dolly Parton's Imagination Library as a recipient on your contribution form.

You can also find out about volunteer opportunities through the United Way website: www.unitedwayseak.org.

New! See trends in education, health, and the economy through the dashboard indicators on their website!

Who's on the Front Page?

Mayor Merrill Sanford and two Imagination Library graduates, Madeline and Dori Germain, proclaimed Nov. 10-16th Imagination Library Week.

First Lady Sandy Parnell presented the 100,000th book the "Little Engine that Could" to Alden Scott Talbot, his mother, Marlowe Dunker, and father, Tony Talbot.

Karen Larson and Riley Woodford played music and lead children's songs at the Imagination Library Celebration.

Best Beginnings brought the full-size "Dolly Parton" cutout, and Barbara Brown spoke about supporting early literacy in our communities.

Want to donate to early literacy? Contact us at AEYC 789-1235.

Photos by: Lisa Arehart of AEYC

This monthly bulletin is funded by **thread**, with support from **Best Beginnings**. Created by **AEYC**, in coordination with **Partnerships for Families and Children**.



Presidents Report for March 20, 2014

Meetings

- 2/21 – Lunch Norm Wooten, AASB Government Liaison, Board Training Gail Dabaluz & Bill Peters
- 2/25 - UW Performance webinar, Rotary Baranof Hotel, Karen Crane conversation
- 2/26 - Travis McCain AK Litho post Cards, Lunch w/Sharon Gaipman
- 2/27 - Dirk conversation, Kodiak reception
- 2/28 – Alaska Miners Association meeting
- 3/3 - Lunch Nicole Hallingstad @Zen w/Joan & Rustan, KTOO grand opening 360 North studios, Dirk conversation
- 3/4 - Rotary Baranof Hotel. MAPP meeting, Michelle Daku America Red Cross
- 3/5 - Staples UW Store training, UHS tenant meeting, Lunch Katherine Eldemar @Hangar
- 3/6 – Chamber, Teleconference re: audit Len Lambert, Jonathan Kuhn, Mark Mesdag & staff
- 3/7 - Jennifer judge at spirit week school, Literacy project discussion @Capital Cafe, Reading Tutor training @GST
- 3/10 – Rustan Burton board development, Karen Crane Conversation
- 3/11 – Literacy project w/Heather Mitchell, Rotary, Senior Food Summit
- 3/12 – Meeting of the Minds AEYC
- 3/13 – Chamber, Campaign presentation @CCS
- 3/18 – Load truck at WWM to go to AML, Rotary, AML to deliver KIDS boxes
- 3/19 – Foraker Sultana committee, Food discussion
- 3/20 – Wells Fargo advisory meeting, Foraker ops board, UWSEAK Board meeting @SERRC

Worked on following tasks –

- FY 2013 Audit adjustments
- Campaign presentations
- Census Bureau Grant Writing Workshop
- Orca Point Dinner Cruise and conversation
- UW Business Performance Assessment
- Bylaw revisions
- K.I.D.S. shipments to agencies in SE