

Mission Statement: "To improve lives and strengthen communities in Southeast Alaska."

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

Thursday, March 21, 2013

5:15-7:00 PM

United Way of Southeast Alaska Conference Room

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

2013 Community Impact Grant Presentations:

A.E.Y.C – All Aboard For Early Literacy – Joy Lyon

I. CALL TO ORDER and INTRODUCTIONS – Chair Mark Bryan

II: APPROVAL OF AGENDA – Corrections/Additions

III: APPROVAL OF MINUTES – Corrections/Additions –

February 21, 2013 Minutes

IV: PRESENTATIONS –

V: COMMITTEE REPORTS

Finance Committee –February 2013 - Mesdag, Treasurer

Personnel Committee – Sheryl Weinberg

Campaign Committee –Rosemary Hagevig, Robbie Stell

Board Development Committee – Mark Bryan

Events Committee –

Community Impact Committee – Katherine Eldemar

Health – Corey Pavitt

Education – Karen Crane, Bernie Sorenson

Income Stability –

VI: STRATEGIC PLAN UPDATE –

VII: OLD BUSINESS

Small Project ideas and discussion

VIII: NEW BUSINESS

Board Service Discussion – What does serving on the United Way Board mean to me?

2013 United Way Membership Certification

IX: CHAIR REPORT – Mark Bryan

X; PRESIDENTS REPORT – Wayne Stevens

XI: BOARD MEMBER COMMENTS

XII: ADJOURNMENT

Next Meeting April 18, 2013

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

2013 Board Member Attendance																	%		
Board Term Ends	First Name	Last Name	1/12	2/21	3/15	3/21	4/18	5/16	5/31	6/20	7/18	8/15	9/19	10/17	11/21	12/19	Attend	X's	Total
Jan - 2014	Mary	Becker	X	X	X												100%	3	3
Jan - 2015	Mark	Bryan	X	X	X												100%	3	3
Jan - 2015	Karen	Crane	X	X	X												100%	3	3
Jan - 2014	Katherine	Eldemar	E	A	A												0%	0	3
Jan - 2014	Glenn	Gelbrich	E	E	E												0%	0	3
Jan - 2014	Chris	Gerondale	X	A	E												33%	1	3
Jan - 2014	Alberta	Jones	X	X	X												100%	3	3
Jan - 2014	Jaysen	Katasse	E	X	X												67%	2	3
Jan - 2016	Mark	Mesdag	X	X	E												67%	2	3
Jan - 2014	Joan	O'Keefe	X	X	X												100%	3	3
Jan - 2016	Corey	Pavitt	X	E	E												33%	1	3
Jan - 2015	Hagevig	Rosemary	X	X	X												100%	3	3
Jan - 2015	Bernie	Sorenson	X	A	A												33%	1	3
Jan - 2016	Robbie	Stell	X	X	X												100%	3	3
Jan - 2014	Lance	Stevens	X	X	E												67%	2	3
Jan - 2015	Sheryl	Weinberg	X	X	X												100%	3	3
Jan - 2016																	#DIV/0!	0	0
Total Board			16	16	16	0	0	0	0	0	0	0	0	0	0	0			
Attendance			13	11	9	-	-	-	-	-	-	-	-	-	-	-			
Average Percentage attending			81%	69%	56%	###	###	###	###	###	###	###	###	####	####	####		69%	
	X = Attended																		
	T = Teleconferenced in																		
	E= Excused																		
	A=Absent																		

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

Thursday, February 21, 2013

5:15-6:55 PM

United Human Services Conference Room

Board Members in Attendance

X	Mary Becker – Past Chair	A	Chris Gerondale		Staff
X	Mark Bryan – Chair	X	Alberta Jones	X	Wayne Stevens
X	Karen Crane – Chair Elect	X	Jaysen Katasse	X	Jennifer Treadway
T	Mark Mesdag –Treasurer	X	Joan O’Keefe		
X	Sheryl Weinberg– Secretary	E	Corey Pavitt		Guest(s):
A	Katherine Eldemar	A	Bernie Sorenson	X	Adam Wilkinson
A	Glenn Gelbrich	X	Robbie Stell	X	Garland Walker
T	Rosemary Hagevig	X	Lance Stevens		
Legend: X = present E = excused absence T = teleconference A=absent					

Call to Order and Introductions

Chair Mark Bryan called the meeting to order at 5:15 PM. Quorum established with eleven board members present.

Presentations: Lu Seapy, LaVina Van Sickle, Kate, Dylan & Callie, SERCC (Family Literacy Program)

Program instructors, Lu Seapy and LaVina Van Sickle, thanked United Way of Southeast Alaska for continued support. Seapy briefly explained that the SERRC Family Literacy Program at Gruening Park seeks to strengthen families and individuals by improving the basic education and literacy skills of Juneau’s neediest residents. The Family Literacy Program features three program components: Elementary Education, Early Literacy and Positive Parenting, and Family Nights. After sharing program highlights, Seapy invited Kate, Dylan, and Callie (elementary students) to share poems they had written as part of Gruening Park’s Homework Club.

Amanda Taylor, Brave Heart Volunteers

Amanda Taylor, former AmeriCorps member and current Program Director for Brave Heart Volunteers, provided a brief description of Brave Heart Volunteer’s mission and eight areas of care. After sharing program statistics, Taylor shared a personal statement of her AmeriCorps experience as well as a personal statement from the current AmeriCorps member.

Phoebe Rohrbacher, Four A’s

After thanking the Board of Directors for community impact funds, Phoebe Rohrbacher, Juneau Coordinator for Four A’s, briefly explained the syringe exchange program while also addressing the program’s potential taboos. After sharing program statistics, Rohrbacher shared a recent success story of a regular client.

Lori Heagy & Rebecca Riker with Juneau, Alaska Music Matters

Program coordinators and instructors, Lori Heagy and Rebecca Riker, provided a brief overview of Juneau, Alaska Music Matters (JAMM) and explained the importance of early instrumental music. While sharing program statistics, Heagy explained that through music instruction students develop focus and self-control, build confidence and self-esteem, and strengthen skills for school success.

Chair Bryan asked all board members to fill out the meeting day and time preference survey at start of meeting.

Approval of Agenda

United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 21, 2013

5:15-6:55 PM

United Human Services Conference Room

Chair Bryan asked for approval of the agenda.

Motion: Board member Weinberg moved to approve the agenda as presented. Board Member O'Keefe seconded. Motion approved unanimously.

Approval of the Minutes from December 20, 2012 Board Meeting and January 12, 2013 Annual Meeting

Chair Bryan asked for approval of the minutes from the December 20, 2012 Board of Directors meeting and January 12, 2013 Annual Meeting

Motion: Board member Stevens moved to approve the minutes from the December 20, 2012 Board of Directors meeting and the minutes from the January 12, 2013 Annual meeting of the Board. Board Member Stell seconded. Motion approved unanimously.

Presentations

Past Chair Becker recognized outgoing board members, Garland Walker and Adam Wilkinson. She thanked them for their many years of service to United Way of Southeast Alaska as board members and volunteers for the organization. She noted the appreciation of the other board members for their selfless service.

Committee Reports

Finance Committee – Mark Mesdag

Treasurer Mesdag reviewed the December 2012 and January 2013 finance statements. He noted that the Finance Committee had met on Tuesday, February 19, to review the finance statements. He noted that there was improved campaign activity through the end of January and that all expenses were well within range of the amounts budgeted. He reported that in the process of cleaning up the accounting system and the database system, it was discovered that there had been a double booking of some \$7,000 of pledges and a recording of \$9,000 in donated services included as cash. These items would be reversed in the February reports and may lead to findings of other items as we continue the process of cleaning up the database.

Mesdag walked the board through the 2012 audit report from Altman Rogers & Co. as well as the Letter to the Governing Board. The audit and report indicate no deficiencies and find the financial statements to be neutral, consistent and clear. Mesdag answered questions from the board about the audit, process and findings.

Mesdag reviewed proposed changes and additions to United Way of Southeast Alaska's Fiscal Policies. The changes were to reflect the correct fiscal year ending August 31, add the Combined Federal Campaign to the list of campaign activities, and add a policy to raise the threshold for Fixed Assets from \$500.00 to \$5,000.00.

Motion: Board Member Hagevig moved to approve the December and January finance statements as presented. Chair Elect Crane seconded. Motion approved unanimously.

Personnel Committee – Sheryl Weinberg

Board member Weinberg reported on the CEO evaluation process and outcomes.

Campaign Committee – Robbie Stell & Rosemary Hagevig

United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 21, 2013

5:15-6:55 PM

United Human Services Conference Room

Campaign Co-chair Stell reported on the status of the 2012 campaign efforts. Resource Development Director Treadway reported on campaign activity noting that campaign income YTD is \$198,469.37 compared to 2011 YTD income of \$193,467.96. There is a lot of work to be done before the end of the campaign year to achieve our goal of \$500,000.

Strategic Plan Update – Meeting set for March 15, 2013, to be facilitated by Scott Miller with The McDowell Group. Meeting location to be announced.

Old Business

New Business

2012 Audit report and Letter to Governing Board

Motion: Board member Hagevig moved to accept the 2012 Audit Report and the Letter to the Governing Board as presented. Chair Elect Crane seconded. Motion approved unanimously.

Amendments to Fiscal Policies

Motion: Board member Hagevig moved to approve the December and January finance statements as presented. Chair Elect Crane seconded. Motion approved unanimously.

Board Meeting Day and Time Preference

Chair Bryan noted that there had been a number of changes to the Board of Directors since the board had last discussed optimum meeting day and time. He had asked board members to fill out a short indication of preference at the start of the meeting. President Stevens noted that 13 member have responded with 11 indicating that Thursday at 5:15pm was still the optimum time to meet. Second choice with 4 responders indicating that Tuesday at 5:15 pm was the preferred choice. Board meetings will continue to be held on the third Thursday of the month at 5:15 pm.

Small Project ideas and discussion

Board Chair Bryan noted that at the annual meeting he had indicated that he would like to see the board take a more active role in the community. He had suggested developing a small project that the UWSEAK board member would undertake in the coming year. Below are the small project ideas generated from that discussion:

Health food related- cook at Glory Hole
Education Programs – reading tutors
SERRC – TLC –IPADS – support successful programs
Afterschool program/activity
Entertain children with books @ Gov. Christmas open house
Imagination Library

SERRC Family Nights
Visible – wear shirts
Ask member agencies for projects
Celebration
Day of Caring – UWSEAK team
Adopt a Highway
UWSEAK walk with members
4th of July Parade float

Board Service Discussion – What does serving on the United Way Board mean to me?

United Way of Southeast Alaska Board of Directors Meeting

Thursday, February 21, 2013

5:15-6:55 PM

United Human Services Conference Room

Given the late hour, Board Chair Bryan asked board members to give thought to the question and come to the strategic planning session on March 15 prepared to answer the question.

Chair Report

President Bryan had no additional information

President's Report

Stevens pointed out the attachments in the Board packet including his President's report. He reported on progress of the contracting of the accounting and database management with United Way of Anchorage, gave a brief update on the board self assessment, noted that the annual report would be published in the Juneau Empire on Sunday, March 17, and in the Capital City Weekly on Wednesday, March 20, and reported on his upcoming visit to Petersburg.

Board Member Comments

Adjournment

Meeting adjourned at 7:25 PM.

**Third Week of the Month
Meeting day and time Preference**

	Monday	Tuesday	Wednesday	Thursday	Friday	
Noon - 2:00 pm	1		1		2	
3:00 pm - 5:00 pm	1	2	1	3		
5:00 pm - 7:00 pm	1	4	3	11	2	
6:00 pm - 8:00 pm	1	2	1	3		

Name: _____

13 respondents

Thursday 5p - 7p 11

Tuesday 5p - 7p 4

United Way of Southeast Alaska

3225 Hospital Drive, Suite 201

Juneau, Alaska 99801

tel 907.463.5530

fax 907.463.4649

unitedwayseak.org

LIVE UNITED



O P W G U"qh'y g" " " ""Eqo o kwgg'O ggvpj "

F cvg"qh'o ggvpj <" "" Vko g<" "

Rrcg<"

O go dgtu'Rtgugpv"ktuv('rcuv'pco g-<"

"

"

O go dgtu'cdugpv"gzewugf +<" "

"

"

Qyj gt'r gtuppu'r tguvpv"<"

"

Ej ckr gtupv<"

"

K V G O U F K E W U G F <"

"

"

"

"

F G E K U Q P U O C F G<"

"

"

"

"

T G E Q O O G P F C V K Q P U<"

"

"

"

"

Cf lqwtpgf "cv<"

FINANCIAL STATEMENT COMMENTS – 2-28-13

KEY FINANCIAL INDICATORS:

Expenses for the year are 53% of budget, slightly above the year-to-date level of 50%. This is mainly due to timing of payments early in the fiscal year. Salaries expense is the largest expense line at this point in the year and is slightly above budget at 53%.

The Fall11 Private campaign collections are at 85.78% Fall12 Private campaign pledges are coming in with pledges at 2/28/13 of \$198,580. The remaining 2011 campaign balances have been written off as no further collections are expected. Final Share and CFC payments have been received.

Liquidity (current assets divided by current liabilities) is slightly lower than August at 1.97

February 28 cash balance is \$309,754 an increase of \$38K from last month.

PLEDGES COLLECTED – FALL 2011:

Pledges recorded YTD for the Fall 2011 campaign remained the same in February at \$242,799. We have collected over 85.70% of that amount. SHARE pledges for the 2011 campaign totaled \$97,462. The CFC campaign total was reported at \$48,425. Third quarter payments for CFC and SHARE were received in October & November. We are still waiting on the final payments from Share & CFC

PLEDGES COLLECTED – FALL 2012:

The first of the pledges have been recorded for the Fall 2012 campaign, totaling \$198,579.87. We have collected \$116,903 of this amount. SHARE and CFC campaigns for Fall 2012 are ongoing and as yet unreported.

FYTD CAMPAIGN COMPARISON:

This report compares the current YTD campaign activity to the prior YTD. At December, 2012, the Fall12 Private is ahead of the prior year.

BUDGET TO ACTUAL 2/28/13

INCOME - Campaign revenues are \$94,550 posted based on pledge data through February 28.

Expenses are below budget.

At February month-end we have a loss of \$96,837. This is due to the fact that campaign revenue is still being brought in and has not fully offset operational costs, as well as the timing of how revenue is recognized. This should turn around as campaign revenue starts to come in and as additional deferred revenue is released into revenue.

COMPARATIVE BALANCE SHEET:

ASSETS - Total cash and equivalents increase in February by \$38K. Receivables now show \$111,604 due from the Fall12 campaign.

LIABILITIES & EQUITY – Liabilities decreased by \$1K from last month. This is because of a decrease in the AP balance and slight increase in the deferred liabilities as additional pledges come in.

**United Way of Southeast Alaska
Financial Summary
Fiscal YTD February 2013**

	Year to Date Actuals	Pro-Rated Budget	Variance
Revenues			
Fall 12 Campaigns			
Private Cpgn to UW	60,724	19,717	41,007
Community Impact Revenue	8,057	2,429	5,627
SHARE Cpgn to UW	-	1,667	(1,667)
CFC to UW	-	458	(458)
15% from private cpgn	9,153	1,242	7,911
Subtotal Campaign	77,933	25,513	52,421
Non-Campaign Income	16,617	5,215	11,402
Total Revenues	94,550	30,727	63,822
Expenses			
Human Resources			
Salaries	74,601	11,383	(63,219)
Related Expenses	11,020	2,165	(8,854)
Travel & Training	2,270	792	(1,479)
Community Impact	1,282	3,583	2,301
Administrative	101,682	11,818	(89,864)
Equipment	532	91.67	(440)
Total Expenses	191,387	29,832	(161,555)
Net Income (Loss)	(96,837)	895	(97,733)

Assets, Liabilities & Equity

Assets

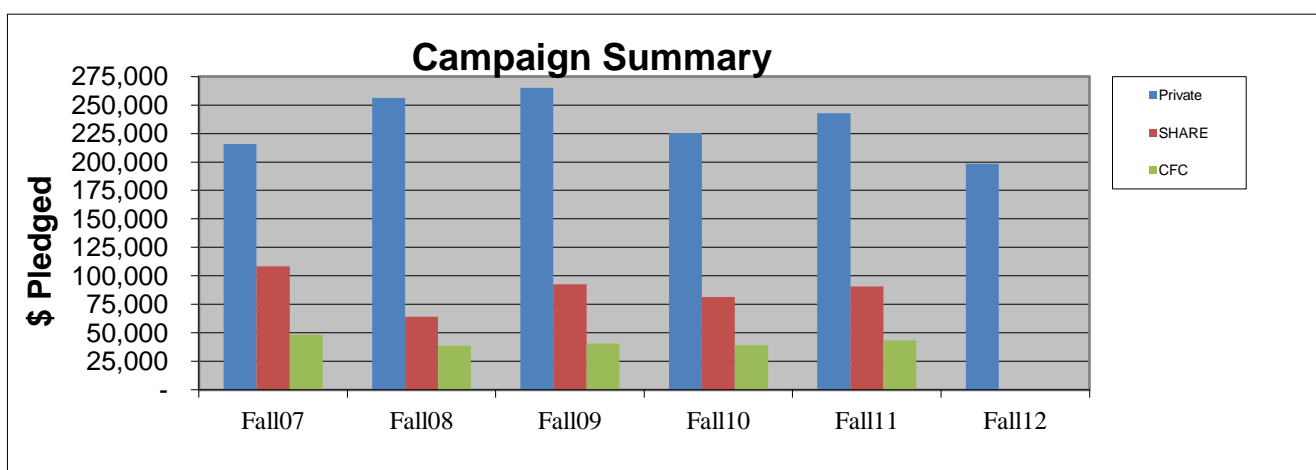
Cash	309,754
Accounts Receivable	111,604
Other	5,066
Total Assets	426,424

Liquidity

Feb-13	1.97
Jan-13	2.20
Dec-12	2.58

Liabilities & Equity

Agency Allocations Payable	99,285
Other	116,225
Equity	210,914
Total Liabilities & Equity	426,424



Campaign Collections

	Private	SHARE	CFC	TOTAL
Fall 12				
Total Campaign Pledges	198,580	-	-	198,580
Designated to UW	-	-	-	-
Designated to Agencies	198,580	-	-	198,580
Total Collections to date	86,976	-	-	86,976
% Collected	44%	#DIV/0!	#DIV/0!	44%
Fall 11				
Total Campaign Pledges	242,799	90,944	43,603	377,347
Designated to UW	181,487	14,468	6,344	202,299
Designated to Agencies	61,312	76,476	37,259	175,048
Total Collections to date	208,048	87,281	39,972	335,301
% Collected	86%	96%	92%	89%

2012 Campaign Results

2011 and 2012 Annual Giving Campaign Comparison

Annual Giving Campaign totals included all private donations received (cash, check, credit card) and workplace pledges. Annual Giving Campaign totals **do not** reflect state and federal campaign totals or Coeur Alaska's generous donation (\$75,000 over three years).

2011: As of March 14, 2012, the 2011 Annual Giving Campaign totaled \$205,874.96. From here forward, the 2011 campaign total appears to include: 1) duplicate entries on the part of United Way of Anchorage and United Way of Southeast Alaska for workplace donations, specifically for Alaska USA Federal Credit Union and Alaska Marine Line, and 2) \$9,000.00 in services recognized as revenue.

2012: As of March 14, 2013, the 2012 Annual Giving Campaign totals \$212,500.00.

2011 and 2012 Combined Federal Campaign Comparison

2011: \$43,603.18

2012: \$54,609.07

2011 and 2012 SHARE Campaign Comparison

2011: \$91,544.27

2012: Not available at time of report. According to recent updates, the 2012 SHARE campaign total should closely reflect 2011.

Additional Revenue

\$75,000 (over three years) from Coeur Alaska for our LEARN UNITED: Reading Tutors Program. This amount is not included in the annual giving campaign total reported above.

2012 Grand Total: \$383,654.34*

*Includes 2012 Annual Giving Campaign and CFC Campaign totals, \$25,000 of Coeur Alaska grant, and 2011 SHARE Campaign total.

Small Project Ideas –

Health food related- cook at Glory Hole

Education Programs – reading tutors

SERRC – TLC –IPADS – support successful programs

Afterschool program/activity

Entertain children with books @ Gov. Christmas open house

Imagination Library

SERRC Family Nights

Visible – wear shirts

Ask member agencies for projects

Celebration

Day of Caring – UWSEAK team

Adopt a Highway

UWSEAK walk with members

4th of July Parade float

United Way Worldwide

701 North Fairfax Street
Alexandria, Virginia 22314-2045
tel +1 703.683.7800
fax +1 703.683.7846
brian.gallagher@unitedway.org
www.liveunited.org

Brian A. Gallagher
President and Chief Executive Officer



January 29, 2013

Mr. Wayne Stevens
CEO
United Way of Southeast Alaska
PO Box 20249
Juneau, AK 99802-0249

Dear Wayne:

Thank you for your continued commitment and support to United Way Worldwide. In 2013, we will continue to advance the mission of United Way, working together to make real gains in education, income and health; serving as a mobilizing force for social change by bringing LIVE UNITED to life; and driving revenue and resources to ensure long-term growth and stability.

This year marks the halfway point to the 2018 impact goals. We have a lot of work to do, and between the strength of our network and the commitment of our partners, United Way can make a measurable difference in things that matter to our country. United Way Worldwide is committed to providing you the tools and resources to create long-term change in your community. The details are on the enclosed member benefit statement.

Enclosed are the required reports for your 2013 membership along with a timeline for completion. If you have any questions, please contact any of the following Membership Accountability staff:

- Jenny Palazio, Director, Membership Accountability, jenny.palazio@unitedway.org or 800.892.2757, Ext. 511
- Ken Euwema, Director, Member Financial Accountability, ken.euwema@unitedway.org or 800.892.2757, Ext. 565

Thank you for your continued partnership.

Sincerely,

A handwritten signature in black ink, reading "Brian A. Gallagher". The signature is fluid and cursive, written in a professional style.



2013 Requirements Completed Icon

United Way Worldwide will recognize the United Ways that successfully complete the requirements of membership by their due dates with a “thumbs up” icon. This icon will be displayed on the United Way’s directory page on United Way Online and on www.unitedway.org/myuw.

In 2013, UWW will award the icon to United Ways meeting the following criteria:

- **Database 2** completed online by May 15, 2013 (June 30, 2013 for United Ways with July-June fiscal years);
- **Membership Certification Form** submitted by June 30, 2013, including
 - Date of board’s review of certification,
 - Signatures of both the board chair and chief executive officer,
 - Affirmative responses to compliance with the requirements.
- **2013 quarterly dues payments** received by their due dates (March 15, June 15, September 15 and December 15)



Tips for Completing 2013 Membership Requirements

- Include the board’s review of the membership certification form on your next board meeting agenda. There’s no need to wait until the audit or Database 2 are completed to do the certification; do it now while you are thinking about it. Be sure the board chair and chief executive officer sign the form the day of the meeting.
- If the response to any question on the certification form is not what you think it “should” be, include an explanation. While a “Yes” answer is usually ideal, it may be appropriate to answer “No” and explain why your organization has not adopted such practices. Ultimately, honest answers are correct answers and if any answer feels uncomfortable, that may be an indication that the organization has room for future improvement.
- The [2013 United Way Worldwide Membership Certification Guide](#) provides details on each question on the certification (i.e., why the question is important, resources supporting the requirements etc.). See the Member Services area of United Way Online.
- Please submit Database 2 via United Way Online, and be sure to finalize the responses by clicking the “Finalize Survey” button. Incomplete surveys submitted by the due date will not be recorded as received.
- If your United Way will complete its next self-assessment in 2013, remember that the process takes some time so please plan ahead. More information is online at http://online.unitedway.org/requirement_i.



United Way 2013 Membership Certification

INSTRUCTIONS:

- Both the Board Chair and Chief Executive Officer must sign this certification.
- Share this certification and your responses with the entire board and note date of meeting on page 4.
- Answer all questions and provide a written explanation for any omissions or “no” answers.
- Submit this certification by **June 30, 2013**, to:
MAIL: United Way Worldwide Membership Accountability OR FAX: 703.683.7813
701 North Fairfax Street, Alexandria, VA 22314

Responses will be kept confidential and will only be shared with essential volunteers and staff of United Way Worldwide.

As stated in United Way Worldwide’s bylaws, United Ways will refrain from taking any actions or conducting activities likely to damage the welfare, interests, or reputations of the United Way system. United Ways will also meet the following requirements.

Requirement A: Tax-Exempt Status and Completion of the IRS Form 990

	Yes	No
Is your United Way recognized as exempt from taxation under Section 501(c)(3) of the Internal Revenue Code as well as from corresponding provisions of other applicable state, local and foreign laws or regulations?		
Did your United Way file the IRS Form 990 in a timely manner (within nine months of last fiscal year end)?		
Date the last IRS Form 990 submitted to IRS:		
1. Have you followed the United Way Worldwide Implementation Standards for Membership Requirement A in completing the IRS Form 990?		
2. Was a copy of the IRS Form 990 provided to the organization’s governing body before it was filed?		
3. Does your United Way effectively communicate its program service accomplishments in the IRS Form 990, Part III?		
4. Is your United Way properly classified as a public charity as evidenced by checking box 7 on Part 1 of Schedule A of the IRS Form 990?		
5. For the prior fiscal year, did the organization become aware of a material diversion of the organization’s assets? Please provide an explanation for a YES response to this question. Per the IRS, a material diversion is more than 5% of gross annual receipts or more than \$250,000, whichever is less.		
6. Is the compensation for the top management official (e.g., CEO, executive director) and top financial official (e.g., chief financial officer) reported as required on the IRS Form 990 in Part VII?		
7. Does your United Way make the following documents available to the public? • IRS Form 990 (Return of Organization Exempt from Income Tax) or 990 E-Z • Form 990-T (Exempt Organization Business Income Tax Return)		
8. METRO 1 & 2 ONLY: Have you submitted the most current entire IRS Form 990 to United Way Worldwide?		

Requirement B: Legal Requirements

	Yes	No
Does your United Way comply with all applicable legal, local, state, and federal operating and reporting requirements (e.g., nondiscrimination)?		
1. In the last 12 months, have there been any government agency led investigations of your United Way for violations of local, state, or federal laws? (Note: Attach written explanation for a YES response to this question.)		
2. Does your United Way conduct anti-terrorism compliance measures?		
3. Does your United Way comply with provisions of Sarbanes-Oxley applicable to nonprofit corporations (whistleblower protection and implementation of document retention and destruction policies)?		
4. Does your organization promote itself as an equal opportunity employer? (N/A if no employees)		
5. Is your United Way currently registered to conduct charitable solicitations at the state and local level (where applicable)?		

Requirement C: Governance

Yes No

Does your United Way have an active, responsible, and voluntary governing body which ensures effective governance over the policies and financial resources of the organization?		Yes	No
1. Does the board approve the annual budget?			
2. Does the board include at least two members with financial experience?			
3. Does the board, or board-delegated committee, review financial statements on at least a quarterly basis?			
4. Does the board review and approve fund distribution decisions?			
5. Does your United Way regularly provide training to governing board members?			
6. Does your United Way produce an annual report?			
7. Does your United Way's governing board review its bylaws and other governance documents at least once every three years?			
8. Are meeting minutes maintained for all governing board meetings?			
9. Does your United Way have a board-approved business expense reimbursement policy?			
10. Does your board meet at least quarterly?			
11. Is the external auditor engaged by and working for the board or board-appointed committee?			
12. Does your board review the external annual audit, and is the audit presented to the board by the auditor or audit committee chair?			
13. Did the board approve the process for determining the CEO's compensation (e.g., type of comparability data, independent members of the board reviewing and approving CEO compensation)?			
14. Did the board specifically approve the CEO's compensation?			

Requirement D: Diversity & Inclusion

Yes No

Does your United Way adhere to a locally developed and adopted statement to ensure volunteers and staff broadly reflect the diversity of the community it serves?		Yes	No
1. Does your board review the organization's diversity statement at least once every three years?			
2. Does your board review, at least once every three years, a report of the board, volunteers and staff composition to ensure diversity is achieved?			

Requirement E: Trademark

Yes No

Does your United Way represent itself as a United Way in accordance with all United Way Worldwide trademark standards and requirements, including those contained in the licensing agreement?		Yes	No
1. Does your organization's name include a geographic modifier (e.g., United Way of XYZ County), and is the full corporate name included in public advertising (e.g., broadcast, print, electronic, email, website)?			
2. Does your United Way follow United Way brand identity guidelines in all respects?			
3. Does your United Way only solicit businesses located in your zip codes on file at United Way Worldwide (GiftLink)?			
4. Does your United Way limit its workplace solicitations to individuals who work at facilities in your zip codes on file at United Way Worldwide?			
5. Does your United Way limit its non-workplace solicitations of individuals to your zip codes on file at United Way Worldwide (e.g., home addresses in your United Way's territory, special events in your United Way's territory)?			
6. Does/will your United Way purchase promotional products bearing the marks of United Way only from vendors licensed by United Way Worldwide?			

Requirement F: Membership Investment

Yes No

Does your United Way provide financial support to United Way Worldwide in accordance with the membership investment formula?		Yes	No
1. Will 2013 membership investment be paid in quarterly installments and in full no later than December 31, 2013?			

Requirement G: Code of Ethics

Yes No

Does your United Way adhere to a locally developed and adopted code of ethics for volunteers and staff, which includes provisions for ethical management, publicity, fundraising practices, and full and fair disclosure?		
1. Do all staff and board members annually verify in writing they have reviewed the code of ethics?		
2. Does your United Way have a written conflict of interest policy?		
3. Does the code of ethics or conflict of interest policy instruct the board and staff to avoid conflicts of interest that would act against the best interest of United Way?		
4. Does the code of ethics or conflict of interest policy include a process for reporting and resolving conflicts of interest should they occur?		
5. Are the board members and staff required to disclose in writing, on an annual basis, any potential conflicts of interest?		
6. Does your board review the code of ethics at least once every three years?		
7. METRO 1 & 2 ONLY: Have you submitted a copy of current code of ethics to United Way Worldwide?		

Requirement H: Audit

Yes No

Does your United Way have an annual audit conducted by an independent certified public accountant whose examination complies with generally accepted auditing standards and GAAP? Organizations with annual revenue less than \$100,000 may have their financial statements reviewed by an independent certified public accountant.		
1. Total annual revenue per most recent year-end financial statement: \$ _____		
2. Fiscal year of most recent audit or review:		
3. Were most recent financial statements audited by an independent CPA (required if annual revenue exceeds \$100,000)?		
4. Were most recent financial statements reviewed by an independent CPA (acceptable only for organizations with annual revenue of less than \$100,000)?		
5. Has your United Way followed the United Way Worldwide Implementation Standards for Membership Requirement H in preparing the audited financial statements?		
6. Has your United Way followed the Functional Expense and Overhead Reporting Standards for United Ways in preparing the audited financial statements?		
7. Does the board, executive committee or audit committee review the auditor's management letter and take appropriate actions to minimize any risks identified?		
8. Has the board established or considered establishing an operating reserve policy?		
9. Has the board, or board-delegated committee, approved the current provision for uncollectible pledges (estimated shrinkage)?		
10. METRO 1 & 2 ONLY: Have you submitted audited financial statements to United Way Worldwide?		

Requirement I: Self-Assessment

Yes No

In the last three years, did your United Way conduct and submit to United Way Worldwide a copy of its volunteer-led self-assessment of their community impact work, financial management, and organizational governance and decision making?		
Indicate year of last self-assessment: <input type="checkbox"/> 2010 (next self-assessment in 2013) <input type="checkbox"/> 2011 (next self-assessment in 2014) <input type="checkbox"/> 2012 (next self-assessment in 2015) <input type="checkbox"/> 2013 (next self-assessment in 2016)		
Did/will your United Way complete the Community Impact Practices Survey so that it can be positioned on the Business Performance Matrix?		

Requirement J: Database II

Yes No

The Amount Raised Card is suspended for 2013.		
Did/will your United Way submit Database 2 to United Way Worldwide by May 15, 2013, or by June 30, 2013 (if on a July-June fiscal cycle)?		

Requirement K: Income and Expense Survey

Suspended for 2013.

Requirement L: Campaign Reporting

Yes No

Does your United Way adhere to standard reporting guidelines contained in the Database 2 Survey in reporting campaign revenue and resources generated to United Way Worldwide?		
1. Are amounts reported on Database 2 provided in accordance with the NPC Total Resources Generated Policy?		
2. Has your United Way talked with neighboring United Ways and United Ways with whom you share accounts to ensure that your campaign proceeds are being properly reported in accordance with NPC policies?		

Requirement M: Cost Deduction Standards

Yes No

Does your United Way adhere to the following cost deduction standards on designations (agency transactions): a) fees charged will be based on actual expenses; b) will not deduct fundraising or processing fees from designated gifts originating by or from another United Way organization.		
1. Does your United Way allow donor-designated contributions? If so, please complete the following questions for Requirement M. If not, no explanation for answering "No" is required.		
2. Have you calculated the maximum cost deduction rates according to the Cost Deduction Standards for Membership Requirement M and are the rates charged at or below those rates?		
3. Has the board, or board-delegated committee, approved the currently used cost deduction rates for fundraising and management/general expenses?		
4. Does your United Way pay designated gifts quarterly that include reports required under this standard?		

This certification was reviewed with our governing board at their meeting held on: _____ and is reflected in the minutes of this meeting.

Board Chair Certification:

I affirm that the information provided in this certification is accurate. I acknowledge my United Way's obligation to comply with the membership eligibility criteria contained in the United Way Worldwide bylaws, and to adhere to the rules and guidelines for use of United Way Worldwide collective and service membership marks as contained in the Member Trademark License Agreement. Failure to comply with United Way Worldwide membership eligibility criteria, including payment of membership investment, or to adhere to trademark policies, may result in termination of United Way Worldwide membership status.

CHIEF VOLUNTEER OFFICER'S SIGNATURE

DATE

PHONE NUMBER

NAME PRINTED

E-MAIL ADDRESS

MAILING ADDRESS

Chief Executive Officer Certification:

I affirm that the information provided in this certification is accurate. I acknowledge my United Way's obligation to comply with the membership eligibility criteria contained in the United Way Worldwide bylaws, and to adhere to the rules and guidelines for use of United Way Worldwide collective and service membership marks as contained in the Member Trademark License Agreement. Failure to comply with United Way Worldwide membership eligibility criteria, including payment of membership investment, or to adhere to trademark policies, may result in termination of United Way Worldwide membership status.

CHIEF PROFESSIONAL OFFICER'S SIGNATURE

DATE

PHONE NUMBER

NAME PRINTED

E-MAIL ADDRESS

MAILING ADDRESS

Please provide contact information so that United Way Worldwide may communicate directly with local United Way leadership. United Way Worldwide will not share nor disclose this information to outside parties.



Membership Requirement I (Organizational Self-Assessment)

According to UWW's membership database, United Way of Southeast Alaska completed its last organizational self-assessment to fulfill Requirement I in 2009.

United Way of Southeast Alaska must complete its next organizational self-assessment by December 31, 2012 (overdue).

Membership Requirement I states: Members shall conduct and submit to United Way Worldwide every three years a volunteer-led self-assessment of their community impact work, financial management, and organizational governance and decision making.

Visit http://online.unitedway.org/requirement_i for guidance in completing a self-assessment.

Requirement I (Organizational Self-Assessment) Confirmation

To confirm your United Way's completion of Requirement I in 2013, please return this confirmation form along with a summary of the completed assessment. If your United Way completed and confirmed a self-assessment in 2011 or 2012, there's no need to complete or return this form in 2013.

- Date(s) Self-Assessment Conducted: _____
- Number of volunteers participating: _____
Assessment must include strong participation from volunteer leadership.
- Number of staff participating: _____
- Number of optional/other participants (e.g., community partners): _____
- Indicate assessment tool:
 - Standards of Excellence Self-Assessment (no need to attach a summary)
 - Other (please specify): _____

CEO or Board Chair Signature

Date

Completed confirmations should be sent to Membership Accountability, United Way Worldwide, 701 North Fairfax Street, Alexandria, VA 22314, or fax to 703.683.7813.



2013 Membership Requirements - SURVEYS Database 2 Survey

As a part of the United Way membership requirements, there were two mandatory surveys that United Ways were required to complete: 1) the Amount Raised Card Survey and 2) the Database 2 survey. For 2013, only the Database 2 survey is required.

The ***Amount Raised Card*** has been **suspended** for 2013.
Your United Way is NOT required to submit an Amount Raised Card for 2012-13.

The “**2012-13 Database 2 Survey**” is the comprehensive Resource Development study which tracks how much was raised by the entire United Way network, by individual United Ways, and by different market segments. This survey is also the source of our total system results and helps document our standing as the nation’s largest charity and serves as the source for many performance reports such as the Leaderboards, DataLink, and Measurements. The survey will be launched on United Way Online beginning on **Friday, March 15th**.

<http://online.unitedway.org/db2>

→ The deadline for completing the *Database 2 Survey* is
Wednesday, May 15th for those United Ways on a calendar year, ie. January to December, or March to April.
Sunday, June 30th for those United Ways on a fiscal year, July to June or later. ←

This online survey is easy to use, performs calculations for you, and double checks your responses for errors. Even better, should you have any questions while completing the survey, United Way’s Research Team can respond more rapidly by streamlining customer service, thus reducing the wait time for you to receive an answer. For assistance with the Database 2 Survey, contact lisa.wilder@unitedway.org or karen.brunn@unitedway.org.

NOTE: The Income and Expense Survey was suspended in 2012 and is NOT being conducted in 2013.

*If you need a United Way Online account, you can sign up for a free account at <http://online.unitedway.org/site/signup/index.cfm>



CHECKLIST FOR MEMBERSHIP REQUIREMENTS (U.S.A. UNITED WAYS) • 2013

✓	Membership Requirement	Due Date
<input type="checkbox"/>	Database 2 (Requirement I)	Due by May 15, 2013 . For United Ways with a July-June fiscal year, the final submission date is June 30, 2013 . Must be completed online.
<input type="checkbox"/>	Membership Certification Form	As soon as possible, no later than June 30, 2013.
<input type="checkbox"/>	Self-Assessment (Requirement I)	If your United Way completed its last self-assessment in 2010 , the next self-assessment must be completed and confirmed with UWW Membership Accountability by December 31, 2013 . Visit http://online.unitedway.org/requirement_i to learn more about the options for fulfilling this requirement.
<input type="checkbox"/>	1 st quarter's dues payment March 15	United Ways will be billed for membership investment with quarterly payments due March 15, June 15, September 15, and December 15, 2013.
<input type="checkbox"/>	2 nd quarter's dues payment June 15	
<input type="checkbox"/>	3 rd quarter's dues payment September 15	
<input type="checkbox"/>	4 th quarter's dues payment December 15	

Note: The Amount Raised Card and Income and Expense Survey are suspended for 2013.

Presidents Report for March 21, 2013

Meetings

- 2/26 - BSA CDO, Lyman Gifford, Rotary Baranof Hotel,
- 2/27 - UW webinar, Johnson Youth Center open house, Chamber BAH w/Ann Ringstad UAF
- 2/28 – Chamber luncheon w/Jennifer AMHS 50th
- 3/4 - Staff meeting, Lunch w/Jaysen Katasse FNBA
- 3/5 – Len Lambert, Mark Mesdag accounting discussion, Out to Petersburg (PSG)
- 3/6 – Liz Cabrera, PSG Economic Development, presentation to Petersburg Rotary, Kris Norosz, Icicle Seafood's
- 3/7 – Larry Martin, MGR Hammer & Wikan, Ron Loesch, Petersburg Pilot Publisher, presentation to PSG Chamber board, Cindy Newman HR, PSG Medical Center
- 3/8 – Dave Byrne, Wells Fargo PSG,
- 3/11 - Scott Miller & Mark Bryan strategic plan, Campaign update w/Robbie & Rosemary
- 3/12 - Rotary Baranof Hotel
- 3/13 - Coeur campaign presentation @Centennial Hall, UW webinar, Hunger discussion @ Resurrection Church,
- 3/14 – photo op w/JDHS Student Council
- 3/15 – Board Strategic Planning session
- 3/19 - Glenn Gelbrich JSD Literacy program, UW finance comm @ offc,
- 3/20 - Coeur campaign presentation @Centennial Hall, UW webinar,
- 3/21 - Wells Advisory board meeting, Patty Newman Reading Tutors discussion JSD, Foraker Ops Board meeting, United Way Board meeting @ office
- 3/22 - Mark Bryan conversation @ Empire, State Art Council interview w/ Sandaval

Worked on following tasks –

- Hunger discussion
- United Human Services building lease and layout discussions
- Accounting services contractor discussions and preparations
- 2013 Strategic Plan development
- Regional expansion
- United Way Worldwide reporting requirements for membership certification

Petersburg Trip Report

Tuesday March 5

2:05 pm Depart Juneau Alaska Air flt 65 to Petersburg

2:50pm arrive in Petersburg

3:30pm Short driving tour of Petersburg w/

David Byrne, Sr. Business Relationship Mgr., Wells Fargo

Walking tours of downtown Petersburg for orientation of facilities

5:00 pm conversation about business climate, potential for giving via UW campaign Dave Byrne

Wednesday March 6

Liz Cabrera, Coordinator Petersburg Economic Development Council

Caleb Fankhauser, Salvation Army, Petersburg

Petersburg Rotary Club meeting and presentation

Kim Kilkenny Petersburg Mental Health Clinic

Leon Walsh, CFO, Petersburg Medical Clinic

Kris Norosz, Government Relations, Icicle Seafoods,

Steve Sameulson, Hammer & Wikan, former United Way of Southeast board member

Thursday March 7

Larry Martin, General Manager Hammer & Wikan – General merchandise, hardware and grocery stores

Ron Loesch, Publisher, Petersburg Pilot and Wrangell Sentinel

Sally Dwyer, Petersburg Chamber

Petersburg Chamber Board meeting

Cynthia Newman, Chief Human Resources Officer, Petersburg Medical Center

Ying Schwarte, Business Office, Petersburg Medical Clinic

Leon Walsh, CFO, Petersburg Medical Clinic

Public Health Nursing staff

Friday March 8

Ellen Rojcewicz, Information Officer, LIO, Petersburg

11:05 am Depart Petersburg Alaska Air flt 64 to Juneau

11:40 am arrive in Juneau

Monday March 11

Follow up telephone introduction with Wendy Einerson of Petersburg WAVE (Working Against Violence For Everyone)

Introduced myself and United Way to those I met. Shared information about our programs; Get Connected, Youth Connect and Alaska 211. Encouraged agencies to consider becoming a United

Way partner agency. Business community very receptive to the idea of a fall campaign.
Challenge is how best to coordinate and manage a campaign.

David Byrne of Wells Fargo was very helpful in making introductions and helping me gain access to the community. He is also in charge of business banking in Wrangell and we will be trying to coordinate a visit to Wrangell in the future. His knowledge and contacts are and will be very helpful in gaining the trust of community members.