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| --- | --- | --- | --- | --- | --- | --- |
| **Board Members in Attendance** | | | | | | |
| T | Mark Mesdag - Past Chair | X | Joy Lyon |  | **Staff** |
| T | Karen Crane- Past Chair | X | Brittany Pace | X | Wayne Stevens |
| X | Warren Russell- Chair | X | Chris Pace | X | Kaylee Matheny |
| X | Jennifer Treadway- O'Dea – Secy. | X | Fred Parady |  |  |
| X | Karmen Bowman-Treasurer | X | Millie Ryan |  |  |
| X | Kendri Cesar | E | Robbie Stell |  | **Guest(s):** |
|  |  |  |  |  | Romee McAdams |
|  |  |  |  |  |  |
| Legend: X= Present E= Excused Absence T= Teleconference A= Absent | | | | | | |

**Call to Order and Introductions-**

Chair Russell called the meeting to order at 5:25 PM. A quorum was established with 11 members present.

**Approval of Agenda -**

**Motion: Secretary Treadway-O’Dea moved to adopt the agenda as presented. Treasurer Bowman seconded the motion.**

Chair Russell asked if there were any objections to adopting the agenda as presented.

Members expressed no objections to the adoption of the agenda as presented.

**With no objections, the agenda was adopted as presented.**

**Approval of Minutes-**

**Motion: Secretary Treadway-O’Dea moved to approve the minutes of the January 25, 2018 Board of Directors meeting. Treasurer Bowman seconded the motion.**

**Motion to approve minutes as presented was approved unanimously.**

**PRESENTATIONS-**

**Update on AmeriCorps Program-** Romee McAdams

Romee McAdams explained that open recruitment has ended and seven of the available nine positions through the Juneau AmeriCorps Program have been filled. The two newest members have arrived in Juneau and both are serving at SEARHC.

McAdams also announced that she is resigning from her position as program manager and will be going back to SEARHC as the HR Manager due to financial reasons. During the interim, McAdams has agreed to cover until a new program manager is hired and trained. She has been working on a manual to allow for an easier transition.

**COMMITTEE REPORTS-**

**Resource Development:**

**Finance Committee-** Karmen Bowman, Chris Pace, & Mark Mesdag

Treasurer Bowman explained to the Board that the December financials do not look good, but the finance committee is very hopeful that January’s finance report will look better. As of now, UWSEAK is operating on the financial reserve and cannot keep working at a loss. The committee also expressed concern that the AmeriCorps program is currently showing as an expense.

Going forward, the finance committee and board members would like to figure out how to make UWSEAK a vibrant and operable organization. Additionally, the committee has suggested creating a simpler financial sheet for those that do not work in accounting and/or with numbers regularly, allow all board members the opportunity to read and understand what the finance reports.

**Campaign Committee-** Kendri Cesar &Mark Mesdag

Work continues on the index cards and presentations to organizations. The more people UWSEAK presents to, the more people we can inspired to donate.

**Events Committee-** Brittany Pace, Jennifer Treadway-O’Dea, & Karmen Bowman

Discussion was held on whether or not to move forward with having Rondell Sheridan, a comedian, preform as part of a fundraiser for UWSEAK. The cost of the comedy show is believed to be anywhere between $7,000- $10,000, but if UWSEAK were able to get local businesses to underwrite the event, the cost may drop to a more reasonable amount. If the event sold out without underwriters, UWSEAK could profit up to $10,000. With underwriters, UWSEAK could profit even more.

This event would be good publicity and exposure for UWSEAK, as well as getting the chance to increase our overall income. In short, if everyone works hard and puts in the time, this event could be very beneficial to UWSEAK.

Board Member Pace also discussed having a pre-performance show and has already talked to the Filipino community who has agreed and is excited to do a 15-20 minute dance performance. The hope is that ticket sales would naturally rise due to family and friends wanting to support the preforming individual(s).

**Governance:**

**Board Development Committee-** Warren Russell & Mark Mesdag

No report.

**Personnel Committee-** Warren Russell, Jennifer Treadway-O’Dea & Brittany Pace

Chair Russell explained that all prior members of the committee have left the board and asked if any board members may be interested in joining him on the committee.

Board members Brittany Pace and Jennifer Treadway-O’Dea volunteered.

**STRATEGIC DISCUSSIONS-**

Chair Russell had the board members look at the board packet that contains the current strategic plan as well as his vision. Chair Russell explained that he thought it was important to review the plan periodically given the amount of time the board spent on the strategic plan. Chair Russell wants to continue to work on and accomplish goals outlined on the strategic plan.

**OLD BUSINESS-**

Certificates of appreciation and clocks were handed out to Board members Lyon, Ryan, and Parady who were unable to attend the Annual Dinner.

**NEW BUSINESS-**

**Election of New Board Members-** Chair Russell

Introduction and election of Tom Sullivan for a three-year term on the board with a term expiring January 2021.

**Motion: Secretary Treadway-O’dea moved to elect Tom Sullivan to the board as presented. Treasurer Bowmen seconded the motion.**

**Motion passed unanimously.**

**Chair’s Report-** Chair Russell

Chair Russell explained that his focus for the coming year would be based on the acronym **S.A.F.E.**

* **Strategic Plan:** Continue to work on key components of the Board's five-year plan.
* **Awareness:**Increase the recognition and promotion of the UWSEAK.
* **Fundraising:** Grow the number of groups and individuals who support the United Way.
* **Engagement:** Sustain a full and active board that represents a vibrant cross section of the community.

To make this possible, Russell explained that board members should work hard and be excited about UWSEAK and why the organization is important to them.

The Board also discussed the possibility of supporting the efforts of the US Census Bureau given the likely budgeting concerns for Alaska’s smaller communities. Census workers will likely not travel to the smaller communities, which could directly affect the funding for organizations serving these communities.

**President’s Report-**

President Stevens ask everyone to review their contact information and revise any necessary updates.

Also discussed was the board member job description and commitment form. Each member was asked to sign the commitment form for the current year. Board member Cesar is working to update the code of ethics.

Lastly, Stevens discussed the recent news that a former employee of Four A’s, a UWSEAK partner agency, had been embezzling money from the agency for the last couple of years.

**Board Member Comments-**

Board member Lyon congratulated Chair Russell on doing a good job running his first board meeting as Chair.

**Adjournment-**

Chair Elect Russell adjourned the meeting at 7:00 PM.