**Board Members in Attendance**

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| X | Mark Mesdag - Chair | E | Kelli Grummett |  | **Staff** |
| E | Rustan Burton – Past Chair | X | Rosemary Hagevig | X | Wayne Stevens |
| T | Ann Gifford– Secretary | E | Joy Lyon | X | Sara Truitt |
| E | Bill Peters –Treasurer | X | Warren Russell arr 5:40p |  |  |
| T | Sue Bill | X | Millie Ryan |  | **Guest(s):** |
| X | Kendri Cesar | X | Robbie Stell |  |  |
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| Legend:    X = present           E = excused absence         T = teleconference A=absent | | | | | |

**Call to Order and Introductions**

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

**Approval of Agenda**

**Motion: Board Member Hagevig moved to adopt the agenda as presented. Board Member Stell seconded the motion.**

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

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

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

**Approval of Minutes**

**Motion: Board Member Hagevig moved to approve the minutes from the December 17, 2016 Board of Directors meeting. Board member Stell seconded.**

**Motion approved unanimously.**

**Motion: Board Member Hagevig moved to approve the minutes from the January 21, 2016 Board of Directors meeting. Board member Stell seconded.**

**Motion approved unanimously.**

**PRESENTATIONS** – **2015 Audit Report presented by Jon Palmer, Altman, Rogers, Inc.**

Mr. Palmer introduced himself to the board and proceeded to present the 2015 audit report and the Letter to the Governing Board. He noted that the audit opinion presents fairly, in all material respects, the financial position of United Way of Southeast Alaska as of August 31, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. He noted that the Letter to the Governing Board identified some minor discrepancies between the ANDAR Pledge tracking system and Accounts Receivable and Accounts Payable in the accounting system general ledger.

These differences represent timing issues between pledges being received and recorded in ANDAR and then received and recorded in the accounting system. The Letter to the Governing Board did not note any issues of concern. .

**Committee Reports**

**Resource Development**

**Finance Committee – Treasurer Peters**

In the absence of Treasurer Peters, Chair Mesdag reported that the Finance Committee and staff had met on Tuesday March 15, to review the February finance reports. Revenues are up over $22,000 from the prior year. Expenses are tracking and down $10,000 slightly from the prior year. Campaign response has been very positive and staff believes campaign totals will be up this year over last.

**Motion: Chair Mesdag recommended that the Board accept the February Finance statement as presented.**

**With no objections, the report was accepted.**

**Campaign Committee – Bill Peters, Rustan Burton**

In the absence of Treasurer Peters and Past Chair Burton, Resource Development Director Sara Truitt gave an update on the 2016 campaign. Ms. Truitt cited that at this point in time, donation reports from the CFC and SHARE campaign had been obtained, but that the money would not be entered into UW accounts or in ANDAR until April. The CFC generated $32,048.27 in total; of that, $2,283.35 will be provided directly to UWSEA. SHARE generated $84,390.50 in total designations; $5,347.80 of that amount will come directly to UWSEA. She also explained that at this point in time, all money collected from the Statewide Campaign effort was reflected in ANDAR. Ms. Truitt explained that she ran a point in time reference from the 2014 campaign to this date in the 2015 campaign for comparison purposes. The report shows that last year’s total campaign figure was $137,231 vs. this year’s current total of $197,782.00. President Stevens added that the Coeur Alaska campaign presentations are also currently underway and those totals will be available within the next few months.

**Events Committee – Sue Bill, Kelli Grummet, Rosemary Hagevig**

The committee had met briefly via teleconference to begin discussions on the upcoming fund raiser event at the Orca Point Lodge. The date has been set for May 5. Allen Marine is again generously donating the vessel trip and the dinner at the lodge. President Stevens is working with Brenda Weaver, the owner of Hearthside Books, to arrange for an author to be a presenter at the event. Discussion is beginning on acquisition of door prizes and auction items. Board members are encouraged to consider donating a prize from their businesses and to encourage others to donate.

**Governance**

**Board Development Committee – Mark Mesdag**

Chair Elect Mesdag reported that he was meeting with a potential board candidate in the coming week. He noted that board members need to be thinking about additional board members.

**Personnel Committee – Bill Peters, Ann Gifford**

Secretary Gifford reported that she, Treasurer Peters, and President Stevens had met on a number of occasions in the past few months to work on the new CEO and Resource Development Director position descriptions. The revised position descriptions reflect the duties of each position more accurately and clearly. Secretary Gifford noted that this project is wrapped up and the position descriptions are in the packet for approval under New Business. Once the position descriptions are adopted, the committee will work on developing a review process and form for the CEO annual review.

**Education Committee - Robbie Stell, Ann Gifford, Joy Lyon**

Secretary Gifford reported that the committee had met on February 11 and had received an update from Reading Tutor Coordinator Lisa Worl regarding progress on tutor sign ups, vetting, training and placement into classrooms. A written report from the committee’s meeting is included in the packet. Board member Stell volunteered to draft a “My Turn” opinion piece for the newspaper. Reading Tutor Neil Slotnik has agreed to narrate a new United Way Today radio ad promoting the reading tutor program. Board member Lyon provided an update on a presentation at the JEDC Innovation Summit by Karen Pittman on the collective impact process.

**Income Stability Committee – Millie Ryan**

No report offered.

**Health Committee –**

No report offered.

**Strategic Plan Update –**

**Goals Review**

President Stevens reviewed the 2015 Strategic Plan and the accomplishments under each heading. A copy of the document with updates was included in the Board packet. Additionally, there were materials in the packet related to some of the projects for board review. Chair Mesdag noted that he would like board members to review the strategic plan. He indicated that at upcoming board meeting he would like to focus discussion on each of the three areas of focus for United Way. He is looking for input from board members on directions for each of the three areas of focus.

**Old Business**

**New Business**

**Committee Assignments**

Chair Mesdag noted that we need board members to work with the organization’s committees. He encouraged board members to invite others to serve on the committees. Staff made note of those board members expressing interest in committee service and will update the list for the April board meeting.

**Cruise for a Cause – May 5**

Staff noted that Allen Marine has set the date for the annual cruise and dinner at Orca Point Lodge for May 5. The Resource Development Director has had initial contact with the Event Committee members. The committee is looking for assistance in gathering donations for door prizes and auction items for the event. Board Member Bill suggested that all Board Members assist with gathering door prizes and auction items.

**Approve new position descriptions for the President/CEO and Resource Development Director.**

The personnel committee had presented the revised position description under their report. The personnel

Committee recommended the board adopt the revised position descriptions.

**Motion: Board Member Hagevig moved to adopt the revised President/CEO and Resource Development Director position descriptions as presented. Board Member Stell seconded.**

**Motion approved unanimously.**

**Chairs Report – Chair Mesdag**

Chair Mesdag thanked all board members for their efforts to develop a working strategic plan. He stated that the committees would be the front lines for developing and implementing the strategic plan.

**President’s Report**

President Stevens pointed out correspondence in the board packet, including his activity reports of the last two months. He reported on the work done to host the Rasmuson Foundation presentation on March 1st. Staff at KTOO had connected other communities and live web streamed the presentation. 40 people attended in Juneau and almost 30 additional persons joined in from Haines, Wrangell, Ketchikan, Sitka, and Petersburg. KTOO did a great job and their support was crucial to the success of the event. GCI has agreed to run the United Way Today spots in Ketchikan and Sitka. First ads are now on the air in those market places. To complete our United Way Worldwide membership certification for 2016 we will need to complete a board and community assessment of the organization.

**Resource Development Director Report – Sara Truitt**

Resource Development Director Truitt noted briefly that she had covered the majority of her report previously in the meeting. However, she used this time to identify several current projects she is working on for the agency. Ms. Truitt cited working on the Pick. Click. Give. Application, as well as the UWSE Federation application for the 2016 CFC/SHARE and reviewing the applications for all nonprofit partner agencies who wish to be our Federation partner for CFC/SHARE and/or our local partner for our local campaign. Ms. Truitt also noted that the time of year to send out thank you letters has come. She encouraged board members to come in to the office to assist with the signing of the letters, which currently number currently about 300.

**Board Member Comments**

No additional comments from board members.

**Adjournment**

Chair Mesdag adjourned the meeting at 7:00 PM