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| --- | --- | --- | --- | --- | --- | --- |
| **Board Members in Attendance** | | | | | | |
| X | Warren Russell- Chair | E | Brittany Pace |  | **Staff** |
| X | Mark Mesdag - Past Chair | E | Chris Pace | X | Wayne Stevens |
| X | Jennifer Treadway- O'Dea – Secy. | X | Fred Parady | X | Kaylee Matheny |
| X | Karmen Bowman-Treasurer | E | Millie Ryan |  |  |
| X | Kendri Cesar | X | Tom Sullivan |  |  |
| X | Robbie Stell |  |  |  | **Guest(s):** |
| X | Joy Lyon |  |  | X | Samantha Dye |
|  |  |  |  |  |  |
| 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 9 members present.

**Approval of Agenda**

**Motion: Board Member Robbie Stell moved to adopt the agenda as presented. Board Member Tom Sullivan 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 March 15th, 2018 and the April 19th, 2018 Board of Directors Meeting. Board Member Tom Sullivan seconded the motion.**

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

**PRESENTATIONS**

**Donor Development & Sustainability**- Kaylee Matheny & Samantha Dye

Presenters explained to board members the research that has been done using ANDAR and its findings regarding donor data. Kaylee talked about the handout to the board, explaining the different tables and what each table represents. With several different tables and charts, they are all similar in the way that they show the number of donors and total pledge amounts for organizations versus donors outside of the workplace and the percentage rate the two types of donors represent for the last 5 years (2013-2017). It also shows the organizations and individuals that have donated for 5 consecutive years and the percentage rate that each organization/individual makes up among all the other 5 consecutive year donors.

After explaining the handout, Samantha discussed the different ways the board members could use the data and how to go about doing it so that UWSEAK can maintain, obtain, and grow donors. Suggested steps from Samantha were to create a Donor Management & Sustainability Committee to dig into ANDAR’s donor database, update the donor pledge forms for relevance and to gain necessary donor information that can be utilized, develop a donor recognition program (make an incentive and entice donors to want to give each year by rewarding those that give 5 years in a row, 10 years in a row, etc.) and last, contact those donors who, if they give to this year’s campaign, they will be a 5 consecutive year donor.

From the data, Samantha explains that it can be very beneficial to UWSEAK as it shows that there is a lot of potential to grow the organization. On the handout, one of the tables shows the population (73,812) and the number of jobs (45,260) for Southeast Alaska. When you compare the Southeast data to the number of UWSEAK donors it shows that only 1% of those with a job have chosen to give to UWSEAK, that gives UWSEAK a very large percentage rate to potentially grow even more.

**COMMITTEE REPORTS**

**Resource Development:**

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

No report due to members not being able to meet.

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

Briefly explained that the committee will be starting back up further into summer when the upcoming campaign gets closer and that the new donor committee will tie in well and will be useful for planning the upcoming campaign.

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

Members talked about their concern for the upcoming comedy show as it is fast approaching. With lack of communication, it is hard to prepare for the event and even to explain to the whole board as to where the committee is at in the planning stage. With no venue, committee members as well as other board members are deciding whether the event should even take place still or not.

**Governance:**

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

Chair Russell told board members about meeting with Sasha Moore to discuss becoming a board member. Sasha works for the Front Street Medical Clinic as well as her husband who is one of the doctors for the clinic. In creating a diversifying board in terms of career fields, Sasha would be a good candidate to fill the board member in the medical field position as she will be able to speak about and explain the medical topics that come up.

With one more position to be filled, members talked about filling the last position with an individual in the media/ advertising field. With multiple different board members in different career fields, the potential to grow can become reality as it will help to reach, broaden, and create new donors that UWSEAK wouldn’t necessarily have otherwise.

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

No report as committee discussed roles of committee members. Secretary Treadway-O’Dea will lead committee with the help of Chair Russell. Board member Sullivan volunteered to be on committee.

**STRATEGIC DISCUSSIONS**

No Discussion.

**OLD BUSINESS:**

**Adopt Conflict of Interest Policy-**

After the motion to adopt the policy had passed, Chair Russell instructed board members to sign and return the signature page to President Stevens and/or Kaylee.

**Motion: President Stevens moved to approve the Adoption of the Updated Conflict of Interest Policy. Secretary Treadway- O’Dea seconded the motion.**

**Motion to Adopt the Updated Conflict of Interest Policy was approved unanimously.**

**NEW BUSINESS:**

* **Karen Wright Letter of Resignation-**

**Motion: Board Member Stell moved to approve the Resignation of Karen Wright. Past Chair Mesdag seconded the motion.**

**Motion to approve the Resignation of Karen Wright was approved unanimously.**

* **Authorizing President Stevens as Entity Admin. for Federal Gov. System Award Management –**

**Motion: Past Chair Mesdag moved to approve the authorization of President Stevens as Entity Admin. For Federal Gov. System Award Management. Board Member Stell seconded the motion.**

**Motion to approve President Stevens as Entity Admin. was approved unanimously.**

* **Election of Sasha Moore, Front Street Health Clinic, to the Board-**

**Motion: President Stevens moved to elect Sasha Moore to the Board of Directors of United Way of Southeast Alaska. Board Member Stell seconded the motion.**

**Motion to approve Sasha Moore to the Board was approved unanimously.**

* **United Way Website Review-**

Deferred to next month’s Board Meeting.

**Chair’s Report-**

Chair Russell explained some current objectives that need to be done such as filling the rest of the Board Member positions and if any board members know of someone in the advertising/ media field that they thing would be a good addition to let him know.

Also discussed was the Day of Caring to take place in Ketchikan and Sitka and how this event is soon approaching. Board members and committee members should start thinking about the event as work will need to be done soon.

Reminding the board, Chair Russell explained his apprehension of the Comedy Show. Chair explained that he will try to get in touch with Board Member Brittany Pace to see what is going on with the event.

**President’s Report-**

President Stevens referred members to the Presidents Report List in the board packet. Briefly discussed the STEPS Grant, involves supporting community efforts and how it fits in with United Way as our focus areas are Health, Education, and Financial Stability. The grant is a 5 year grant at a total of $20 million with Juneau receiving 1 million of the grant every year for the next 5 years.

**Board Member Comments-**

Board Member Lyon talked about Best Starts and the steps that are being worked on to move the program forward which include childcare and finances as childcare is still an issue and the role the city will play in regards to the program. Other steps to move the program forward is putting Best Starts on the ballot to vote on and promoting the program as only 2% of kindergarteners are ready when entering school.

**Adjournment-**

Chair Russell adjourned the meeting at 6:38 PM