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

**Call to Order & Introductions**

Chair Russell called the meeting to order at 5:22 PM. A quorum was established with 9 members present.

**Approval of Agenda**

**Motion: Past Chair Mesdag 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 August 16th, 2018 Board of Directors Meeting. Board Member Ryan seconded the motion.**

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

**PRESENTATIONS**

**Donor Development & Sustainability**- Kaylee Matheny

In the absence of Administrative Assistant Matheny, no report was presented.

**COMMITTEE REPORTS**

**Resource Development:**

* **Finance Committee-** Karmen Bowman, Mark Mesdag

No report. United Way of Anchorage is currently in disarray due to lack of staffing therefore the monthly finance report was not provided for the meeting. But with the hiring of a new CEO, reports are to resume once a month. The new CEO is to start on the first of October.

* **Campaign Committee-** Kendri Cesar, Mark Mesdag, Warren Russell, Jennifer Treadway, Tom Sullivan

Board Member Cesar spoke briefly about finalizing campaign co-chairs and reiterated the campaign committee’s next steps and each member’s assigned tasks.

* **Events Committee-** Karmen Bowman, Sasha Moore, Mark Mesdag, Joy Lyon, Robbie Stell

No report.

* **Nonprofit Executives-** Joy Lyon, Millie Ryan

Board Member Ryan gave an update on the September 6th meeting, explain the committee’s discussion on holiday baskets and the planning process as one of the main goals is to avoid duplication of services and overlap on those served.

**Governance:**

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

Brief discussion on filling open board member seats as three seats are currently available. Chair Russell announced his two upcoming lunch dates with prospective board members.

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

The committee reminded the board about the president evaluation email that sent, explaining the process and steps needed to complete the evaluation as well as the date of when board members need to submit their evaluations (September 3rd). Members were advised to submit evaluations early to allow the committee time to compile the results.

**STRATEGIC DISCUSSIONS**

**UWSEAK Board Assessment Plans:**

Discussion was had about the completion of the board assessment tool. UWSEAK will look to United Way World Wide’s assessment to set a benchmark and to see how UWSEAK compares.

**Review UWW Mission, Vison, Focus:**

Chair Russell reminded board to reference the materials previously provided to help guide them through the board assessment.

**OLD BUSINESS**

**Day of Caring:**

Encouraged board members to participate in this year’s Day of Caring. Chair Russell listed the activities planned for Sitka, Monday 9/24, where volunteers would work on projects at SAIL and SAFV; Ketchikan on Wednesday 9/26, where a team would be working on a project at the Ketchikan Youth Initiatives; and Friday 9/28 and Saturday 9/29 in Juneau. Board members agreed to form a project team for the Day of Caring in Juneau.

**NEW BUSINESS**

* **Approve the Records Retention Policy –**

**Motion: Board Member Parady moved to approve the Records Retention Policy. Board Member Moore seconded the motion.**

**Motion to approve the Records Retention Policy was approved unanimously.**

* **Campaign Committee Co-Chairs –**

Chair Russell announced Janey Lester, Branch Manager at the Glacier Valley Branch of Wells Fargo, had agreed to serve as Campaign Co-Chair with Kim Kiefer. He noted that the Juneau Chamber presentation is now set for November 15th. United Way of Southeast Alaska will be October’s luncheon sponsor.

**Chair’s Report**

Chair Russell reminded the board to complete the president evaluation as well as starting the board assessment.

**President’s Report**

President Stevens noted his activity report in the board packet and updated the board on the following topics:

Representatives of Sea Share, a non-profit for the seafood processing industry, were in town on September 19th and met with staff and board members from Southeast Alaska Foodbank. Stevens reported on printing and delivery of the annual report, noting it will be in the Juneau Empire on the September 23rd and in the papers in Haines, Sitka, Petersburg, Wrangell, and Ketchikan on the September 27th and 29th. The campaign brochure and remittance envelopes were in process of being printed and would be mailed shortly.

**Board Member Comments**

No report.

**Adjournment**

Chair Russell adjourned the meeting at 6:40 PM