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

**Call to Order & Introductions**

Past Chair Mesdag called the meeting to order at 5:20 PM. A quorum was established with 7 members present.

**Approval of Agenda**

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

Past 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**

The September minutes were not available for approval and were deferred until the next board meeting.

**PRESENTATIONS**

**Family Promise -** Shannon Fisher, Executive Director

Fisher spoke to the board about Family Promise regarding its mission and goals and how their work affects the community. Although the organization sets strict guidelines for families that are in need of assistance (finding housing, employment, etc.), the program has been very successful. Typically, participants spend time with a case manager working toward a system for success during the workday. In the evening, families are provided with a safe place, rotating to a new location each week. Fisher also spoke briefly on the AmeriCorps member that is serving with Family Promise and how grateful she is for having him as part of the team.

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

Both Matheny and Dye discussed the donor report that is intended to be included in all board packets going forward. Matheny explained the four different sections to the board and solicited comments and feedback from members on areas for improvement.

Dye explained the Lapsed, Reoccurring, and New Donor reports from ANDAR and how they relate to donor development and sustainability and the benefits of the information provided. Dye also discussed the idea of creating letter templates for board members to create, sign, and send to potential donors. Also, the need for creating a routine that allows board members to sign thank you letters for those that donated to help build donor relationships/donor retention.

**COMMITTEE REPORTS**

**Resource Development:**

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

No report.

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

Committee discussed the meeting had with the Development & Sustainability Committee and the idea of developing fundraising letter templates for board members. With the letter templates available, asking for donations should come easier. As well as creating a more personalized feel for the donors when we segment our audience and tailor the letters appeals ask to each group (lapsed, new, reoccurring donors, etc.). And by doing so it should allow for higher response rates.

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

No report.

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

Committee members discussed the recent disaster preparedness themed meeting that explored how organizations would respond if a disaster were to happen, the supplies needed for the organization/office, and how organizations would continue to meet their mission and serve the community as a whole.

**Governance:**

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

No report.

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

Board members were reminded to turn in evaluations.

**STRATEGIC DISCUSSIONS**

**UWSEAK Board Assessment**

Board members were reminded to turn in board assessments.

**OLD BUSINESS**

**Day of Caring:**

President Stevens instructed board members to look in the board packet for recent Day of Caring statistics. With over 80 volunteers donating almost 250 hours of time, a tremendous amount of work was completed in Sitka, Ketchikan and Juneau.

**NEW BUSINESS**

No new business.

**Chair’s Report**

Past Chair Mesdag reminded board members to complete the president evaluation and the need to also start working on the board assessment.

**President’s Report**

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

* Day of Caring event and the results.
* Juneau hotel property to be taken by THRHA.
  + Letter of support to follow

**Board Member Comments**

No comments.

**Adjournment**

Past Chair Mesdag adjourned the meeting at 6:27 PM