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| **Board Members in Attendance** |
| X | Mark Mesdag - Chair | X | Joy Lyon |  | **Staff** |
| X | Karen Crane – Past Chair | E | Brittany Pace | X | Wayne Stevens |
| X | Warren Russell – Chair Elect | E | Chris Pace | X | Kaylee Matheny |
| X | Jennifer Treadway O'Dea – Secy. | E | Fred Parady |  |  |
| X | Karmen Bowman, Treasurer  | E | Millie Ryan |  |  |
| E | Kendri Cesar | X | Robbie Stell |  | **Guest(s):** |
| X | Rosemary Hagevig  |  |  |  |  |
|  |  |  |  |  |  |
| Legend:    X = present           E = excused absence         T = teleconference A=absent |

**Call to Order and Introductions-**

Chair Mesdag called the meeting to order at 5:21 PM. A quorum was established with 8 members present.

**Approval of Agenda -**

**Motion: Board Member Hagevig moved to adopt the agenda as presented. Chair Elect Russell 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: Secretary Treadway-O’Dea moved to approve the minutes of the September 21st, 2017 Board of Directors meeting. Treasurer Bowman seconded the motion.**

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

**PRESENTATIONS- Juneau AmeriCorps Program Romee McAdams, Program Manager**

Romee McAdams, the AmeriCorps Program Manager, gave an update to the Board of the recent progress of the AmeriCorps program. With the program starting a few months ago, UWSEAK currently have 3 members in service and 2 that are in the process of starting their service. Of the 3 current members, 2 are serving at AWARE and the other is serving at JDHS with the Choice Program. The 2 new members will be serving at AEYC and SEARHC Front Street Clinic. With 5 members, UWSEAK should be on target to reach 9 members in no time. Additionally, UWSEAK is waiting on 1 individual to agree to service, which Romee is highly confident that they will say yes, which will give UWSEAK a total of 6 members.

**COMMITTEE REPORTS-**

**Resource Development:**

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

The finance committee met to review the year-end finance report. Chair Mesdag explained that when the committee first took a look at the report they found that UWSEAK experienced at a loss in revenue in the amount of $49,000. Another review took place, finding that there were uncollected pledge expenses and after cleaning up the reconciliation report and adding the uncollected pledges, UWSEAK increased its revenue by $14,000. With the increase, Treasurer Bowman explained that UWSEAK was still at a loss of $32,000.

**Campaign Committee- Kendri Cesar, Chair Elect Warren Russell, Secretary Jennifer Treadway- O’Dea, Co-chair Tom Sullivan, & Chair Mark Mesdag**

Chair Elect Russell discussed how the campaign committee met for lunch and joining them for the first time was Co-chair Sullivan. Co-chair Sullivan, who was recently appointed, is very well known in the community and is a very big supporter of United Way.

Chair Elect Russell reminded board members to work on the cards and to focus on the amount of people they talk to rather than looking at the money side of things. No company/agency is too big or small, the more people you talk to whether they say yes or no, can potentially create a new connection and get more people involved which in turn leads to an increase in revenue. As an incentive to get board members motivated, Chair Elect Russell suggested that the board member with the most people reached will receive a dinner of their choice for two.

Piggybacking off of the comments of Chair Elect Russell, Chair Mesdag recommended that each board member make at least 1 connection every month and to get a new and different card at each board meeting. Chair Mesdag found that while in the process of making a new connection, you might know the owner(s), president, or person in charge very well, but the people you know very well may end up referring you to a different contact that you do not know at all. If this happens, Chair Mesdag suggests finding a board member that knows the referred contact to better the chances of making and keeping a potential connection.

**Events Committee- Brittany Pace, Secretary Jennifer Treadway-O’Dea, Rosemary Hagevig, &Treasurer Karmen Bowman**

President Stevens gave a brief report as Board Member Pace was not able to attend the board meeting. President Stevens explained the success of the Campaign Kickoff/Thank You event that was held on September 29th, 2017. There were about 40 people that attended with many that had donated to UWSEAK. Those that attended gave great reviews on the oysters as well as the appearance of the venue. Many attendees enjoyed seeing the betta fish and liked the idea of using them as a center piece for some of the tables.

**Governance:**

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

Chair Elect Russell explained that the committee is always looking to grow the board in areas where connections particularly those individuals in specific social group that UWSEAK is currently lacking.

**Personnel Committee- Rosemary Hagevig & Past Chair Karen Crane**

Discussed at the end of the meeting was the decision to hold an executive session for board members to evaluate and discuss United Way of Southeast Alaska’s President.

**STRATEGIC DISCUSSIONS-**

**Review updates and progress:**

**Income Stability Committee Report:**

**NEW BUSINESS-**

**Chair’s Report- Chair Mark Mesdag**

**PRESIDENT’S REPORT- President Wayne Stevens**

President Stevens explained that Chair Elect Russell was able to get UWSEAK an opportunity to present at the Juneau Chamber of Commerce Luncheon, Thursday October 26th, 2017. The topic of discussion will be about who our partner agencies are (possibly getting some of our partner agencies to participate and say a few words on how we work with each other) and the types of projects we do.

Also discussed was the Papa John’s teleconference that staff had participated in to discuss Papa John’s Non-profit Charity Code. Each month Papa John’s designates a month to a non-profit agency (United Way is the month of September) and any customer that uses the code “AKCharity,” a dollar donation from each order will go to the current month’s agency. Unfortunately, we were told about the promotion late and didn’t get a chance to advertise and promote the code as much as we would have liked.

President Stevens reminded everyone of the activity report for the President is in the board meeting packet on page 10.

**Board Member Comments**

 Discussed, was the Day of Caring event and the concern that board members had over the agency coordinators not being prepared for the volunteers when they arrived at their facility. With the agencies knowing about the event in advanced, there is only so much UWSEAK can do to help prepare. Ultimately, it is up to the agency to be ready when attendees walk through the door.

**Executive Session – Employee Evaluation –**

**Motion: Board Member Hagevig moved to go into Executive Session to conduct the annual review for President/CEO Stevens. No action was expected to be taken in Executive Session.**

**Secretary Treadway-O’Dea seconded the motion.**

**Motion to go into Executive session was approved unanimously.**

**Motion: Board Member Hagevig moved to come out of Executive Session.**

**Secretary Treadway-O’Dea seconded the motion.**

**Motion to come out of Executive session was approved unanimously.**

Board Member Hagevig reported that the evaluation for the President/CEO had been conducted and that members of the board would meet with President/CEO Stevens to review the evaluation at a future date. No action relative to the evaluation was taken in Executive Session.

**Adjournment**

With no further business to conduct, Chair Mesdag adjourned the meeting at 7:00 pm