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

**Call to Order & Introductions**

Chair Russell called the meeting to order at 5:48 PM. A quorum was established with 7 members present.

**Approval of Agenda**

**Motion: Board Member Stell 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: Board Member Moore moved to approve the minutes of the October 14th, 2018 Board of Directors Meeting. Board Member Stell seconded the motion.**

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

**Motion: Secretary Treadway-O’Dea moved to approve the minutes of the September 20th, 2018 Board of Directors Meeting. Treasurer Bowman seconded the motion.**

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

**PRESENTATIONS**

**Giving Tuesday -** Jenny Fremlin, AK Litho

Jenny Fremlin explained how to make a Facebook fundraiser and provided different templates for emails, posts, and texts to send out in hopes of increasing UWSEAK’s Giving Tuesday Funds. Board members agreed to a $500 fundraising goal with all donations going toward the Universal Breakfast Program.

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

Matheny and Dye discussed recently improvements to the board report (adding to the list of lapsed donors, adding a cover sheet of definitions, etc.) and asked if any other changes needed to be made. Board members recommended that dates be added to the report to remind members of what campaign year the data represents.

**COMMITTEE REPORTS**

**Resource Development:**

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

No report.

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

The committee discussed new letter templates for new, lapsed, reoccurring, and workplace donors.

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

No report, but informed board that May 2, 2019 is the set date for the annual Cruise for a Cause event.

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

Meeting canceled.

**Governance:**

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

Chair Russell noted that an additional two to three board members are still needed.

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

Assessments are currently being combined and finalized and will be ready by next board meeting.

**STRATEGIC DISCUSSIONS**

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

No new business.

**Chair’s Report**

Chair Russell commented on the success of the Chamber of Commerce presentation and thanked members for attending.

**President’s Report**

President Stevens noted his activity report in the packet with the following topics discussed:

• AML/ Lynden Presentation • UAS Presentation

• Get Real Reality Fair • Best Start/ Rock Juneau

**Board Member Comments**

Members discussed the need for the JSD letter to clearly outline the benefits of the Universal Breakfast Program and how parents can help the program receive federal funding to cover costs and receive reimbursement.

**Adjournment**

Chair Russell adjourned the meeting at 6:40 PM