**Board Members in Attendance**

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| E | Karen Crane - Chair | X | Erin Hester |  | **Staff** |
| E | Mary Becker - Past Chair | X | Jaysen Katasse | X | Wayne Stevens |
| X | Rustan Burton – Chair Elect | X | Robbie Stell | X | Jennifer Treadway |
| X | Mark Mesdag –Treasurer | X | Sheryl Weinberg |  |  |
| X | Bill Peters– Secretary |  |  |  | **Guest(s):** |
| E | Gail Dabaluz |  |  |  |  |
| X | Ann Gifford |  |  |  |  |
| E | Rosemary Hagevig |  |  |  |  |
|  |  |  |  |  |  |
| Legend:    X = present           E = excused absence         T = teleconference A=absent | | | | | |

**Call to Order and Introductions**

Chair Elect Burton called the meeting to order at 5:19 PM. A quorum was established with eight board members present or on the telephone.

**Approval of Agenda**

**Motion: Secretary Peters moved to adopt the agenda as presented. Board Member Gifford seconded the motion.**

Chair Elect Burton asked if there were any objections to adopting the agenda as presented.

There were no objections to the adoption of the agenda.

**With no objections, the agenda was adopted as amended.**

**Motion: Secretary Peters moved to approve the minutes from the October 16, 2014 Board of Directors meeting. Board Member Mesdag seconded.**

Board member Gifford asked for clarification on the item regarding the replacement to the United Human Services Board. She had not accepted the nomination and did not want the record to reflect such. President Stevens noted the change to the minutes.

**Motion approved unanimously.**

**PRESENTATIONS** – **Report on 2014 Fall Campaign activities - Jennifer Treadway, Resource Development Director**

Providing a brief update on the 2014 fall campaign activities to date, Treadway reported that United Way of Southeast Alaska has made several presentations or dropped off packets to several local businesses and non-profit organizations. Treadway was pleased to announce that United Way, with generous help from the board, had been invited to make presentations to new businesses including Central Council and Tlingit and Haida Regional Housing Authority. Additionally, Treadway briefly discussed Giving Tuesday, a national movement dedicated to giving, similar to how Black Friday and Cyber Monday have become synonymous with holiday shopping. As part of this national campaign, non-profits are encourage to ask donors, board members, and supporters to take a photo of themselves with a small sign that explains why they give or support a specific organization.  Treadway asked that board members consider participating.

**Committee Reports**

**Resource Development**

**Finance Committee – Mark Mesdag**

Treasurer Mesdag reported there was an October finance statement to present. The finance committee had met to review the October finance statement. He noted we are only two month into the fiscal year and no real reflection of revenues yet. Expenses are flat and well within tolerances. Staff continues to work on developing a budget and will have it ready to present to finance committee shortly.

**Campaign Committee – Bill Peters, Rustan Burton**

Internal Campaign committee Chair Peters reported on campaign progress thus far.

**Governance Committee**

**Board Development Committee – Rustan Burton**

Chair Elect Burton will be reaching out to board members whose terms are expiring. He asked for board members to develop suggestions for new and additional board members and forward those recommendations to him.

**Personnel Committee – Bill Peters, Ann Gifford**

Secretary Peters reported on the staff evaluation process. He and the members of the Personnel Committee met to discuss Wayne’s evaluation and job description. He would deliver the full report to the board in Executive session at the end of the meeting.

**Education Committee - Robbie Stell, Ann Gifford**

Board Member Gifford reported they would be convening the Education committee to meet with the new Reading Tutor Coordinator Lisa Worl in the coming weeks.

**Income Stability Committee – Gail Dabaluz, Jaysen Katasse**

Board Members Katasse and Dabaluz have met and continue to discuss ideas and ways to provide services and ides for the students in the school system and to include the alternative school.

**Strategic Plan Update –**

Stevens reported he would have a written summary of strategic plan activities to present at the December meeting.

**Old Business**

**2014 Campaign discussion – Updates on campaign presentations**

Chair Elect Burton and Secretary Peters led the discussion on how board members have met their goals of contacting businesses. They also facilitated brain storming on additional companies and organizations to engage in a workplace campaign effort. Staff will update the list with the new companies and organizations and e-mail the list out to board members.

**Lease Decision update**

President Stevens reported on his research of the relationship between United Way and United Human Services.

United Way is an incorporator of United Human Services. We have a long term relationship with United Human Services (UHS) and the efforts to create a nonprofit center.

As such, he strongly believes we need to support the efforts of UHS and the nonprofit center concept as currently established. The UHS Board met on October 24 and voted to undertake the renovations necessary to create a new suite of offices on the first floor of the Salmon Creek building for United Way’s occupancy. It will create a much better office space for United Way and increase the space by some 100 square feet. Rent will increase by about $200 per month once we take occupancy. President Stevens recommended we move forward with UHS and relocate to the first floor suite of offices.

Board member Gifford reported she had spoken with Lance Stevens, who serves as the United Way re on the UHS board. She concurred that United Way should continue to be supportive and remain involved with UHS. She supported the decision to remain in the Salmon Creek building.

**Motion: Board Member Peters moved to lease the space from UHS and relocate to the first floor as recommended by staff. Motion seconded by Board Member Stell.**

**The motion was approved unanimously.**

**Representation to UHS Board**

Due to the confusion at the October Board meeting regarding replacement of United Way representative to the UHS Board it was recommended that Board Member Jaysen Katasse and Board Member Ann Gifford be recommended to the UHS Board as the United Way representatives on the UHS Board.

**Motion: Board Member Peters moved to appoint Board members Katasse and Gifford to be the United Way representatives to the UHS Board. Motion seconded by Board Member Stell.**

**The motion was approved unanimously.**

**New Business**

**Election of Small Agency Representative to Board**

Board Member Hallingstad’s resignation to the board as the Small Agency Representative was accepted at the October 20th Board meeting. It was suggested Joy Lyon of AEYC-SEAK be approached to inquire about her interest and willingness to serve on the Board. Ms. Lyon has indicated her willingness to serve as the Small Agency representative to the Board.

**Motion: Board Member Gifford moved to appoint Joy Lyon with AEYC-SEAK to fill the Small Agency Representative seat on the Board.**

**Motion seconded by Board Member Weinberg.**

**The motion was approved unanimously.**

**Chair Report - Chair Elect Burton**

Chair Elect Burton thanked everyone for their participation and looked forward to everyone making their contacts with the companies they committed to contact. He hoped they would strongly encourage workplace campaigns be held at those businesses.

**President’s Report**

President Stevens pointed out correspondence in the board packets, including his October activity report.

He reported on campaign activity and noted we have made contact with new organizations and those interactions have been very positive.

**President/CEO Evaluation**

Staff was excused from the meeting and the board went into Executive session to discuss the President/CEO’s evaluation.

**Motion: It was moved and seconded to go into executive session to discuss a personnel matter - specifically the President/CEO’s performance evaluation. The Board would take no action while in executive session. Motion passed unanimously.**

**Motion: It was moved and seconded to come out of executive session. Secretary Peters noted no action was taken while in executive session. Motion passed unanimously.**

Secretary Peters summarized the discussion of the President/CEO’s performance evaluation and noted the recommendations of the board. Those were a lump sum payment of $2,500 to be paid on December 1, 2014 and a raise in salary of 3% effective on December 1. 2014.

**Motion: It was moved and seconded to accept the evaluation of the President/CEO as presented and provide a one-time lump sum payment of $2,500 (payable on December 1, 2014) and a 3% increase in annual salary effective December 1, 2014. Motion passed unanimously.**

Additionally, it was noted that the Chair, Chair Elect and Secretary are to schedule a time to meet with the President/CEO to discuss the findings of the evaluation at their earliest convenience.

**Board Member Comments**

None

**Adjournment**

Chair Elect Burton adjourned the meeting at 7:00 PM