**Board Members in Attendance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| X | Mary Becker –Chair | X | Ann Gifford |  | **Staff** |
| E | Lance Stevens - Past Chair | X | Rosemary Hagevig | X | Wayne Stevens |
| X | Karen Crane – Chair Elect | X | Erin Hester | X | Jennifer Treadway |
| X | Mark Mesdag –Treasurer | X | Alberta Jones | X | Sam Ortiz |
| X | Sheryl Weinberg– Secretary | X | Jaysen Katasse |  | **Guest(s):** |
| X | Rustan Burton | X | Joan O’Keefe |  |  |
| A | Katherine Eldemar | A | Bernie Sorenson |  |  |
| E | Glenn Gelbrich | E | Robbie Stell |  |  |
| E | Chris Gerondale |  |  |  |  |
| Legend:    X = present           E = excused absence         T = teleconference A=absent | | | | | |

**Call to Order and Introductions**

Chair Becker called the meeting to order at 5:35 PM. A quorum was established with eleven board members present or on the phone. The delay in starting was to allow staff to video board members for a series of upcoming ads.

**Approval of Agenda**

Chair Becker asked for approval of the agenda.

**Motion: Board Member Mesdag moved to approve the Agenda as presented.**

Chair Elect Crane requested that one item be added to the agenda: Resignation of Board Member Sorenson.

Chair Becker asked if there were any objections to adopting it as presented.

There were no objections to the adoption of the agenda. Agenda adopted as amended.

**Approval of the Minutes from October 17, 2013 Board Meeting**

Chair Becker asked for approval of the minutes from the October 17, 2013 Board of Directors meeting.

**Motion: Board Member Hagevig moved to approve the minutes from the October 17, 2013, Board of Directors meeting. With no corrections or objections, motion approved unanimously.**

**PRESENTATIONS** – **Effectively Describing Your Work: United Way Message Platform –**

**Jennifer Treadway, Resource Development Director**

Ms. Treadway shared a short twenty minute presentation from United Way designed to assist board members in learning how our board can speak in a unified voice, guided by a message platform that accurately reflects the organization's mission and makes a compelling case for broad support for creating opportunities for a better life for all. There was brief discussion on the presentation. Staff will load it on the Board website and send the link to board members to review again as needed.

**Committee Reports**

**Finance Committee – Mark Mesdag**

Treasurer Mesdag reported on the FY2014 budget development, finance reporting systems and expectations going forward. Budget documents are substantially different than in years past. He reviewed the November finance report noting that expenses are well within tolerance, but the income side of the budget needs attention. He also presented the FY 14 budget and noted that the Board will need to be more participatory on fund raising and asking for support. The finance committee will met to review final budget documents and November finance reports. The finance committee recommends adoption of the FY 14 budget as presented and the November finance statement. Treasurer asked for volunteers to serve on the Finance committee. With members stepping down from the Board who have served on the finance committee, we need new committee members.

**Personnel Committee – Sheryl Weinberg**

Secretary Weinberg noted that staff and been very busy with accounting, database management changes and the fall campaign. They will meet again soon once a final draft of CEO Job description and evaluation forms are ready for committee review.

**Campaign Committee – Jennifer Treadway, Resource Development Director**

Ms. Treadway pointed out the letter of solicitation, the Fact Sheet, FAQ, and flyer that had just been sent out to over three hundred professional offices, business owners, and managers who have not participated with United Way in the fall campaign. Robert Varness with ACS graciously agreed to be the signatory to the letter with some of his personal observations included in the letter. Board members will be given copies of the list of those who received the letter and asked to make personal calls to ask for United Way gifts.

**Board Development Committee – Karen Crane**

Chair Elect Crane had no report, but did indicate she will begin to reach out to those board members whose terms are ending in January to gauge their interest in serving another term on the Board.

**Events Committee –**

No Report

**Community Impact Committee – Lance Stevens**

No Report

**Health Committee –**

**Education Committee – Alberta Jones**

Board Member Jones reported on a project she was working on with students from the high school to develop a book exchange program to encourage middle school students to engage in reading. She would provide more details as the program was developed.

**Income Stability – Jaysen Katasse**

Board Member Katasse had no report to present.

**Strategic Plan Update –**

**Old Business**

**None**

**New Business**

**FY 2014 Budget Adoption**

Treasurer Mark Mesdag reiterated the support of the Finance Committee for the adoption of the FY 2014 Budget. Board Members concurred that a more proactive stance on fund raising would be required for the coming year.

**Motion: Board Member Hagevig moved to adopt the FY 2014 budget as recommended by the Finance Committee.**

**Board Member O’Keefe seconded. Motion approved unanimously.**

**Set Date and Time for January 2014 Annual Meeting of the Board**

Chair Becker noted that she and Chair Elect Crane had selected possible dates of January 17, 18, 24, 25 and 31, as possible dates for the Board Annual Meeting. They asked Board members if they preferred a lunch meeting or a diner meeting and whether the board members wished to include spouses and significant others as guests at the meeting. Staff was directed to send out a poll and get opinion of Board as to how they wanted to proceed.

**Board Member Pledges**

Chair Becker reminded all Board members about the need to get their pledge forms filled out and turned in to staff. She noted that for a number of grants received from Rasmuson in the past, the granting agency had looked at the level of Board participation as a part of the grant review process. She encouraged all Board members to be sustaining members of the fall campaign.

**Campaign Follow Up**

Chair Becker pointed out the list of some 325 recipients of the solicitation letter. She encouraged all board members to commit to calling individuals on the list and asking for a gift or pledge to the United Way fall campaign. IT would be a bit of work, but she knew that all wanted to participate. Staff was directed to divide the list and let all board members know who they were to be tasked with calling.

**Board Member Resignation**

Chair Elect Crane reported that she had connected with Board Member Sorenson who indicated that her schedule simply did not allow her to be a fully participating member of the Board. She asked that she be allowed to resign. She indicated that as her schedule changed and she had time she was very interested in participating on the Board of Directors.

**Motion: Chair Elect Crane moved to accept with regrets the resignation of Board Member Sorenson.**

**Board Member Hagevig seconded. Motion approved unanimously.**

**Chair Report - Chair Becker**

Chair Becker thanked everyone for being so patient this evening. It had been a productive meeting and she appreciated the great attendance. She wished all a very Merry Christmas and Happy New Year.

**President’s Report**

President Stevens pointed out correspondence in the Board packets, including the letter of support for the SAGA program, the resignation letter from Board member Stevens, the thank you letters from Four-A’s for the Community Impact Grant and the recent designation disbursement, the newsletter from Ketchikan WISH program and the letter and flyer from Janet L. Weiss, President of BP Alaska. He also noted his November and December activity reports.

**Board Member Comments**

Board members wished all a Merry Christmas, Happy New year and happy holiday season. Board Member Weinberg asked about transitioning to a community impact process versus the current agency designation process. Staff will bring information forward at future meeting on the process and what that change would entail.

**Adjournment**

Chair Becker adjourned the meeting at 7:15 PM