**Board Members in Attendance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| E | Rustan Burton - Chair | X | Rosemary Hagevig |  | **Staff** |
| X | Karen Crane - Past Chair | T | Jaysen Katasse | X | Wayne Stevens |
| X | Mark Mesdag – Chair Elect | X | Joy Lyon | X | Sara Truitt |
| X | Bill Peters –Treasurer | X | Warren Russell |  |  |
| X | Ann Gifford– Secretary | X | Millie Ryan |  | **Guest(s):** |
| X | Sue Bill | X | Robbie Stell |  |  |
| T | Gail Dabaluz |  |  |  |  |
|  | Kelli Grummet |  |  |  |  |
|  |  |  |  |  |  |
| Legend:    X = present           E = excused absence         T = teleconference A=absent | | | | | |

**Call to Order and Introductions**

Past Chair Crane called the meeting to order at 5:25 PM. A quorum was established with eleven board members present or on the telephone.

**Approval of Agenda**

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

Past Chair Crane asked if there were any objections to amending the order of business to move the New Business item, Introduction and Election of new Board member up on the agenda to follow the adoption of the Minutes.

Member agreed and there were no objections to the adoption of the agenda as amended.

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

**Approval of Minutes**

**Motion: Treasurer Peters moved to approve the minutes from the December 18, 2014 Board of Directors meeting. Board Member Stell seconded.**

**Motion approved unanimously.**

**Motion: Board Member Stell moved to approve the minutes from the January 24, 2015 Board of Directors meeting. Board Member Lyon seconded.**

**Motion approved unanimously.**

**New Business**

**Introduction and election of new Board members for a three year term on the Board with terms expiring in January of 2018**

**Sue Bill, Kelli Grummet, Warren Russell**

Past Chair Crane asked those potential board members present to introduce themselves to the Board. Sue Bill and Warren Russell provided a bit of biographical background for board members.

**Motion: Treasurer Peters moved to elect the three candidates to the Board for three year terms with terms expiring in January of 2018. Board Member Gifford seconded.**

**Motion approved unanimously.**

**PRESENTATIONS** – **Report on 2014 Fall Campaign activities -**

Providing a brief update on the 2014 fall campaign activities to date, Treasurer Peters and Chair Elect Mesdag reported that United Way of Southeast Alaska continues to make presentations and drop off packets to local businesses and non-profit organizations. Due to staffing changes both at UWSEAK and UWA, campaign reports are a bit behind as new staff gets training and learns all the process requirements.

A review of the January Finance statements indicates that campaign activity remains strong with pledge numbers for the SHARE, CFC and statewide campaign activities yet to be reported. Those numbers will be reported to us by late March.

**Committee Reports**

**Resource Development**

**Finance Committee – Mark Mesdag**

Treasurer Peters and Chair Elect Mesdag reported the Finance Committee had met on February 11th to review the finance reports and minutes which are included in the board packet. They noted we are won’t have a real reflection of revenues until late March as noted in the campaign report. Expenses are flat and well within tolerances.

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

Internal Campaign committee Chair Peters had nothing further to report after earlier conversation and report.

**Governance Committee**

**Board Development Committee – Rustan Burton**

Chair Burton had hoped to connect to the meeting via Skype, but was having technical issues and unable to join the meeting.

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

Treasurer Peters reported that the staff evaluation process was completed. The committee will be meeting again on February 26 to review a new draft of the President/CEO job description and evaluation forms and process.

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

Board Member Gifford reported that she had met with the Reading Tutor Coordinator Lisa Worl to work on a guide for potential tutors to use when navigating the Juneau School District volunteer background application process. The Committee will be meeting next on February 26 to discuss the guide and other ways of supporting the Reading Tutor program. Board member Lyon was encouraged to join the Education Committee meeting. Board member Lyon agreed she would join the committee and be in attendance at the next meeting.

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

Board Members Katasse and Dabaluz have met and continue to discuss ideas and ways to provide services for students in the school system, including the alternative high school. They have discussed ways to provide employment assistance and the concept of a Finance Reality Fair. Board Member Dabaluz reported on the work that Dawn Wesley at Tlingit-Haida Regional Housing Authority (THRA) is doing regionally with United Way’s VITA tax preparation assistance program.

**Strategic Plan Update –**

None

**Old Business**

**None**

**New Business**

**Select March date for strategic planning meeting**

Stevens reported that Chair Burton wanted to find a time for all board members to meet to review, discuss and if needed, update the strategic plan. President Stevens reported that an earlier attempt to find a date had not panned out. He asked those present to provide dates that they would be traveling so that we could try to find a window when the maximum number of board members could participate in the strategic planning meeting. He would use that information to choose a few dates and send out another poll to confirm a date.

**2014 Audit Review**

Stevens noted that the final copy of the 2014 Audit documents had just arrived that morning and he was not able to get them distributed to the Board in time for an adequate review. This item will be placed on the March agenda.

**Committee Assignments**

Stevens noted that many of the committee charters were included in the packet. He reported that Chair Burton would like each board member to review the committee descriptions and pick a committee on which they would be willing to serve. He encouraged board members to think of other community members who may want to be involved with the work of the committees.

**Resolution authorizing additional check signers**

Stevens pointed to Resolution 2015-001 in the board packet. He noted that with the addition of new board members and new officers of the organization, we needed to authorize new signers for our banking activities. The resolution authorizes the following Board members to be signers on the organization’s bank accounts:

Rustan Burton, Chair Karen Crane, Past Chair Mark Mesdag, Chair-Elect

William C. Peters Treasurer Ann Gifford, Secretary Wayne A. Stevens, President/CEO

**Motion: Treasurer Peters moved to approve Resolution 2015-001.. Board Member Stell seconded.**

**Motion approved unanimously.**

**Chair Report – Past Chair Crane**

Past Chair Crane thanked everyone for their participation and welcomed Sue Bill and Warren Russell to the Board. She looked forward to working with them as they get oriented and engaged with the board.

**President’s Report**

President Stevens pointed out correspondence in the board packets, including his January and February activity report. He reported on campaign activity and noted we continue to work on additional campaign presentations. He noted that February has been a challenging month. Our server crashed on January 31st and we did not get it rebuilt and restored until February 11th. As a result, we had some interruption in e-mail accessibility and may not have responded to some messages in a timely manner. The good news is we did not lose anything. The bad news is we did not lose anything. Everything that we had deleted, reorganized or changed over the past five years was all loaded back on the server and we are now processing to find and delete duplicate or old files, file folders and generally reorganize the server. As a consequence, new staff was not getting their orientation in as timely manner as originally planned. Compounding this are some staff changes in Anchorage and data challenges with their systems, so we are a bit behind on getting tasks completed related to finance and campaign reporting. He welcomed the new board members and stated he would be coordinating with them to schedule an orientation session.

**Board Member Comments**

Board members all congratulated and welcomed Sue Bill and Warren Russell to the board.

**Adjournment**

Chair Crane adjourned the meeting at 7:00 PM