**Board Members in Attendance**

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

**Call to Order and Introductions**

Chair Burton called the meeting to order at 5:17 PM. A quorum was established with eight board members present or on the telephone.

**Approval of Agenda**

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

Chair Burton 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 amended.**

**Approval of Minutes**

**Motion: Secretary Gifford moved to approve the minutes from the February 19, 2015 Board of Directors meeting. Board Member Stell seconded.**

**Motion approved unanimously.**

**PRESENTATIONS** –

**Committee Reports**

**Resource Development**

**Finance Committee – Bill Peters**

Treasurer Peters reported the Finance Committee had met on March 18th to review the February finance reports. The minutes of that meeting were included in the board packet. He noted that we won’t have a real reflection of revenues until late March. Expenses are flat and well within tolerances. Combined Federal Campaign (CFC) SHARE and the statewide campaign numbers should all be received after March 20th. Board members questioned staff about the relationship with United Way of Anchorage and how the accounting/database process was working. Staff assured them it was the right thing to be doing, but it was not without its hiccups. Overall we are making good progress on the training and learning curve for staff.

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

Internal Campaign committee Chair Peters encouraged board members to review and update the Google document that lists the organizations board members have reached out to about t holding a workplace campaign. New Board members were encouraged to review the list to see if they had additional ideas or suggestions for companies to contact. Staff had provided the Google Doc to all board members for their review prior to the board meeting. If there are companies/contacts to add to the list, board members should get that information to staff, who will update the list and then redistribute it to board members.

**Governance Committee**

**Board Development Committee – Mark Mesdag**

Chair Elect Mesdag reported that he was still working on identifying all tasks he and his committee were responsible to accomplish. Mesdag will work with staff to develop board training opportunities and work on identifying potential new board members.

Chair Burton asked each committee to come to each board meeting prepared to give an update on at least one task accomplished. He asked all board members to make sure they serve on at least one committee.

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

Treasurer Peters reported that the staff evaluation process was complete. The committee will be meeting in the near future 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 continued work with the Reading Tutor Coordinator Lisa Worl to complete a guide for potential tutors to use when navigating the Juneau School District volunteer background application process. They are making a concerted effort to engage more tutors prior to the end of the school year in hopes of having more tutors ready to start next school year in early October. The district anticipates significant staffing changes in the new school year that will present challenges as far as getting tutors trained and ready to work with students. Plans for the program include a third school being added to the mix next school year.

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

In the absence of Board Members Katasse and Dabaluz, President Stevens reported on the success of Dawn Wesley and her team at Tlingit-Haida Regional Housing Authority (THRA), who are conducting the VITA tax preparation assistance program with support from United Way. They are working across the region to encourage folks to get their taxes filed and make sure that eligible filers get their Earned Income Tax Credit. (EITC)

**Strategic Plan Update –**

Chair Burton noted that the full board would meet from 3:30p – 5:30pm on Monday March 30th at the Juneau Empire 2nd floor conference room to review and update the strategic plan. He encouraged board members to review the materials that would be sent out prior to the meeting and come prepared to focus on a high level discussion about what we want the organization to achieve in the coming year.

**Old Business**

**Campaign Outreach Updates**

As noted above, board members were encouraged to update the campaign outreach spreadsheet in Google Docs, and new board members were encouraged to add potential contacts for campaign activity.

**New Business**

**2014 Audit Review**

Chair Elect Mesdag provided a quick review of the 2014 Financial Statements with the Auditor’s Report Thereon for the Years ended August 31, 2014 and 2013. He also reported on the Auditor’s Letter to the Governing Board. Mesdag commented on some of the declines from previous years’ revenues and explained the challenges presented by the transition from the old database system to the new one. He noted that the audit process had gone much smoother this year as we had a full year in the new system. The auditors found no issues. The audit report confirms reported finances.

**Committee Assignments**

Stevens noted that many of the committee charters had previously been provided to the Board in their packets. Chair Burton reiterated that he 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.

 Board Member Sue Bill agreed to serve on the Health Committee.

 Board Member Rosemary Hagevig will serve on the Personnel Committee

Chair Burton suggested Board Member Grummet for the Event Committee, Board Member Russell for the Board Development Committee and Board Member Ryan for the Health Committee.

He will check with those board members not present to ascertain their willingness to serve on those committees.

Chair Burton reiterated his desire that all committees meet regularly and come to our monthly board meetings prepared to give a short update on activities and progress on committee goals.

**Orca Point Lodge dinner cruise with Allen Marine on May 5**

President Stevens reported that the annual Cruise for a Cause would be held Tuesday May 5th. The event committee will meet at the Juneau Empire early next week to develop plans for the event. Committee members will develop ideas for the guest author/speaker and other details of the event.

**Chairs Report – Chair Burton**

Chair Burton noted he had nothing further to share.

**President’s Report**

President Stevens pointed out correspondence in the board packets, including his March activity report. He reported on campaign activity and noted we continue to work on additional campaign presentations. He reported on a joint Rasmuson Foundation, M. J. Murdock Charitable Trust presentation that had been organized by staff at the request of the Rasmuson Foundation. Altman Rogers & CO. staff has finished the 990 tax return. He will present those materials at the April board meeting. United Way Worldwide has proposed a significant change to the audit requirements for smaller United Way organizations. The threshold for a mandatory audit will increase from $100,000 to $500,000 total annual revenue. This proposed change will allow United Way of Southeast to avoid audit costs by permitting us to choose the alternative of conducting an annual review and at least every three years conducting an internal controls assessment. Stevens reported that he would be bringing information for our annual membership renewal application to the May meeting. He also updated the board on progress on the renovation of office space and our eventual move to the first floor of the building.

**Board Member Comments**

None

 **Adjournment**

Chair Burton adjourned the meeting at 6:30 PM