

Mission Statement: "United Way collaborates with communities and agencies across Southeast Alaska to strengthen and improve the Health, Education and Income Stability of all individuals."

**United Way of Southeast Alaska
Board of Directors Meeting**

**Thursday, December 17 2015
5:15-7:00 PM**

Home of Rosemary Hagevig, 2616 Douglas Highway Unit # 1 Edgewater Place

Teleconference: (800) 315-6338, Code: 32251#

I. CALL TO ORDER and INTRODUCTIONS –Chair Burton

II: APPROVAL OF AGENDA – Corrections/Additions

III: APPROVAL OF MINUTES – Corrections/Additions

November 19, 2015 Board meeting minutes

IV: PRESENTATIONS – Sign Thank you cards for Pick. Click. Give donors

V: COMMITTEE REPORTS

Resource Development –

Finance Committee – Treasurer Bill Peters, Treasurer, November Finance Statement

Campaign Committee –Bill Peters, Rustan Burton, Mark Mesdag

Events Committee –Chair Kelli Grummet, Sue Bill

Governance Committee

Board Development Committee – Chair Elect Mark Mesdag, Rustan Burton, Warren Russell

Personnel Committee –Treasurer Bill Peters, Ann Gifford, Rosemary Hagevig

Education Committee – Robbie Stell, Ann Gifford, Joy Lyon

Income Stability Committee – Millie Ryan

Health – Chair Karen Crane, Sue Bill, Millie Ryan,

VI: STRATEGIC PLAN UPDATE –

VII: OLD BUSINESS

Campaign Update

VIII: NEW BUSINESS

Annual meeting menu choices

IX: CHAIR REPORT – Rustan Burton

X: PRESIDENTS REPORT – Wayne Stevens

XI: Resource Development Director Report – Sara Truitt

XII: BOARD MEMBER COMMENTS

XIII: ADJOURNMENT

Next Meeting January 21, 2016

6:00 pm Hangar Ball Room

Vision Statement: "United Way envisions a region where all individuals and families achieve their human potential through education, income stability and healthy lives."

United Way of Southeast Alaska Board of Directors Meeting

Thursday, November 19, 2015
5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

Board Members in Attendance

X	Rustan Burton - Chair	E	Kelli Grummett		Staff
X	Karen Crane - Past Chair	X	Rosemary Hagevig	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	E	Millie Ryan		Guest(s):
X	Sue Bill -	X	Robbie Stell	X	Kendri Cesar
Legend: X = present E = excused absence T = teleconference A=absent					

Call to Order and Introductions

Chair Burton called the meeting to order at 5:15 PM. A quorum was established with nine members present.

Approval of Agenda

Motion: Board Member Hagevig moved to adopt the agenda as presented. Secretary Gifford 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 Presented.

Approval of Minutes

Motion: Treasurer Peters moved to approve the minutes from the October 17, 2015 Board of Directors meeting. Board member Bill seconded.

Motion approved unanimously.

Introductions: Chair Burton introduced new Board member candidate Kendri Cesar. Board members self introduced to Ms. Cesar.

PRESENTATIONS – Sitka Campaign Trip – Sara Truitt Resource Development Director

Resource Development Director Sara Truitt reported on her recent trip to Sitka, AK where she made a campaign presentation to the University of Alaska Southeast’s Sitka Campus that felt well received by those in attendance. Sara also reported meeting with representatives from Sitka Local Foods Network, Sitkans Against Family Violence, Sitka Counseling and Prevention services, and Braveheart volunteers. Sara reported on additional contacts with SEARHC in Sitka in regards to the MAPP program and noted that a way for UW to be more involved in Sitka might be to provide information and trainings similar to Foraker while using MAPP as an example of community collaboration that benefits many organizations at once. Sara also received feedback regarding the difficulty local organizations have in getting board members involved and the challenges presented by duplication of services in the community. Lily with

United Way of Southeast Alaska Board of Directors Meeting

Thursday, November 19, 2015
5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

Braveheart volunteers cited this duplication of services as an area in which United Way could provide helpful information in order to strengthen ties.

Sara also reported meeting with Irene from the Sitka Chamber of Commerce, who offered to forward a letter to Chamber members written by UW staff promoting the United Way campaign. Sara observed that our partners in Sitka do not think of UW as a source for fundraising. They also were unable to identify businesses that might be interested in allowing UW to host a workplace campaign. Mainly the partners are looking for informational and strategic support, not fundraising or workplace campaign support. However, each person felt that UW could benefit their community and were open to further conversation.

Committee Reports

Resource Development

Finance Committee – Treasurer Peters

Treasurer Peters reported that the Finance Committee and staff had met on Wednesday, November 18, to review the October finance reports. Revenues are up slightly from the prior year. Expenses are tracking and down slightly from the prior year. Staff will finish developing the budget for FY 16. No changes are expected in budgeting.

Motion: Treasurer Peters moved to approve the September Finance statement as presented.
Secretary Gifford seconded.

Motion approved unanimously.

Campaign Committee – Bill Peters, Rustan Burton

Internal Campaign Committee Chair Peters reminded board members that they need to review the Google Docs list to make connections with companies who they previously agreed to reach out to about hosting workplace campaigns. Staff has contacted the regulars and board members were encouraged to reach out to others to set up appointments for campaign presentations. Staff presented an electronic copy of the Google Docs list for board review and comments. Staff updated the document per comments from board members.

Events Committee – Sue Bill, Kelli Grummet, Rosemary Hagevig

The committee had not met.

Governance

Board Development Committee – Mark Mesdag

Chair Elect Mesdag reported that he was meeting with all board members up for re-election in January of 2017. He looked forward to meeting individually with all board members in the near future.

Personnel Committee – Bill Peters, Ann Gifford

Treasurer Peters reported that he, Secretary Gifford and President Stevens had met on October 27th to review their work on a new CEO Job description. They also began a review of the Resource Development Director position description to make sure that it was aligned with the new CEO position description. Treasurer Peters noted that he hoped to have this project wrapped up shortly.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, November 19, 2015

5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

Education Committee - Robbie Stell, Ann Gifford, Joy Lyon

Secretary Gifford reported that the committee had met on November 17 and had received an update from Reading Tutor Coordinator Lisa Worl about progress on getting tutors signed up, vetted, trained and into the classrooms. It was reported that students from UAS Education classes are signing up as tutors and working at Riverbend Elementary. In addition, there was conversation and discussion about the recent presentation of the film "Paper Tigers," which United Way helped sponsor, and the concept of working in collaboration with other agencies to achieve collective impact.

Income Stability Committee – Millie Ryan

No report offered. President Stevens reported on the potential for continuing the partnership with Tlingit Haida Regional Housing Authority (THRHA) on the Volunteer Income Tax Assistance (VITA) program and Earned Income Tax Credit (EITC) efforts as one possibility for a focus for the Income Stability Committee.

Health Committee – Chair Karen Crane, Millie Ryan, Sue Bill

No report offered.

Strategic Plan Update –

Goals Review

Old Business

Campaign Update

As noted above, Resource Development Director Sara Truitt displayed the campaign Google Documents spreadsheet on the large screen, allowing board members an opportunity to review the information provided.. Sara explained the color coding on the document, which identifies those organizations that have already received a workplace presentation and those for which presentations are still pending. She offered to answer board questions about the document, and said that she would re-send the email she had previously sent to all board members enabling access to the document. Sara further explained that any line items left un-highlighted are organizations that need further follow up. She asked that board members let her know about any connections they have at any of these organizations to help facilitate a friendly approach to them.

New Business

Election of New board member Kendri Cesar to fill an unexpired term until January 2017

Board Members were introduced to Board candidate Kendri Cesar earlier in the meeting. The Executive Committee had met with Ms. Cesar on October 19 and recommended Ms. Cesar be elected to the Board.

Motion: Treasurer Peters moved to elect Ms. Cesar to the board to fill an unexpired term with a term ending January of 2017. Board member Hagevig seconded.

Motion approved unanimously.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, November 19, 2015
5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

Members welcomed Ms. Cesar to the board.

Additional Day of Caring event in the spring or another board project

At a previous meeting, Board Member Russell had suggested holding a second Day of Caring Activity in the spring. Board members discussed the idea and decided, in light of Ms. Truitt's presentation regarding her trip to Sitka, that it would be worth exploring the idea of conducting a second Day of Caring activity in another Southeast community, possibly Sitka.

Set Date for Annual meeting

Chair Burton asked board members regarding their preferences for the date and time of the annual meeting to be held in January. After consultation with members' calendars and travel schedules it was decided that the annual meeting would be held Thursday evening January 21st. Staff will research options for location and report back to the board at the December meeting.

Chairs Report – Chair Burton

Chair Burton thanked all board members for their efforts to grow the workplace campaign. He encouraged them to continue making calls and inquiries.

President's Report

President Stevens pointed out correspondence in the board packet, including a thank you letter from the Juneau Rotary Club acknowledging our involvement with the Capital City Brewfest, a letter from the Alaska Committee announcing dates for the annual Community Welcome Reception, his monthly president's report and a copy of the "Bartlett Buzz" newsletter from Bartlett Regional Hospital with news about the United Way workplace campaign. He noted that he would be on the radio at 6:00 am on Friday November 20th in support of the KINY Sharing is Caring Food Drive in support of the Southeast Alaska Food Bank. He also noted that he has been asked to sit on the Professional Advisory Council for the Juneau Community Foundation. In addition, Stevens relayed an update from Lisa Worl, our Reading Tutor Coordinator, that we have placed our first tutor in Harborview Elementary. This now make three schools with tutors with the program.

Stevens also asked that board members mark their calendar and if possible attend the Juneau Rotary Club meeting on Tuesday December 1 to accept the check for our portion of the proceeds from the Capital City Brewfest event.

Resource Development Director Report – Sara Truitt

Resource Development Director Truitt noted briefly that she had covered the majority of her report previously in the meeting. However, she used this time to comment on her participation in the True North Credit Union Reality Fair. She and our AmeriCorps Volunteer Felicite Toney were in charge of the Entertainment and were very impressed with the students and their quick grasp of the concepts. She also noted that she has been elected to serve on the board of the Southeast Alaska Food Bank.

Board Member Comments

United Way of Southeast Alaska Board of Directors Meeting

Thursday, November 19, 2015

5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

Board member Hagevig asked if board members would be interested in holding the December Board meeting at her home with a bit of holiday celebration in advance of the meeting. Board members thought that was a good idea.

Treasurer Peters reported on the recent Reality Fair hosted by True North Federal Credit Union at Thunder Mountain High School. Based on a model created by the Matanuska Valley Federal Credit Union, the fair at Thunder Mountain was a great success. The fair gave the high school students a chance to think about life after high school and how decisions they make now will impact their future. Students, volunteers and school staff gave the event high marks. He thanked United Way board members, staff and our AmeriCorps Volunteer for their participation. True North is looking forward to hosting the event again at a future date.

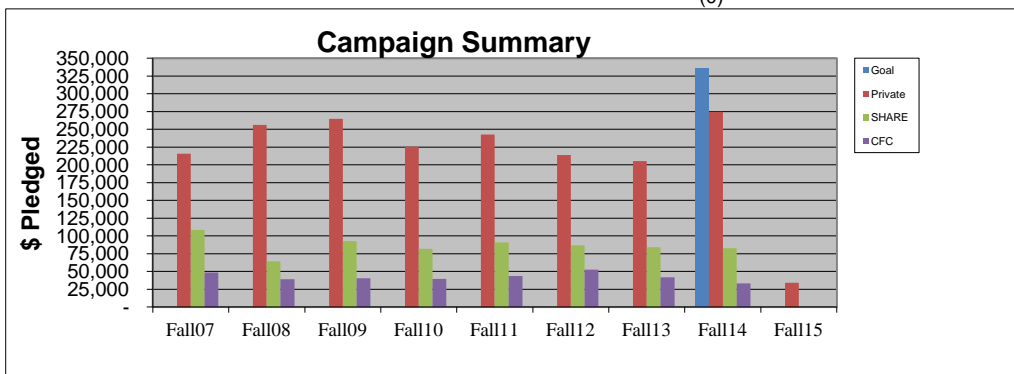
Adjournment

Chair Burton adjourned the meeting at 7:00 PM

**United Way of Southeast Alaska
Financial Summary
November 30, 2015**

	Year to Date Actuals	Prior YTD Actuals	Year to Date Budget	Variance
Revenues				
Fall 15 Campaigns				
Private Cpgn to UW	27,848	13,530	8,269	19,579
Community Impact Revenue	-	5,679	4,650	(4,650)
Designations from Other United Way	-	-	-	-
SHARE Cpgn to UW	-	-	-	-
CFC to UW	-	-	-	-
Uncollectible Pledge Expense	-	-	-	-
15% From private cpgn	918	199	810	108
Subtotal Campaign	28,766	19,408	13,729	15,037
Non-Campaign Income	36,703	44,929	61,260	(24,557)
Total Revenues	65,469	64,337	74,989	(9,520)
Expenses				
Human Resources	39,178	42,548	37,724	(1,455)
Travel & Training	358	1,398	2,531	2,174
Community Impact	-	-	-	-
Other Expenses	31,656	31,014	44,305	12,650
Total Expenses	71,192	74,960	84,560	13,368
Net Income (Loss)	(5,722)	(10,623)	(9,571)	3,849

	Current Year	Prior YTD	Liquidity (Current Ratio)	
			Current FY	Prior FY
Assets, Liabilities & Equity				
Assets				
Cash	132,499	172,901	August	1.94
Accounts Receivable	90,211	69,420	July	2.06
Other	1,463	2,213	June	2.08
Total Assets	224,173	244,534	May	2.16
Liabilities & Equity				
Agency Designations Payable	85,070	83,485	April	2.08
Other	15,207	11,997	March	4.05
Equity	123,895	149,052	February	2.56
Total Liabilities & Equity	224,173	244,534	January	2.54
			December	2.61
			November	2.24
			October	2.19
			September	2.17
		(0)		



	Private	SHARE	CFC	TOTAL
Campaign Collections				
Fall 15				
Total Campaign Pledges	33,968	-	-	33,968
Designated to UW	27,848	-	-	27,848
Designated to Agencies	6,120	-	-	6,120
Total Collections to date	29,413	-	-	29,413
% Collected	87%	0%	0%	87%
Fall 14				
Total Campaign Pledges	274,843	82,643	32,969	390,454
Designated to UW	177,942	9,736	3,852	191,531
Designated to Agencies	96,901	72,906	29,117	198,924
Total Collections to date	199,893	60,875	20,190	280,958
% Collected	73%	74%	61%	72%

United Way of Southeast Alaska
Summary Budget Comparison
From 9/1/2015 Through 11/30/2015

100 - Operating

Account Code	Account Title	Total FY Budget
4000	Campaign Revenue	229,000.00
4001	Community Impact Campaign Revenue	70,225.00
4002	Designations Expense	(102,729.00)
4003	CFC Campaign Revenue	37,914.00
4004	CFC Designations Expense	(33,484.00)
4005	SHARE Campaign Revenue	89,254.00
4006	SHARE Designations Expense	(84,138.00)
4007	Out-of-Area Pledge Revenue	25,000.00
4010	Uncollectible Pledge Expense	(1,500.00)
4020	In-Kind Revenue	28,000.00
4030	Contributions - Noncampaign	10,000.00
4100	Designation Processing Revenue	12,000.00
4150	Sponsorships Revenue	2,500.00
4160	Special Events Revenue	35,000.00
4161	Special Events Revenue - Board Dinner	1,000.00
4180	Administrative Fee Revenue	500.00
4200	Investment Earnings	0.00
4210	Miscellaneous Revenue	<u>500.00</u>
		319,042.00
5001	Salaries & Wages	114,565.00
5002	Payroll Taxes	8,763.00
5003	Payroll Fringe Benefits	984.00
5040	Americorp Contract Expense	8,366.00
5050	Professional & Contractual Fees Expense	34,600.00
5060	Electronic Media	2,400.00
5100	Campaign Materials Expense	300.00
5105	Office Supplies	4,580.00
5110	Printing Expense - Campaign	10,000.00
5115	Printing Expense - General	600.00
5150	Telephone & Internet Expense	3,485.00
5160	Travel Expense	4,125.00
5170	Training & Conference Expense	2,000.00
5180	Meetings Expense	3,250.00
5190	Food & Beverage - Events	3,650.00
5200	Postage Expense	540.00
5205	Postage Expense - Campaign	3,500.00
5210	Marketing Expense - Campaign	14,000.00
5211	Marketing Expense - General	4,800.00
5220	Recognition Awards - Campaign	50.00
5225	Recognition Awards - General	10,800.00
5230	Interest / Bank / Credit Card Fees Expense	2,395.00
5235	Insurance Expense	2,300.00
5240	United Way Worldwide Dues	2,200.00
5245	Memberships, Licenses, Fees - General	2,500.00
5250	Rent Expense - Equipment	0.00
5251	Rent Expense - Office	13,800.00
5260	Depreciation Expense - Furniture & Equipment	0.00

United Way of Southeast Alaska
Summary Budget Comparison
From 9/1/2015 Through 11/30/2015

5270	Allocations Expense	40,000.00
5300	Miscellaneous Expense	<u>0.00</u>
		298,553.00
	Total 100 - Operating	20,489.00

United Way of Southeast Alaska
Summary Budget Comparison
From 9/1/2015 Through 11/30/2015
200 - Wells Fargo - Literacy Project

Account Code	Account Title	Total FY Budget
4300	Grant Revenue	<u>2,500.00</u>
	Total 200 - Wells Fargo - Literacy Project	2,500.00

United Way of Southeast Alaska
Summary Budget Comparison
From 9/1/2015 Through 11/30/2015

300 - Coeur Alaska

Account Code	Account Title	Total FY Budget
4300	Grant Revenue	36,960.00
5001	Salaries & Wages	6,640.00
5002	Payroll Taxes	508.00
5003	Payroll Fringe Benefits	57.00
5040	Americorp Contract Expense	5,434.00
5105	Office Supplies	250.00
5115	Printing Expense - General	350.00
5160	Travel Expense	50.00
5180	Meetings Expense	200.00
5190	Food & Beverage - Events	500.00
5211	Marketing Expense - General	500.00
5225	Recognition Awards - General	<u>300.00</u>
		14,789.00
	Total 300 - Coeur Alaska	22,171.00

United Way of Southeast Alaska
 Summary Budget Comparison
 From 9/1/2015 Through 11/30/2015

305 - CBJ Grant

Account Code	Account Title	Total FY Budget
4030	Contributions - Noncampaign	2,500.00
4300	Grant Revenue	<u>14,300.00</u>
		16,800.00
5001	Salaries & Wages	2,837.00
5002	Payroll Taxes	217.00
5003	Payroll Fringe Benefits	24.00
5040	Americorp Contract Expense	2,500.00
5050	Professional & Contractual Fees Expense	5,000.00
5060	Electronic Media	65.00
5105	Office Supplies	250.00
5160	Travel Expense	1,700.00
5190	Food & Beverage - Events	1,500.00
5211	Marketing Expense - General	1,000.00
5230	Interest / Bank / Credit Card Fees Expense	<u>55.00</u>
		15,148.00
	Total 305 - CBJ Grant	<u>1,652.00</u>

Dinner Catering Menus

Entrees:

Garlic and Rosemary Chicken -	\$14.95
7 oz. Bacon-Wrapped Filet Mignon -	\$15.95
Add Black & Bleu (black pepper & bleu cheese) -	\$22.95
Apple-Stuffed Pork Kurobuta with a kumquat mostarda -	\$15.95
Black and Blue Chicken – Cajun and Cracked Pepper Spiced with Melted Blue Cheese -	\$16.95
Chicken Italiano – Oregano-Spiced Chicken, baked With Prosciutto and Gruyere Cheese. Finished with Marsala, Sun-Dried Tomatoes and Pinenuts -	\$17.95
Alaskan King Salmon – Your choice of Grilled, Cajun or Baked - Pecan-Encrusted -	\$18.50 add \$2
Alaskan Black Cod – Baked with a Miso Glaze and Garnished with Fried Edamame -	\$19.95
12 oz. Slow Roasted Prime Rib with Au Jus and Horseradish -	\$21.95
Add Oscar - with béarnaise, crab and artichokes -	\$31.95
Alaskan Rockfish Oscar – Seasoned and Baked, Garnished With Bearnaise, King Crab and Artichokes -	\$21.95
Alaskan Halibut – Your choice of Grilled, Cajun, Baked or Sesame Marinated -	\$21.95
Wasabi King Salmon – Baked on Cedar with a Lingonberry Relish and Finished with a Wasabi Aioli -	\$22.95
Halibut Picatta – Baked and Finished with a Lemon Caper Buerre Blanc -	\$24.95
King Salmon or Halibut Neptune – Stuffed with Bay Shrimp, Crab and a Seasoned Cream Cheese. Finished with a Hollandaise Sauce -	\$26.95
Alaskan Halibut Alyeska – Baked with a Crab and Artichoke Cream Topping -	\$29.95

Salads:

\$3.95 each

Brown Rice Salad with Cumin Vinaigrette

Classic Caesar Salad

Poached Pear and Gorgonzola Salad with Balsamic Vinaigrette

Garden Salad with Choice of Dressing

Vegetables:

\$2.25 each

Asparagus Tips with Bearnaise

Steamed Broccoli with Hollandaise

Ratatouille

Squash Medley

Starches:

\$2.95 each

Mushroom Risotto

Loaded Mashed Potatoes

Fingerling Potatoes with Herbs

Rice Pilaf

Escalloped Potatoes

Smashed Sweet Potatoes

Desserts:

\$4.95 each

Carrot Cake

Flourless Chocolate Torte with Raspberry Coulis

Red Velvet Cake

Key Lime Pie

Chocolate Cheesecake

Chocolate Ale Cake

Peanut Butter Pie

Pecan Bacon Tart

Rice Pudding Brulee

Bacon Shortcake with Bananas and Peanut Butter Cream

Presidents Report for December 17, 2015

Meetings

- 11/20 – KINY Food drive, Miners Association meeting, DIG meeting, MAPP meeting, JCF listening session @THRHA
- 11/23 – Staff meeting
- 11/24 – Rotary meeting
- 11/25 – Meet with Pam Watts for tour and briefing on JAMHI facilities and programs
- 11/30 – Staff meeting
- 12/1 – Rotary meeting and check presentation
- 12/2 – JCF Hope Endowment listening session THRHA conf room
- 12/3 - JCF Hope Endowment listening session McPheters Hall
- 12/4 – Effective Meetings Network teleconf
- 12/7 – Staff meeting
- 12/8 - Alicia Pasterski KINY Pick, Click, Give radio ad planning, Rotary meeting, meet with Laura Lucas for tour and briefing Front Street Community Health Center
- 12/9 – Collective Impact conversation
- 12/10 – Bartlett Foundation Xmas kick off
- 12/11 – Kendri Cesar board orientation,
- 12/14 – Meet with Chair Elect Mark Mesdag
- 12/15 – Dirk Van den Bosch conversation, Rotary meeting, Bell ringing downtown for Salvation Army, SEACHIN teleconf
- 12/16 – Northrim check presentation, meet w/Sharon Gaipman, meet w/Sign shop, Finance committee meeting
- 12/17 – Wells Fargo Advisory Board, Foraker Operations Board meeting, JCF CBJ Block grant meeting, Rustan Burton conversation, United Way Board meeting

Worked on following tasks –

FY 2016 Budget development
Southeast Outreach planning
Reading Tutor report

Campaign presentations