**Board Members in Attendance**

|  |
| --- |
|  |
| X | Mary Becker – Past Chair | A | Chris Gerondale |  | **Staff** |
| X | Mark Bryan – Chair  | X | Alberta Jones | X | Wayne Stevens |
| X | Karen Crane – Chair Elect | X | Jaysen Katasse | X | Jennifer Treadway |
| T | Mark Mesdag –Treasurer | X | Joan O’Keefe |  |  |
| X | Sheryl Weinberg– Secretary  | E | Corey Pavitt  |  | **Guest(s):** |
| A | Katherine Eldemar | A | Bernie Sorenson | X | Adam Wilkinson |
| A | Glenn Gelbrich | X | Robbie Stell | X | Garland Walker |
| T | Rosemary Hagevig  | X | Lance Stevens |  |  |
| Legend:    X = present           E = excused absence         T = teleconference A=absent |

**Call to Order and Introductions**

Chair Mark Bryan called the meeting to order at 5:15 PM. Quorum established with eleven board members present.

**Presentations: Lu Seapy, LaVina Van Sickle, Kate, Dylan & Callie, SERCC (Family Literacy Program)**

Program instructors, Lu Seapy and LaVina Van Sickle, thanked United Way of Southeast Alaska for continued support. Seapy briefly explained that the SERRC Family Literacy Program at Gruening Park seeks to strengthen families and individuals by improving the basic education and literacy skills of Juneau’s neediest residents. The Family Literacy Program features three program components: Elementary Education, Early Literacy and Positive Parenting, and Family Nights. After sharing program highlights, Seapy invited Kate, Dylan, and Callie (elementary students) to share poems they had written as part of Gruening Park’s Homework Club.

**Amanda Taylor, Brave Heart Volunteers**

Amanda Taylor, former AmeriCorps member and current Program Director for Brave Heart Volunteers, provided a brief description of Brave Heart Volunteer’s mission and eight areas of care. After sharing program statistics, Taylor shared a personal statement of her AmeriCorps experience as well as a personal statement from the current AmeriCorps member.

 **Phoebe Rohrbacher, Four A’s**

After thanking the Board of Directors for community impact funds, Phoebe Rohrbacher, Juneau Coordinator for Four A’s, briefly explained the syringe exchange program while also addressing the program’s potential taboos. After sharing program statistics, Rohrbacher shared a recent success story of a regular client.

 **Lori Heagy & Rebecca Riker with Juneau, Alaska Music Matters**

Program coordinators and instructors, Lori Heagy and Rebecca Riker, provided a brief overview of Juneau, Alaska Music Matters (JAMM) and explained the importance of early instrumental music. While sharing program statistics, Heagy explained that through music instruction students develop focus and self-control, build confidence and self-esteem, and strengthen skills for school success.

Chair Bryan asked all board members to fill out the meeting day and time preference survey at start of meeting.

**Approval of Agenda**

Chair Bryan asked for approval of the agenda.

**Motion: Board member Weinberg moved to approve the agenda as presented.**

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

**Approval of the Minutes from December 20, 2012 Board Meeting and January 12, 2013 Annual Meeting**

Chair Bryan asked for approval of the minutes from the December 20, 2012 Board of Directors meeting and

January 12, 2013 Annual Meeting

**Motion: Board member Stevens moved to approve the minutes from the December 20, 2012 Board of Directors meeting and the minutes from the January 12, 2013 Annual meeting of the Board. Board Member Stell seconded. Motion approved unanimously.**

**Presentations**

Past Chair Becker recognized outgoing board members, Garland Walker and Adam Wilkinson. She thanked them for their many years of service to United Way of Southeast Alaska as board members and volunteers for the organization. She noted the appreciation of the other board members for their selfless service.

**Committee Reports**

**Finance Committee – Mark Mesdag**

Treasurer Mesdag reviewed the December 2012 and January 2013 finance statements. He noted that the Finance Committee had met on Tuesday, February 19, to review the finance statements. He noted that there was improved campaign activity through the end of January and that all expenses were well within range of the amounts budgeted. He reported that in the process of cleaning up the accounting system and the database system, it was discovered that there had been a double booking of some $7,000 of pledges and a recording of $9,000 in donated services included as cash. These items would be reversed in the February reports and may lead to findings of other items as we continue the process of cleaning up the database.

Mesdag walked the board through the 2012 audit report from Altman Rogers & Co. as well as the Letter to the Governing Board. The audit and report indicate no deficiencies and find the financial statements to be neutral, consistent and clear. Mesdag answered questions from the board about the audit, process and findings.

Mesdag reviewed proposed changes and additions to United Way of Southeast Alaska’s Fiscal Policies. The changes were to reflect the correct fiscal year ending August 31, add the Combined Federal Campaign to the list of campaign activities, and add a policy to raise the threshold for Fixed Assets from $500.00 to $5,000.00.

**Motion: Board Member Hagevig moved to approve the December and January finance statements as presented. Chair Elect Crane seconded. Motion approved unanimously.**

 **Personnel Committee – Sheryl Weinberg**

Board member Weinberg reported on the CEO evaluation process and outcomes.

 **Campaign Committee – Robbie Stell & Rosemary Hagevig**

Campaign Co-chair Stell reported on the status of the 2012 campaign efforts. Resource Development Director Treadway reported on campaign activity noting that campaign income YTD is $198,469.37 compared to 2011 YTD income of $193,467.96. There is a lot of work to be done before the end of the campaign year to achieve our goal of $500,000.

**Strategic Plan Update –** Meeting set for March 15, 2013, to be facilitated by Scott Miller with The McDowell Group. Meeting location to be announced.

**Old Business**

**New Business**

 **2012 Audit report and Letter to Governing Board**

**Motion: Board member Hagevig moved to accept the 2012 Audit Report and the Letter to the Governing Board as presented. Chair Elect Crane seconded. Motion approved unanimously.**

 **Amendments to Fiscal Policies**

**Motion: Board member Hagevig moved to approve the December and January finance statements as presented. Chair Elect Crane seconded. Motion approved unanimously.**

 **Board Meeting Day and Time Preference**

Chair Bryan noted that there had been a number of changes to the Board of Directors since the board had last discussed optimum meeting day and time. He had asked board members to fill out a short indication of preference at the start of the meeting. President Stevens noted that 13 member have responded with 11 indicating that Thursday at 5:15pm was still the optimum time to meet. Second choice with 4 responders indicating that Tuesday at 5:15 pm was the preferred choice. Board meetings will continue to be held on the third Thursday of the month at 5:15 pm.

**Small Project ideas and discussion**

Board Chair Bryan noted that at the annual meeting he had indicated that he would like to see the board take a more active role in the community. He had suggested developing a small project that the UWSEAK board member would undertake in the coming year. Below are the small project ideas generated from that discussion:

Health food related- cook at Glory Hole

Education Programs – reading tutors

SERRC – TLC –IPADS – support successful programs

Afterschool program/activity

Entertain children with books @ Gov. Christmas open house

Imagination Library

SERRC Family Nights

Visible – wear shirts

Ask member agencies for projects

Celebration

Day of Caring – UWSEAK team

Adopt a Highway

UWSEAK walk with members

4th of July Parade float

**Board Service Discussion – What does serving on the United Way Board mean to me?**

Given the late hour, Board Chair Bryan asked board members to give thought to the question and come to the strategic planning session on March 15 prepared to answer the question.

**Chair Report**

 President Bryan had no additional information

**President’s Report**

Stevens pointed out the attachments in the Board packet including his President’s report. He reported on progress of the contracting of the accounting and database management with United Way of Anchorage, gave a brief update on the board self assessment, noted that the annual report would be published in the Juneau Empire on Sunday, March 17, and in the Capital City Weekly on Wednesday, March 20, and reported on his upcoming visit to Petersburg.

**Board Member Comments**

**Adjournment**

Meeting adjourned at 7:25 PM.