

Mission Statement: "United Way collaborates with partner agencies to strengthen and improve Health, Education and Income Stability in Southeast Alaska."

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

**Thursday, July 12, 2018
5:15-7:00 PM**

United Way of Southeast Alaska 3225 Hospital Drive, Suite 106

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

I. CALL TO ORDER and INTRODUCTIONS –Chair Russell

II: APPROVAL OF AGENDA – Corrections/Additions

III: APPROVAL OF MINUTES – Corrections/Additions

June 21, 2018 Meeting Minutes

IV: PRESENTATIONS – Donor Development & Sustainability, Kaylee Matheny & Samantha Dye

Donor Thank you cards

V: COMMITTEE REPORTS

Resource Development

Finance Committee – Karmen Bowman, Treasurer; Chris Pace, Mark Mesdag

May Finance report

Campaign Committee –Mark Mesdag, Kendri Cesar, Warren Russell, Jennifer Treadway

Events Committee– Brittany Pace, Jennifer Treadway-O’Dea, Karmen Bowman,

Robbie Stell

Nonprofit Executives – Joy Lyon, Millie Ryan

Governance Committee

Board Development Committee – Mark Mesdag, Warren Russell

Personnel Committee – Jennifer Treadway, Brittany Pace, Warren Russell

VI: STRATEGIC DISCUSSIONS – Strategic Plan, Awareness, Fund raising, Engagement - SAFE

VII: Old Business –

VIII: New Business – Board Members removal

Day of Caring - September 24 Sitka, September 26 Ketchikan, September 28 Juneau

Campaign Committee - Co-Chairs for Campaign

X: CHAIR REPORT – Warren Russell

XI: PRESIDENTS REPORT – Wayne Stevens

XII: BOARD MEMBER COMMENTS

XIII: ADJOURNMENT Next Meeting August 16, 2018

Vision Statement: "United Way of Southeast Alaska addresses individual needs and improves lives by organizing the caring and collaborative power of our communities"

2018 Board Member Attendance

Term Ends	First Name	Last Name	1/25	2/15	3/15	4/19	5/17	6/21	7/19	8/16	9/20	10/18	11/15	12/20	% Attendance	X's	Total
Jan - 2020	Karmen	Bowman	X	X	X	X	X	X							100%	6	6
Jan - 2020	Kendri	Cesar	X	X	X	E	X	E							67%	4	6
Jan - 2021	Jennifer	Treadway-O'Dea	X	X	X	E	X	X							83%	5	6
Jan - 2020	Joy	Lyon	E	X	E	E	X	T							50%	3	6
Jan - 2019	Mark	Mesdag	X	T	T	X	X	X							100%	6	6
Jan - 2021	Sasha	Moore						X							100%	1	1
Jan - 2020	Brittany	Pace	X	X	X	X	E	A	A						57%	4	7
Jan - 2020	Chris	Pace	X	X	X	E	E	A	A						43%	3	7
Jan - 2020	Fred	Parady	E	X	E	E	X	E							33%	2	6
Jan - 2021	Warren	Russell	X	X	X	E	X	X							83%	5	6
Jan - 2019	Millie	Ryan	E	X	X	X	E	X							67%	4	6
Jan - 2019	Robbie	Stell	X	E	X	E	X	X							67%	4	6
Jan - 2021	Tom	Sullivan	-	-	E	X	X	E							33%	2	6
Jan - 2021	Karen	Wright	X	T	E	-	-								40%	2	5
Total Board Attendance			12	12	13	12	12	13	13	12	12	12	13	13	63.75%	51	80
Average Percentage Attending			75%	92%	69%	42%	75%	62%	#####	#####	#####	#####	#####	#####	#DIV/0!		

X= Attended

T= Teleconferenced In

E= Excused

A= Absent

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

**Thursday, June 21st, 2018
5:17-6:22 PM**

**United Human Services Conference Room
3225 Hospital Drive**

Board Members in Attendance					
X	Warren Russell- Chair	A	Brittany Pace		Staff
X	Mark Mesdag - Past Chair	A	Chris Pace	X	Wayne Stevens
X	Jennifer Treadway- O'Dea – Secy.	E	Fred Parady	X	Kaylee Matheny
X	Karmen Bowman-Treasurer	X	Millie Ryan		
E	Kendri Cesar	E	Tom Sullivan		
X	Robbie Stell	X	Sasha Moore		Guest(s):
T	Joy Lyon				
X= Present E= Excused Absence T= Teleconference A= Absent					

CALL TO ORDER AND INTRODUCTIONS

Chair Russell called the meeting to order at 5:17 PM. A quorum was established with 8 members present.

APPROVAL OF AGENDA

Motion: **Past Chair Mesdag moved to adopt the agenda as presented. Secretary Treadway- O’Dea seconded the motion.**

Chair Russell 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: **Secretary Treadway-O’Dea moved to approve the minutes of the May 17th, 2018 Board of Directors Meeting. Board Member Stell seconded the motion.**

Motion to approve minutes as presented was approved unanimously.

PRESENTATIONS

Donor Development & Sustainability- Kaylee Matheny & Samantha Dye

With Dye out of town, Matheny gave a brief update on donor development, explaining that additional reports have been pulled with direction from Samantha. Additionally, the donor development binder has been updated to make it more easily readable for committee members. More discussion will be had once Dye is back in town.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, June 21st, 2018

5:17-6:22 PM

United Human Services Conference Room
3225 Hospital Drive

COMMITTEE REPORTS

Resource Development:

Finance Committee - Karmen Bowman, Chris Pace, & Mark Mesdag

No report available because Len, the accountant for UW Anchorage, was on vacation prior to his pending departure. President Stevens explained that a new accountant has been hired, but is still learning about UW Anchorage and other non-profits in Alaska.

Campaign Committee - Kendri Cesar & Mark Mesdag

No report because no recent meetings have been held. The committee plans to begin meeting in the next few months.

Events Committee- Brittany Pace, Jennifer Treadway-O'Dea, & Karmen Bowman

Discussion was held on canceling the comedy show. Chair Russell reminded everyone the topic was included in the new business portion of the agenda.

Governance:

Board Development Committee- Warren Russell & Mark Mesdag

Chari Russell introduced and welcomed Sasha Moore to her first board meeting.

Chair Russell explained the committee is still recruiting for a new board member with media/advertising skills.

Personnel Committee- Warren Russell, Jennifer Treadway-O'Dea & Brittany Pace

Chair Russell and Secretary Treadway- O'Dea plan to meet.

Discussion was had about board member Moore joining the events committee as Secretary Treadway-O'Dea asked to leave the events committee to work on the personnel committee.

STRATEGIC DISCUSSIONS

No Discussion.

OLD BUSINESS:

No old business.

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

Thursday, June 21st, 2018
5:17-6:22 PM
United Human Services Conference Room
3225 Hospital Drive

NEW BUSINESS:

- **Approve United Way Worldwide 2018 Membership Certification –**

Motion: Board Member Stell moved to approve the United Way Worldwide 2018 Membership Certification. Past Chair Mesdag seconded the motion.

Motion to approve United Way Worldwide 2018 Membership Certification was approved unanimously.

- **Authorize President Stevens to send proxy to United Way Worldwide –**

Motion: Secretary Treadway- O’Dea moved to approve the authorization of President Stevens to send proxy to United Way Worldwide. Past Chair Mesdag seconded the motion.

Motion to approve the authorization of President Stevens to send proxy to United Way Worldwide was approved unanimously.

- **Adopt and update United Way of Southeast Alaska’s fiscal policy to reflect United Way Worldwide’s fiscal policy–**

Motion: Past Chair Mesdag moved to approve the adoption and subsequent update of United Way of Southeast Alaska’s fiscal policy to reflect United Way Worldwide’s fiscal policy. Treasurer Bowman seconded the motion.

Motion to approve the adoption and update of United Way of Southeast Alaska’s fiscal policy to reflect United Way Worldwide’s fiscal policy was approved unanimously.

- **Cancelation of Comedy Show and any verbal commitment –**

Motion: Treasurer Bowman moved to approve the cancelation of the comedy show and any verbal commitment. Board member Stell seconded the motion.

Motion to approve the cancelation of the comedy show and any verbal commitment was approved unanimously.

CHAIR’S REPORT-

Chair Russell discussed the need to recruit another board member.

Also discussed was the Day of Caring event and how the Sitka and Ketchikan Day of Caring dates have already passed. The idea to host these events in October was discussed. As summer tourist season will be ending, organizations will no longer be as busy. Chair Russel also reminded to board members that the Day of Caring in Juneau is typically at the end of September, so everyone should start thinking about their availability.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, June 21st, 2018

5:17-6:22 PM

**United Human Services Conference Room
3225 Hospital Drive**

PRESIDENT'S REPORT-

President Stevens updated the board on the following topics:

- VITA grant application
- Close of the first year of AmeriCorps under UWSEAK
- Federal grants
- Reading tutor resigned
 - If anyone knows of a good candidate, please contact President Stevens.

BOARD MEMBER COMMENTS-

None

ADJOURNMENT-

Chair Russell adjourned the meeting at 6:22 PM

United Way of Southeast Alaska

3225 Hospital Drive, Suite 106
Juneau, Alaska 99801
tel 907.463.5530

unitedwayseak.org



MINUTES of the Finance Committee Meeting

Date of meeting: July 12, 2018 Time: 4:00 pm

Place: UWSEAK Conference Room

Members Present (first & last name): Karmen Bowman, Mark Mesdag, Warren Russell

Members absent (excused): Chris Pace

Other persons present: Wayne Stevens

Chairperson: Karmen Bowman

ITEMS DISCUSSED: July Finance Statements, information from statements was missing.

On the summary page Net Income shows \$6,178

Net income on statement of Activities shows 18,272

Wondering why difference?

On summary Sheet Total Revenues show \$339,125

On statement of activities total revenue show \$351,218

Wondering why difference?

On statement of activities there is a line item designation processing revenue – Public \$12,093

Which is about the difference from two net revenue number and total revenue numbers.

Wondering what that number represents and if you can make corrections for net rev and total rev. so they balance?

On the Summary sheet Bottom of page Fall 2017 campaign pledges SHARE shows all \$66,682 designated to UW.

Wondering if that amount needs to appropriately allocated to both UW and Agencies?

Wondering when we will see the CFC revenue included in the summary?

UWANC CFO resubmitted with additional information to complete statements. Committee discussed campaign activity and potential campaign opportunities and fund raising ideas such as a Tough Mudder event.

DECISIONS MADE: Forward to board for review and approval.

Stevens directed to gather information about a Tough Mudder event to bring to Events Committee.

RECOMMENDATIONS TO BOARD FOR APPROVAL: Approve May Finance statements

Adjourned at: 4:45pm

Board terms shall be staggered so as to preserve an equal balance of members whose terms will expire in any one year.

Section 11: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Chair. Cause for removal from the Board shall include three consecutive unexcused absences from Board meetings. A Board member may be removed for this and other reasons by a three-fourths vote of all the remaining directors.

Section 12: Officers and Duties. The officers shall be Chair, Chair-Elect, Secretary and Treasurer, all of whom shall be members of the Board. The Board Development Committee shall nominate a slate of Board officers at the January Board meeting. In addition, any Board member may nominate a candidate for office from the floor at the January meeting. However, to be considered, the nominee must agree to serve the post prior to the Board's vote. The officers shall be elected by the Board at the January Board meeting. All officers shall hold office for one year, at which time their successors will be elected. The Chair-Elect will assume the presidency after one year on the executive committee. The officers' duties are as follows:

The **Chair** shall convene regularly scheduled Board meetings, and shall preside or arrange for other officers to preside at each meeting in the following order: Chair-Elect, Secretary and Treasurer. Together with the President, the Chair shall create the agendas for meetings, shall make appointments to standing committees, and shall perform other duties incidental to the office of Chair.

The **Chair-Elect** shall assume the duties of the Chair during the Chair's absence, shall assist the Chair in the performance of leadership functions, shall chair the Board Development Committee, and shall perform other duties incidental to the office of Chair-Elect.

The **Secretary** shall be responsible for keeping records of Board actions; including overseeing the taking of minutes at all Board meetings, distributing copies of minutes to each Board member, shall chair the Personnel Committee, and shall assure that corporate records are maintained.

The **Treasurer** shall make a report at each Board meeting. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, and make financial information available to Board members and the public. The Treasurer shall review the audits or independent financial reports of the agency to ensure accuracy.

Today we sent out via email the graphic icon for United Ways that met the criteria for the big thumbs up! Thanks to those of you who took the time to respond by the due dates for the requirements. We really appreciate your diligence!

From: Palazio.Jenny [<mailto:Jenny.Palazio@uww.unitedway.org>]
Sent: Wednesday, July 11, 2018 11:36 AM
To: president@unitedwayseak.org
Subject: Thank you - 2018 UWW Membership Requirements

Thank you! United Way of Southeast Alaska completed the 2018 United Way Worldwide membership requirements by their due dates. A more formal thank you will be sent to you shortly.

You may use the graphic displayed below on your United Way's website (right click on the graphic and select "Save as Picture" or "Save Image As"). You may also download the file as a jpeg on United Way Online, clicking [here](#). Thank you again, and please contact me if you have any questions.



Jenny Palazio | Senior Director, Member Services

United Way Worldwide

701 North Fairfax Street, Alexandria, VA 22314 USA | tel: +1 703.836.7110 ext. 511

www.unitedway.org | Find us on: [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

United Way fights for the health, education and financial stability of every person in every community. LIVE UNITED®

Thanks to Vickie Corbett, United Way of Adams

County: <https://online.unitedway.org/groups/membership-accountability/big-thumbs>

Today we sent out via email the graphic icon for United Ways that met the criteria for the big thumbs up! Thanks to those of you who took the time to respond by the due dates for the requirements. We really appreciate your diligence!

From: United Way Small Cities (Metro V-XI only) [<mailto:SMALLCITIES-L@LISTSERV.UNITEDWAY.ORG>]

On Behalf Of Lyn Mizer

Sent: Wednesday, July 11, 2018 4:20 PM

To: SMALLCITIES-L@LISTSERV.UNITEDWAY.ORG

Subject: [SMALLCITIES-L] Great way to tell donors what a "Thumbs Up" means

I do not remember who wrote this out but I thought it was a great way to summarize the criteria we meet in order to be a member in good standing and it bears repeating:

First, they must be recognized as exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Every year they must file IRS form 990 in a timely manner which must be reviewed by their Board of Directors prior to filing and must make it available to the public upon request.

Second, they must comply with all applicable legal, local, state and federal operating and reporting requirements. They must reveal if there is an investigation for any violations of local, state and federal laws. They must conduct anti-terrorism compliance measures, comply with the provisions of Sarbanes-Oxley which includes whistleblower protection and document retention and destruction policies and they must be currently registered to conduct charitable solicitations at the state and local level.

Third, they are required to have an active, responsible, and voluntary governing body which ensures effective governance over the policies and financial resources of their organization. The board must meet at least quarterly; approve the annual budget; have at least two board members with financial experience; review financial statements at least quarterly; review and approve fund distribution decisions; review its bylaws and governing policies at least every three years; and, engage an external auditor and the audit is must be presented to the full board.

Fourth, they must adhere to a locally developed and adopted statement to ensure volunteers and staff broadly reflect the diversity of the community they serve.

Fifth, they must represent themselves as a United Way in accordance with all UWW trademark standards and requirements, including those contained in the licensing agreement.

Sixth, they must provide financial support to UWW in accordance to the membership investment formula which is 1% of money during our campaign. The other 99% stays in our county! UWW member benefits include products and services to enhance their work locally and collectively as a network.

Seventh, they must adhere to a locally developed and adopted code of ethics for volunteers and staff, which includes provisions for ethical management, publicity, fundraising practices, with full and fair disclosure. All staff and board must annually review and sign a conflict of interest and code of ethics statement.

Eighth, they must have an annual audit conducted and year-end financial statements prepared by an independent certified public accountant whose examination complies with generally accepted auditing standards and accounting principles. The audit must be an unqualified “clean” audit. The board must review the auditor’s management letter and take appropriate actions to minimize any risks identified

Ninth, they must conduct and submit to UWW every three years a business performance self-assessment of their community impact work, financial management, organizational governance and decision making.

Lyn Mizer, Director



Uniting neighbors and resources to positively impact lives in Coshocton County

www.coshoctonunitedway.org

402 Main Street
P.O. Box 84
Coshocton, OH 43812
740.622.4567



Presidents Report for July 19, 2018

Meetings

June 22 – Lunch w/Marie Stevens, Reading Tutor conversation
June 25 – Foraker Group Rural Task Force; UHS Board meeting
June 26 – KINY record new ads w/Ann Gifford, Mark Mesdag; lunch Dave Bryne Wells Fargo;
June 28 – Wells Fargo Advisory board meeting
June 29 – Meet w/Emlly Miller, Brian Naplachowski, Juneau Empire
July 3 – Rotary meeting
July 6 – Len Lambert AmeriCorps finance discussion; Nonprofit Executive meeting
July 9 – Marie Stevens & Sharon Cannon Reading Tutor discussion; AmeriCorps member discussion
July 10 – Rotary meeting
July 11 – Lunch w/Mila Cosgrove CBJ
July 12 – Foraker Public Policy committee; ROCK Juneau @JEDC; Finance Committee meeting;
July 13 – Wade Bryson & Joy Lyon Best Starts conversation
July 17 – Rotary meeting
July 18 – Foraker Public Policy Committee
July 19 – Best Starts Conversation; United Way Board meeting

Worked on following tasks –

- ❖ AmeriCorps reporting
- ❖ STEPS Grant
- ❖ AmeriCorps budget 2018-19
- ❖ United Way Worldwide annual filings and reports
- ❖