

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, March 17, 2016

5:15-7:00 PM

United Way of Southeast Alaska 3225 Hospital Drive, Suite 201

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

- I. **CALL TO ORDER and INTRODUCTIONS** –Chair Mesdag
- II: **APPROVAL OF AGENDA** – Corrections/Additions
- III: **APPROVAL OF MINUTES** – Corrections/Additions
 - December 17, 2015 Board meeting minutes
 - January 21, 2016 Board meeting minutes
- IV: **PRESENTATIONS** – 2015 Audit report presentation Altman, Rogers
- V: **COMMITTEE REPORTS**
 - Resource Development**
 - Finance Committee – Bill Peters, Treasurer, February Finance Report
 - Campaign Committee – Bill Peters, Rustan Burton, Mark Mesdag
 - Events Committee -
 - Governance Committee**
 - Board Development Committee – Mark Mesdag
 - Personnel Committee –Bill Peters, Ann Gifford
 - Education Committee – Robbie Stell, Ann Gifford, Kendri Cesar
 - Income Stability Committee –
 - Health –
- VI: **STRATEGIC PLAN UPDATE** – 2015 Strategic Plan review and set strategy for coming year
- VII: **OLD BUSINESS**
- VIII: **NEW BUSINESS**
 - Committee Assignments
 - Cruise for a Cause - May 5
 - Approve updated job descriptions for President/CEO and Resource Development Director
- IX: **CHAIR REPORT** – Mark Mesdag
- X: **PRESIDENTS REPORT** – Wayne Stevens
- XI: **RESOURCE DEVELOPMENT DIRECTOR REPORT**
- XII: **BOARD MEMBER COMMENTS**
- XIII: **ADJOURNMENT**

Next Meeting April 21, 2016

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

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, Juneau, AK

Board Members in Attendance

Board Members in Attendance					
X	Rustan Burton - Chair	E	Kelli Grummett		Staff
X	Karen Crane - Past Chair	X	Rosemary Hagevig	X	Wayne Stevens
E	Mark Mesdag – Chair Elect	E	Joy Lyon	X	Sara Truitt
E	Bill Peters –Treasurer	X	Warren Russell		
E	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 Russell moved to adopt the agenda as presented. Board Member Stell 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: Board Member Hagevig moved to approve the minutes from the November 19, 2015 Board of Directors meeting. Board member Russell seconded.

Motion approved unanimously.

PRESENTATIONS – Pick Click Give Thank you postcards – Sara Truitt, Resource Development Director

Resource Development Director Sara Truitt handed out thank you postcards, suggested language and lists of names and addresses to board members and asked them to address and sign 6-8 postcards thanking Pick Click Give donors from this year’s donors to United Way.

Committee Reports

Resource Development

Finance Committee – Treasurer Peters

Treasurer Peters was not available and the Finance Committee and staff had not met to review the November finance reports. President Stevens reported revenues continue to trend up slightly from the prior year. Expenses

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are tracking and down slightly from the prior year. Staff has finished developing the budget for FY 16. No changes in budget.

Campaign Committee – Bill Peters, Rustan Burton

Chair Burton 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. Board member Bill reported on progress she has made in connecting with medical clinics and offices. She had made contact with a number of hospital administrators throughout the region in November and she had connected staff with Rob Allen of the Sitka Hospital. Staff was following up.

Events Committee – Sue Bill, Kelli Grummet, Rosemary Hagevig

The committee had not met.

Governance

Board Development Committee – Mark Mesdag

Chair Elect Mesdag was not present and no report was available.

Personnel Committee – Bill Peters, Ann Gifford

Treasurer Peters was not present and no report was available.

Education Committee - Robbie Stell, Ann Gifford, Joy Lyon

Secretary Gifford was not present and no report was available.

Income Stability Committee – Millie Ryan

Board member Ryan was not present and no report was available.

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

No report.

Strategic Plan Update –

Goals Review

Old Business

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

Board Member Russell had reached out to a number of business members who also had operations in Sitka about holding a Day of Caring Activity in the spring. The business members he contacted were very interested in developing plans to make that happen in the spring. Board member Russell will work with staff to make this happen.

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New Business

Set Menu for Annual meeting

Staff present noted that they had included menu options in the board packet and asked for input from board members on preferences for the January 21 annual meeting menu. Staff will relay preferences to The Hangar.

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 his monthly president's report. He updated board members on the Altman Rogers United Way Today ads and thanked Chair Burton for upgrading the print ad in the Capital City Weekly to include color. He reported that he has been working with the radio stations on finding a sponsor in Sitka and Ketchikan to run similar United Way Today ads in those markets. Board member Russell indicated his company might be interested. President Stevens will connect him with the radio sales reps to get details for him.

Resource Development Director Report – Sara Truitt

Resource Development Director Truitt reported that all of the doctor office campaign contacts submitted by Sue Bill have been followed up on – but due to the holiday season, all have delayed their final response until after the New Year. All campaign contacts submitted by Bill Peters were also followed up on; KTOO was the only one of those contacts who agreed to a campaign presentation, set for Jan 7th. Truitt also reported that the partner agency applications were up to date and awaiting the start of the new year to be released to interested partners. She also reported that several key campaign locations were up, noting Northrim and CBJ, as well as Bartlett Hospital, whose campaign is still ongoing – pledge forms are still coming in regularly. She also reported speaking with Jason Green, Pick Click Give manager in Anchorage, and reported that United Way would be receiving a promotional banner. In addition, she relayed that KINY Pick Click Give radio commercials were pending release at the end of December.

Board Member Comments

Board members thanked board member Hagevig for hosting the meeting at her home. They appreciated the effort and enjoyed the refreshments.

Adjournment

Chair Burton adjourned the meeting at 6:40 PM

United Way of Southeast Alaska Board of Directors Meeting

Friday, January 21, 2016
6:30 -8:45 PM
Hangar on the Wharf, Ballroom

Board Members in Attendance

Board Members				Staff	
X	Rustan Burton - Chair	E	Kelli Grummett	X	Wayne Stevens
X	Karen Crane - Past Chair	X	Rosemary Hagevig	X	Sara Truitt
X	Mark Mesdag – Chair Elect	X	Joy Lyon	X	Lisa Worl
X	Bill Peters –Treasurer	E	Warren Russell		Guest(s)
E	Ann Gifford– Secretary	X	Millie Ryan	X	Dale Cotton
E	Sue Bill	X	Robbie Stell	X	Brandon Cullum
X	Kendri Cesar			X	Dan Fruits
				X	Ricardo Worl
				X	Anna Burton
					Lisa Peters
				X	C. Allen Truitt
Ledgend: X = present E = excused absence T = teleconference					

Call to Order and Introductions

Chair Burton called the meeting to order at 6:40pm. A quorum was established with nine board members present.

Approval of Agenda

Chair Burton asked for approval of the agenda.

Motion: Board Member Lyon moved to approve the agenda as presented. Board Member Stell seconded the motion.

No additions to agenda. **Motion passed unanimously**

Committee Reports

Campaign Update – Bill Peters Treasurer

Treasurer Peters shared a campaign update with the board, noting that the campaign amount pledged through January 21 was \$125,462. This is up about 15% over YTD from last year. A number of workplace campaigns were up significantly this year, with Coeur presentations to be made in March and THRHA presentation done on Friday January 22.

Old Business: Chair Burton reported on a potential fundraiser for the coming year. He reported on the possibility of a high profile celebrity being in Juneau for a United Way fund raiser. Board members were apprised of name and asked to keep it to themselves for the time being. Chair Burton will update board as potential develops.

United Way of Southeast Alaska Board of Directors Meeting

Friday, January 21, 2016
6:30 -8:45 PM
Hangar on the Wharf, Ballroom

New Business

Election of Board Members

Introduction and re-election of Board Members Ann Gifford, Mark Mesdag and Robbie Stell for a three year term on the board with a term expiring January 2019

Motion: Board Member Hagevig moved for the re-election of Board Members Gifford, Mesdag and Stell as presented. Past Chair Crane seconded the Motion.

Motion passed unanimously.

Introduction and election of Joy Lyon for a two year term to serve as the Small Agency Representative on the board with a term expiring January 2018

Motion: Board Member Hagevig moved for the election of new Board Member Joy Lyon of AEYC-SEA to serve as the Small Agency Representative. Board Member Stell seconded the Motion.

Motion passed unanimously.

Election of 2016 Officers

Board Elections: 2016 Officers

Chair-	Mark Mesdag	Past Chair-	Rustan Burton
Secretary-	Ann Gifford	Chair elect-	Vacant
Treasurer-	Bill Peters		

Motion: Board member Hagevig moved to elect the following slate of officers for the 2016 Board year, Mark Mesdag as Chair; Secretary Ann Gifford; Treasurer Bill Peters; Rustan Burton as Past Chair.

Board Member Ryan seconded.

Chair elect position will remain unfilled at this time.

Motion: Board Member Hagevig moved that nominations for officers be closed and that a vote of unanimous consent be cast for the slate of officers. Board Member Stell seconded.

With no objection, the motion was approved unanimously.

Adjournment

Having no further business to conduct, Past Chair Burton adjourned the meeting at 6:55pm

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

Friday, January 21, 2016

6:30 -8:45 PM

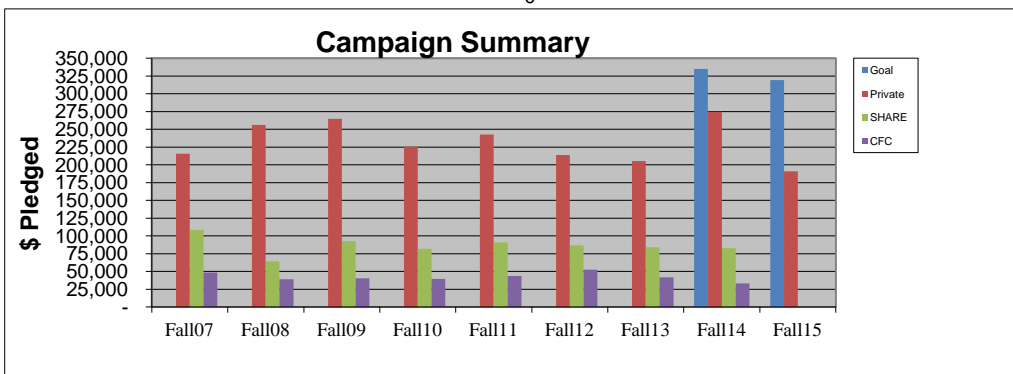
Hangar on the Wharf, Ballroom

**The next meeting to be held February 18, 2016 at the
United Way of Southeast Alaska Conference Room**

**United Way of Southeast Alaska
Financial Summary
February 29, 2016**

	Year to Date Actuals	Prior YTD Actuals	Year to Date Budget	Variance
Revenues				
Fall 15 Campaigns				
Private Cpgn to UW	107,021	77,563	82,708	24,313
Community Impact Revenue	18,339	19,966	46,500	(28,161)
Designations from Other United Way	-	-	25,000	(25,000)
SHARE to UW	-	-	-	-
CFC to UW	-	-	-	-
Uncollectible Pledge Expense	-	-	-	-
15% From private cpgn	8,023	3,426	7,710	313
Subtotal Campaign	133,384	100,955	161,918	(28,534)
Non-Campaign Income	37,402	47,509	68,760	(31,358)
Total Revenues	170,785	148,464	230,678	(59,893)
Expenses				
Human Resources	73,443	78,596	75,447	2,005
Travel & Training	1,205	1,957	4,313	3,107
Community Impact	-	-	-	-
Other Expenses	63,304	66,610	77,110	13,806
Total Expenses	137,952	147,163	156,870	18,918
Net Income (Loss)	32,833	1,301	73,808	(40,975)

	Current Year	Prior YTD	Liquidity (Current Ratio)	
			Current FY	Prior FY
Assets, Liabilities & Equity				
Assets				
Cash	167,484	216,195	August	1.94
Accounts Receivable	92,324	45,511	July	2.06
Other	1,244	2,038	June	2.08
Total Assets	261,052	263,744	May	2.16
Liabilities & Equity				
Agency Designations Payable	85,783	89,403	April	2.08
Other	13,962	13,365	March	4.05
Equity	161,306	160,977	February	2.62
Total Liabilities & Equity	261,051	263,744	January	2.51
	0	-	December	2.61
			November	2.24
			October	2.19
			September	2.17
				2.06



Campaign Collections	Private	SHARE	CFC	TOTAL
Fall 15				
Total Campaign Pledges	184,958	-	-	184,958
Designated to UW	119,321	-	-	119,321
Designated to Agencies	65,637	-	-	65,637
Total Collections to date	98,363	-	-	98,363
% Collected	53%	0%	0%	53%
Fall 14				
Total Campaign Pledges	280,883	82,643	32,969	396,494
Designated to UW	183,982	9,736	3,852	197,571
Designated to Agencies	96,901	72,906	29,117	198,924
Total Collections to date	248,091	77,379	29,306	354,776
% Collected	88%	94%	89%	89%

United Way of Southeast Alaska

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Juneau, Alaska 99801
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unitedwayseak.org

LIVE UNITED



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Learn United Reading Tutor Program

February 11, 2016

Program summary:

The program is a partnership between United Way Southeast, Coeur Alaska and the Juneau School District. The Reading Tutor program brings volunteer tutors into the schools to help students improve their literacy skills. Volunteers are asked to spend 30-minutes, twice a week working with their students. The tutors are provided tutor training and provided on-going support.

Updates:

- 1) The Reading tutors have been increased by more than double that of 2014-15. We now have twenty-seven reading tutors.
- 2) The tutor program has now expanded into Harborview Elementary so we are now operating in three schools (Gastineau, Riverbend and Harborview).
- 3) Our instructional coaches and the JSD human resources department, though challenged by large influx of new tutors, were able to process applications, background checks, and provide training and placement.
- 4) The radio ads, UW staff and board presentations, and word-of-mouth helped greatly in increasing tutor interest.

School	Number of tutors	Number of students
Gastineau Elementary	11	20
Riverbend Elementary	15	17
Harborview Elementary	1	2
Total	27	39

Goals:

- **Reach Campaign goal of \$450,000**
2014 campaign total \$391,494

- **Southeast Outreach**
 - Sitka first
 - GCI to sponsor 3 months of United Way Today ads in Sitka
 - First set of 4 ads recorded and begin running in Sitka marketplace
 - Resource Development Director Trip to Sitka to connect with Partners and UAS Sitka Campus
 - Developing concept for April Day of Caring in Sitka
 - Board member Russell has contacted representatives of FNBA, Wells Fargo, Northrim, GCI willing to participate
 - Ketchikan
 - GCI to sponsor 3 months of United Way Today ads in Sitka
 - First set of 4 ads recorded and begin running in Sitka marketplace

 - Strengthen Board with members from Southeast
 - Reviewing possible candidates for board service

- **Active Committees**
 - Goals
 - Return and Report
 - ID Resources and agencies under their areas of influence
 - Education, Income Stability, Health
 - Communicate with our partner agencies
 - Invite non board members to serve on committees
 - Board development/training
 - Liaison role and communication

Action Items:

- Staff will update data points for strategic plan
- Committees to define goals, mission and how they provide value
- Committees use template for reporting (minutes form) – Goal, what we did, what are we going to do next?
- Staff will provide committees list of agencies working in their area of influence
- Staff to provide list of campaign support to agencies for fall 2013 campaign
- Engage agencies to be more proactive in fall campaign with the goal of growing designated funds to agencies

Connection Possibilities

- Southeast Conference
- Tribal Conference April 15 – 18

Ideas for Future Action

- Presentation w/training on Community Impact
- Partner on grant writing or projects with agencies
- Crossroads for agencies and communication
- Identify partners related to committees – what resources can we access to collaborate?
- Map agencies geographically to committee
- Greater SE outreach board members

Community Impact Work

Funded 12 Community Impact Grants totaling \$30,273 to agencies across Southeast
Education – 4 grants totaling \$10,625
Income Stability – 2 grants totaling \$4,853
Health – 6 grants totaling \$14,795

Health

Food Resource Group

Sharing information to avoid completion and duplication of services and times
Food Bank primary connect to grocery stores
Developing process for data collection to increase awareness of resources
Working with groups to build summer lunch programs
Working with groups to provide weekend food backpacks to school age children
Working with groups to build school breakfast programs

Education

Coeur Alaska LEARN UNITED: Reading Tutor program
27 tutors working with 39 students in 3 schools
Riverbend, Gastineau and Harborview Elementary Schools

Income Stability

Working with Tlingit Haida Regional Housing Authority to support their tax programs
Volunteer Income Tax Assistance (VITA)
Earned Income Tax Credit (EITC)

Working with Tlingit Haida Regional Housing Authority to support their Financial Cent\$ Program

Events

Project Homeless Connect

Staff support for event

Kids in Distressed Situations (K.I.D.S.)

Distribution of new toy items (200 units) to groups across Southeast. 11 agencies received toys (Juneau, Hoonah, Angoon, Sitka)

Cruise for a Cause

Fundraiser raised \$28,855.00 gross \$14,175.75

Day of Caring

2015: 9 workplaces, 10 service projects in Juneau, additional extension Day of Caring via UAS AL-I students ran food drive for SE Food Bank.

Emergency Preparedness Expo

Board and Staff represented United Way and provided info on 211 services

2015 Community Impact Grant Summary

United Way of Southeast Alaska recently presented Community Impact Grant awards totaling \$30,273 to eleven regional non-profit organizations from a pool of twelve applicants. The eleven funded projects were selected by a volunteer committee chaired by Karen Crane, past chair of United Way of Southeast Alaska Board of Directors and a member of the Juneau Assembly. The committee was comprised of select members of United Way of Southeast Alaska's Board of Directors as well as community members. The total amount of requests was in excess of \$65,000.

A breakdown of allocated community impact funds by area of care is included below:

Education

Organization	Program/Project Name	Amt. Received
AEYC	All Aboard for Early Literacy	\$2,500
SERRC: The Learning Connection	Family Literacy Center	\$3,500
Thorn Bay Library	Lapsit Reading Kit	\$1,125
Zach Gordon Youth Center	Body & Mind (BAM) After School	\$3,500
		\$10,625

Income

Organization	Program/Project Name	Amt. Received
Craig Public Library	Non Job Seeker Left Behind	\$1,353
Ketchikan Youth Initiatives	Woodsball Paintball Field	\$3,500
		\$4,853

Health

Organization	Program/Project Name	Amt. Received
Four A's	Alaska Syringe Access Program	\$1,750
Front St. Community Health Center	Rx Assistance Program	\$3,500
The Glory Hole	Juneau Vulnerability Index	\$1,780
Southeast Alaska Independent Living (SAIL)	Rural Outreach Program	\$3,500
Sitkans Against Family Violence	Shelter Services	\$2,500
Sitka Local Foods Network	Sitka Education Garden	\$1,765
		\$14,795

Projects not receiving funding:

Organization	Program/Project Name	Amt. Received
American Red Cross	Statewide Disaster Institute Training	\$0
Cancer Connection	Community Health Forum	\$0
Catholic Community Service	Promoting Staff & Client Safety	\$0
Communities in Schools	Integrated Case Management	\$0
Eagle River United Methodist Camp	Revamp camp Activities	\$0
Feeding Juneau's Future	Bulk purchase of food items	\$0
Great Alaska Boy Scouts Council	Eagle River Camp Youth Resiliency	\$0
Girls Scouts of Alaska	Girl Scout Summer Camp	\$0
Helping Hands	Upgrades on Equipment or Building	\$0
Juneau Alaska Music Matters (JAMM)	JAMM programming	\$0
Juneau Family Health and Birth Center	Community Birth & Parenting Class	\$0
Planned Parenthood	Juneau Health Center	\$0
Riverbend Community PTO	Reading is Fun	\$0
Thunder Mountain HS Student Government	Travel Funds	\$0



KIDS Annual Community Participation Form

Organization Name: United Way of Southeast Alaska

Address: 3225 Hospital Drive, Suite 106

State: Alaska Zip Code: 99801

Contact Name: Sara Truitt, Resource Development Director or Wayne Stevens, President/CEO

Phone Number: (907) 463-5530 E-Mail: staff@unitedwayseak.org

Our Agency is able to distribute items in the following communities:

Boroughs: Haines, Hoonah-Angoon, Juneau, Ketchikan Gateway, Petersburg, Prince of Wales-Hyder, Sitka, Skagway, Wrangell, and Yakutat

Please tell us approximately how many families and children you serve, including families and children from communities where you distribute K.I.D.S. items.

United Way of Southeast Alaska receives the shipment and contacts local non-profit organizations in the communities listed above. After receiving requests from each organization regarding quantities of each item, we split the KIDS shipment among communities. Therefore, United Way of Southeast Alaska does not provide families and children directly. With that being said, the following agencies received portions of the KIDS Shipment which then distributed among their client base:

Alaska Aids Assistance Association, Aiding Women in Abuse and Rape Emergencies (AWARE), Big Brothers Big Sisters, Catholic Community Services, Girl Scouts of Alaska Southeast, Glacier Valley Elementary Pre-School, Love Inc, Helping Hands, Sitkans Against Family Violence, Salvation Army Juneau, Sitka Counseling and Prevention Services, Zach Gordon Youth Center

Each agency has been provided with your contact info and the Participant form. Each agency was instructed to turn in relevant information directly to you.

Our agency commits to the following in order to participate in the KIDS Alaska program:

- Respond within 1 week of notification regarding interest in receiving KIDS shipment
- Post donor recognition flyer during all KIDS distributions
- Report number of families served within 1 month of distribution
- Provide photos, and K.I.D.S. feedback form within 1 month of local distribution
- List all K.I.D.S. sponsors in local communications re: KIDS program (please contact Kelly Hurd at (907) 793-3272 khurd@citci.org for an updated list of KIDS sponsors.

<u>Agency</u>	<u>Toys Requested</u>	<u>Gender Requests</u>	<u>Where to Ship</u>
SAFV	20		Sitka
Sitka Counseling/Prevention	50		Sitka
4-A's	2	F	Juneau
Girl Scouts	50		Hoonah, Angoon, Juneau
Big Brothers Big Sisters		leftover toys	
Helping Hands		any	Juneau
AWARE	34	18G 16B	Juneau
Glacier Valley Elementary	6	1 G 5B	Juneau
Salvation Army	20		Juneau
Catholic Community Services	12		Juneau
Boy Scouts	nothing yet per Jennifer		SE
Love Inc	Took 3 boxes of toys	any	
Zach Gordon	Took 6 boxes of toys	any	

2014 VITA Tax Season

Current year return figures

Total returns processed		501
Average Adjusted Gross income	\$	30,023.00
Total Earned Income Credits claimed	\$	132,970.00
Total amount Refunded	\$	563,381.00
Total Preparation Fees	\$	118,681.00

Prior year returns processed during 2014 66

Total returns processed **567**

**63% increase over prior year*

Current returns by Tribal Enrollment

Angoon	31
CCTHITA	219
Craig	6
Douglas	2
Kake	27
Klawock	15
Saxman	4
Yakutat	4
Other	43
not Enrolled	150
Total	501

**Additional figures for prior years not available in software*

[THRHA Receives Financial Support for Financial Cent\\$](#)



United Way of Southeast Alaska and British Petroleum (BP) donate \$2,500 to the THRHA Voluntary Income Tax Assistance site (VITA) and an additional \$2,500 is donated by United Way of Southeast Alaska and Wells Fargo to the Financial Cent\$ program! THRHA's [Financial Cent\\$ program](#) provides a vast amount of services to community members with the majority of services being free of charge to clients.

The Financial Cent\$ program is based on the belief that financially literate communities create healthy, sustainable, and empowered communities. Financial Cent\$ also supports maintaining sustainable economies by keeping money in the community. The Free Tax Preparation VITA site eliminates the cost of tax preparation, returns those savings to clients and filters money back into communities. In 2013 the VITA sites prepared 222 taxes, in 2014 357 taxes were prepared and this year we are already surpassing those numbers at 355 taxes prepared with more than a month left in the [tax season](#). The average cost to prepare your taxes is \$300.00 per person which means clients have saved \$280, 200 to date.

The \$2,500 donated by United Way and BP to the VITA site will help with payment for equipment, supplies, and the cost of travel to Southeast communities. Travel around Southeast communities is costly, so monetary contributions will greatly help with the expansion of THRHA's Free Tax Preparation program.

United Way and Wells Fargo also donated e \$2,500 to the Financial Cent\$ program which will allow for further expansion into more communities in the Southeast Alaska region. The Financial Cent\$ program is a financial literacy advocacy program focused on adult, youth, and community specific education. Classes range from learning about the culture of money, budgeting and savings, to credit, home-ownership and college preparation. THRHA aims to keep this program free program to enhance client self-sufficiency. [Donations](#) to the program are immensely appreciated and will provide the Financial Cent\$ program the necessary resources to reach more Alaskans. The donation and support United Way, BP and Wells Fargo, and we look forward to continuing the partnership in the future.

UNITED WAY OF SOUTHEAST ALASKA

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

JOB TITLE:

PRESIDENT/CEO

POSITION DESCRIPTION:

The President/CEO serves as the principal professional resource and fiscal agent appointed and employed by the Board of Directors. The President/CEO has the authority to take necessary action to direct the day-to-day operations of United Way of SE Alaska, including hiring and supervising staff and implementing the organization's goals and board policies.

REPORTS TO:

The Board of Directors via the Chair and Executive Committee.

SALARY RANGE:

To be defined

GENERAL RESPONSIBILITIES:

Promote the success of UWSEAK's strategic objectives through the ongoing engagement and involvement of volunteer leaders.

Foster measurable progress toward achieving UWSEAK's mission and strategic objectives with respect to the focus areas of Education, Income Stability and Health.

Develop and execute, in concert with the Board of Directors (BOD), year-round resource development strategies that link donor interests with UWSEAK's mission and strategic objectives.

Ensure, in concert with the BOD, that UWSEAK's unencumbered funds are invested in high quality programs that are clearly linked to UWSEAK's strategic objectives in the focus areas of Education, Income Stability and Health.

Establish a Communication Plan that draws attention to the fun, excitement and meaning of UWSEAK's mission and strategic objectives through year-round communication activities that focus on encouraging and recognizing actively-involved leaders, volunteers and investors.

Build UWSEAK organizational capacity through the development of high quality professional staff, appropriate technologies and suitable facilities.

Require and employ standards of business practice that assure UWSEAK's compliance with all legal and regulatory requirements applicable to its operations. Maintain UWSEAK's fiscal integrity by prudently managing the organization's resources within budget guidelines and in accordance with board policies, financial standards and legal requirements. Effectively manage the human resources and operations of the organization in compliance with law, board policies and BOD directives.

Recommend annual budget for BOD review, discussion and approval.

Keep the BOD fully and regularly apprised of UWSEAK's office activities and needs, progress towards goals, and partner agencies' status. Provide background information on agenda items and state and national United Way trends.

GENERAL ACTIVITIES:

Recommend strategic business plans and objectives relating to UWSEAK’s focus areas of Education, Income Stability and Health to the BOD, committees and appropriate community leadership.

Advise the Executive Committee and Board regarding the overall governance of UWSEAK, including its fiduciary obligations and strategic plan progress.

Build and manage working relationships with the key constituents and partner agencies required to achieve measurable progress towards UWSEAK’s mission to strengthen and improve the Education, Income Stability and Health of all individuals.

PHYSICAL REQUIREMENTS:

- Ability to communicate verbally, in public settings and in writing. Give public presentations and media interviews as necessary.
- Some lifting and carrying – up to 50lbs – as needed to prepare for events.
- Physical requirements necessary for general office environment.

PREFERRED KNOWLEDGE AND SKILLS:

- High School Graduate required; Bachelor’s degree in Social Work, Public Administration, Business or a related field preferred.
- Five years of experience in progressively responsible positions in the field of human service professional leadership.
- Excellent community professional reputation.
- Strong knowledge of Southeast Alaska business, non-profit and community environment.
- Integrity, honesty, and high ethical standards in all professional performance and behavior. Personal attributes that facilitate positive interpersonal relations such as tact, patience and a sense of humor.
- Outstanding verbal and written communication skills.
- Proven supervisory skills – 5+ years preferred.
- Strong computer skills to include experience with programs such as Microsoft Office, Adobe Creative Suite and database software.
- Dedication to the United Way purpose, “to improve lives and communities.”
- An equivalent combination of training and experience may be substituted.

NOTE:

The UWSEAK’s written job descriptions are descriptive only and are not meant to itemize all the needed attributes, skills or duties associated with a given position. Everyone who works at UWSEAK is responsible for mission excellence, stakeholder satisfaction and productive teamwork and is counted on and encouraged to make continual improvements toward those ends.

I have read and understand the above job description. I understand this job description is not meant to itemize all the needed attributes, skills or duties associated with my position and further understand that my tasks and responsibilities may be added to or changed at the discretion of the Board of Directors.

Signature of Employee

Date

UNITED WAY OF SOUTHEAST ALASKA

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

JOB TITLE:

Resource Development Director

POSITION DESCRIPTION:

To develop and implement short- and long-term fundraising plans that build upon UWSEAK's reputation for resource development and community impact, and meet defined performance goals for United Way workplace campaigns.

REPORTS TO:

The President/CEO (or Board of Directors via the Chair and Executive Committee in the absence of the President/CEO).

SALARY RANGE:

To be defined

GENERAL RESPONSIBILITIES:

Workplace Campaigns

Work with the United Way team of staff and volunteers to develop and implement strategies for United Way workplace campaigns to include the following duties:

- Analyze and evaluate campaign progress; provide timely reports, information and support to campaign leadership.
- Convene and attend meetings and training sessions for staff, volunteers, and key workers.
- Develop effective relationships with key campaign workers and volunteers, organizational leaders and representatives.
- Use sound resource development procedures, in accordance with the principles of United Way, to ensure the efficient solicitation, collection and documentation of gifts and pledges.
- Develop and implement strategies to build the participation and giving levels of existing campaign workplaces, and to increase the number of participating workplaces.
- Develop and implement strategies to increase corporate gifts by building relationships with new and existing corporate donors.
- Develop and maintain campaign data, records, documentation and statistics using ANDAR.
- Design and execute a donor recognition program.
- Analyze and evaluate fund raising and community impact results to benefit future campaigns.
- Participate in setting and achieving campaign goals.

Marketing and Communication

Work with the staff and volunteers to develop and implement strategies for campaign-related publicity, campaign print materials, newsletters, advertising (broadcast and print), "thank you" letters and cards, web communications, special events, photography, and donor/volunteer recognition and awards.

- Promote public understanding and support of human service needs and programs by representing United Way in community activities and by building our network of relationships throughout Southeast Alaska.
- Maintain cooperative relationships with United Way member organizations.
- Work with United Way staff and volunteers to plan and implement an annual Day of Caring and other service and development events identified by the President and Board.
- Work with United Way staff and volunteers to coordinate the kick-off of the annual United Way campaign and to plan and implement other campaign events; such as work-place campaign meetings and the end-of-campaign celebrations.
- Work with United Way staff and volunteers to plan and implement key worker training, donor cultivation and recognition events, and the Annual Meeting.
- Maintain and update web-based programs:
 - United Way of Southeast and Get Connected Facebook pages.
 - United Way of Southeast Alaska website.
- Oversee volunteer development and administrative training (i.e. - get connected program).

Administrative Assistance

At the direction of the President, provide ongoing general administrative support for office operations to include items such as:

- Manage incoming correspondence via phone, fax, email and postal mail.
- Process bank deposits, credit card donations and other financial transactions and reports and deliver to items to the bank as needed.
- Organize and maintain office equipment.
- Order supplies as needed.
- Oversee payment of bills and payroll.
- Provide support with data entry and donor relations as needed.

Other Duties

- Provide supervisory support of the Americorps Volunteer.
- Occasional travel to communities in Southeast for campaign-related activities and community outreach.
- Facilitate community groups as needed.
- Perform other duties as assigned or requested by the President.

PHYSICAL REQUIREMENTS:

- Ability to communicate verbally, in public settings and in writing. Give public presentations and media interviews as necessary.
- Some lifting and carrying – up to 50lbs – as needed to prepare for events.
- Physical requirements necessary for general office environment.

PREFERRED KNOWLEDGE AND SKILLS:

- High School Graduate required - Bachelor's degree in Business or related field preferred.
- Excellent organizational skills and the ability to prioritize complex and varied tasks.
- Ability to work effectively with community leaders, donors, friends, partners, and volunteers.
- Integrity, honesty, and high ethical standards in all professional performance and behavior. Personal attributes that facilitate positive interpersonal relations such as tact, patience and a sense of humor.
- Outstanding verbal and written communication skills.
- Professional experience in special events and/or volunteer coordination.

- Previous supervisory experience preferred; ability to respect and maintain confidentiality required.
- Initiative, self-discipline and the ability to work without supervision while supervising and motivating others.
- Strong computer skills to include experience with programs such as Microsoft Office, Adobe Creative Suite and database software.
- Dedication to the United Way purpose, “to improve lives and communities.”

NOTE:

The UWSEAK’s written job descriptions are descriptive only and are not meant to itemize all the needed attributes, skills or duties associated with a given position. Everyone who works at UWSEAK is responsible for mission excellence, stakeholder satisfaction and productive teamwork and is counted on and encouraged to make continual improvements toward those ends.

I have read and understand the above job description. I understand that this job description is not meant to itemize all the needed attributes, skills or duties associated with my position and further understand that my tasks and responsibilities may be added to or changed at the discretion of the President, with the approval of the Board of Directors.

Signature of Employee

Date

Presidents Report for February 18, 2016

Meetings

- 1/22 – Campaign presentation THRHA, lunch w/Mark Mesdag
- 1/25 – Lunch w/Jim Strader BRH, Jury duty
- 1/26 – Jury duty
- 1/27 – Nathan Lovik CCS conversation about campaign processes
- 1/29 – JCF - Children's food services discussion
- 2/1 – Alaska Food Coalition annual meetings, record ads for SIT & KTN GCI United Way Today spots
- 2/1 - Alaska Food Coalition annual meetings, Rotary meeting
- 2/3 – Foraker Public Policy committee meeting, AEYC Partnership for Families and Children (PFC)
- 2/4 – Chamber luncheon fiscal challenges, Mark Miller, Amy Skilbred children's food programs
- 2/5 – Effective meetings network,
- 2/8 – JEDC Innovation Summit
- 2/9 – JEDC Innovation Summit, CBJ manager candidates meet and greet
- 2/10 – Executive Committee meeting, lunch w/Lennie Gorsuch Allen Marine,
- 2/11 – Education Committee
- 2/15 – Presidents Day Holiday
- 2/16 – Rotary meeting
- 2/17 – Lunch Mark Mesdag, Cathy Johnson Wells Fargo,
- 2/18 – Chamber luncheon, United Way Board meeting

Worked on following tasks –

- Southeast Outreach planning
- Campaign presentations
- Strategic Plan development
- Reading Tutor report
- 2015 tax return
- Multiple computer issues related to power outage of February 1, 2016
 - Server, email and security issues

Presidents Report for March 17, 2016

Meetings

- 2/19 – Lunch w/Brenda Weaver Hearthside Books Cruise author ideas
- 2/22 – Holiday
- 2/23 – Caregivers group meeting, Rotary meeting, Sue Bus MASST program
- 2/24 – Chris Dimond Hands on For Seniors program discussion
- 2/25 – Chamber meeting, Chamber/JCVB BAH
- 2/26 – Breakfast w/PSPA President/CEO Glenn Reed, Lunch w/Jim Calvin McDowell Group,
- 2/27 – Presentation to Girl Scouts Board of Directors
- 2/29 – Conversation w/Dirk Van den Bosch
- 3/1 – Southeast nonprofit meeting w/Rasmuson Foundation, Alaska Children’s Trust fund raiser
- 3/2 – After School Coalition meeting
- 3/3 – Chamber meeting
- 3/4 - Meeting w/Mark Mesdag
- 3/7 – Meet w/ Millie Ryan & Joy Lyon re nonprofit network planning
- 3/8 – Campaign presentation Coeur Employees, UWW webinar w/Mark Mesdag, Tom Gemmel and Vince O’Shea PSPA
- 3/10 – Chamber meeting, Kirk Duncan CBJ Parks and Rec.
- 3/14 – Lunch Jayne Andreen, nonprofit development,
- 3/15 – Coeur Alaska campaign presentation, UWSEAK Finance committee, Rotary meeting
- 3/16 – Food Resources meeting, Juneau Community Foundation grant review,
- 3/17 – Wells Fargo advisory board, Foraker Board meeting, Events Committee meeting, UWSEAK Board meeting

Worked on following tasks –

- Southeast Outreach planning
- Coeur Campaign presentations
- Strategic Plan development
- 2015 tax return
- Hands on For Seniors program development
- Rasmuson Foundation meeting planning