

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, May 21, 2015

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 Burton
- II: APPROVAL OF AGENDA** – Corrections/Additions
- III: APPROVAL OF MINUTES** – Corrections/Additions
April 16, 2015 Board meeting minutes
- IV: PRESENTATIONS** – Pastor Tari Stage-Harvey Food Resource Issues
Community Impact Grant report - Shawn Eisele, Discovery Southeast
- V: COMMITTEE REPORTS**
 - Resource Development –
 - Finance Committee – Bill Peters, Treasurer,
 - Campaign Committee – Bill Peters, Rustan Burton
 - Events Committee – Sue Bill, Kelli Grummet, Rustan Burton
 - Governance Committee
 - Board Development Committee – Mark Mesdag, Rustan Burton
 - Personnel Committee –Bill Peters, Ann Gifford, Rosemary Hagevig
 - Education Committee – Robbie Stell, Ann Gifford, Joy Lyon
 - Income Stability Committee – Gail Dabaluz, Jaysen Katasse, Millie Ryan
 - Community Impact Committee – Karen Crane, Bill Peters, Rustan Burton
 - Health – Sue Bill, Millie Ryan, Karen Crane
- VI: STRATEGIC PLAN UPDATE** –
- VII: OLD BUSINESS**
 - Campaign outreach updates
- VIII: NEW BUSINESS**
 - UWW Annual Membership Application for Board Review
- 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 June 18, 2015

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, April 16, 2015
5:15-6:55 PM

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

Board Members in Attendance

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

Call to Order and Introductions

Chair Burton called the meeting to order at 5:18PM. A quorum was established with nine board members present.

Approval of Agenda

Motion: **Treasurer Peters moved to adopt the agenda as presented. Chair Elect Mesdag seconded the motion.**

Chair Burton asked if there were any objections to adopting the agenda as presented. Members expressed no objections to the adoption of the agenda as presented

With no objections, the agenda was adopted as amended.

Approval of Minutes

Motion: **Past Chair Crane moved to approve the minutes from the March 19, 2015 Board of Directors meeting. Treasurer Peters seconded.**

Motion approved unanimously.

PRESENTATIONS – “How to Talk About United Way: An Introduction” Staff shared a short twenty minute presentation on the basics of United Way to the board.

Committee Reports

Resource Development

Finance Committee – Bill Peters

Treasurer Peters reported the Finance Committee had not met to review the March finance reports. Most of the committee had been busy with the tax deadline of April 15. He noted that this format had been requested of staff by the committee and he asked for feedback from the board on the new format. Expenses are flat and well within tolerances.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, April 16, 2015

5:15-6:55 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK Campaign Committee – Bill Peters, Rustan Burton

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

Event Committee – Sue Bill, Kelli Grummet, Rosemary Hagevig, Rustan Burton

Sue Bill updated board on status of Orca Point Lodge fund raising trip. Martin Buser is confirmed as the guest author/speaker. Alaska Airlines is donating travel for Mr. Buser and the Westmark Baranof is providing accommodations for his one night stay in Juneau. Dr. Eugene Huang of Southeast Radiation Oncology Center has donated \$1,000 to purchase a kayak through Alaska Travel Adventures for use as a door prize for all who buy tickets to the event. Committee members have arranged for a silent auction and have gathered some great auction items. Board members need to encourage ticket sales to make this a successful sell out event.

Governance Committee

Board Development Committee – Mark Mesdag

Chair Elect reported no meeting due to tax season.

Personnel Committee – Bill Peters, Ann Gifford

Treasurer Peters reported no meeting.

Education Committee - Robbie Stell, Ann Gifford, Joy Lyon

In the absence of committee members no report was offered.

Income Stability Committee – Gail Dabaluz, Jaysen Katasse

In the absence of Board Members Katasse and Dabaluz, there was no report.

Strategic Plan Update –

Goals Review

Chair Burton reported on the meeting of the full board on March 30th to review and update the strategic plan. He encouraged board members to review the strategic materials developed as goals for what we want the organization to achieve in the coming year. He encouraged all board members to serve on at least one committee and encouraged committees to involve other community members on the committees. He noted that staff would include the goals list in each board packet for the board to review and report on progress.

Old Business

Campaign Outreach Updates

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

United Way of Southeast Alaska Board of Directors Meeting

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

New Business

2013 IRS 990 Tax Return Review

Chair Elect Mesdag provided a quick review of the 2013 990 Tax Return documents for the board. He noted that his tax team had reviewed the return and indicated a couple of small details that had been corrected. He asked the Board to accept the tax return as presented.

Motion: Treasurer Peters moved to accept the 2013 990 Tax Return as presented. Past Chair Crane seconded.

Motion approved unanimously.

UWW Annual Meeting Proxy Approval

President Stevens reviewed the materials from United Way Worldwide for their upcoming annual meeting. Items included election of Trustees for United Way Worldwide Board, election of Trustees for the USA Network Board, and bylaw amendments. He pointed out the materials in the packet and reported that the bylaw change raised the threshold level for the audit requirement from \$250,000 to \$500,000 in gross revenue. The approval of the bylaw change would have a significant positive reduction in the operating costs for United Way Southeast. Stevens noted he had participated in a webinar discussion on the topic, had reviewed the materials and encouraged the board to vote in support of the bylaw change.

Motion: Board Member Grummet moved to authorize President Stevens to vote the proxy for United Way of Southeast Alaska supporting the candidates for the Board of Trustees of United Way Worldwide and the USA Network and to support the bylaw amendment as proposed by United Way Worldwide. Board Member Bill seconded.

Motion approved unanimously.

Chairs Report – Chair Burton

Chair Burton noted he had nothing further to share.

President's Report

President Stevens pointed out correspondence in the board packets, including his April activity report. He called the board's attention to the list of our partner agencies by size and by community location. He also updated the board on progress on the renovation of office space and our eventual move to the first floor of the building.

Resource Development Director Report – Sara Truitt

Sara explained that she is still waiting to hear back from CFC regarding this year's application. Meanwhile 2014 SHARE and CFC Checks are expected to be out by the end of April per United Way of Anchorage Accounting. Local 1st Quarter Payouts will be out shortly thereafter. Sara also presented a fundraising opportunity through Mudrooms events. A proposal for participation had gone out that day. Per Mudrooms organizers, proceeds would fall somewhere between \$4-\$6000. Sara explained we are competing with other non-profits to be the benefactor of the 2015-2016 Mudrooms series. Sara also reviewed AmeriCorps member Angie's activities with volunteering at Partner agency events, such as AEYC's Early Learning Fair as an exploration effort to make UW feel more present at local events. Sara provided an update that the Diversity conference is moving to late

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Board Member Comments

None

Adjournment

Chair Burton adjourned the meeting at 6:45 PM

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Board Member Comments

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May 1, 2015

United Way of Southeast Alaska
3225 Hospital Drive, Suite 201
Juneau, Alaska 99801

Dear United Way Board Members,

This March I launched a pilot program through Discovery Southeast called Accessing Nature to Build Resiliency. The intention of this program was to use outdoor experience as a way to teach at-risk students skills for supporting that part of their nervous system responsible for *fight, flight, freeze*. Disruption of this system effectively prohibits self-regulation. This project was aimed more at the nuts and bolts of how to do this with children and not therapy per se. Six third grade students were selected by Gastineau's school counselor for this after school program.

The original proposal was for this to be an 8 week program, but I condensed it to 4 weeks to allow for more frequent repetitions and better integration. Consistency proved to be a strong aspect of this endeavor, allowing students to be ready to go outside. Each day we ran up a hill, chasing each other, and then stopped at the same point. Gasping, we always noticed our hearts beating fast and breath laboring. Through this experience kids learned to recognize the gasping from the inside as the body naturally adjusted itself back towards calm. We referred to this as reset. A few students didn't know how to pay attention in this way at first. It can be challenging for children to bring their attention inside. By the third time, all could easily notice their body's resetting. When they could stay with it for a period of time, they began to notice other sensations like relaxation in the big leg muscles, their vision clearing, or wanting to nap.

Orientation to where they were in time and space improved with each trip. Our excursions always went up past the neighborhood above Gastineau School into the woodlands. On our 5th trip up, we began to go off-trail a bit more and did so in all subsequent outings. These off-trail experiences can be fun but scary too. After each time, students became more eager for this kind of challenge. Sometimes they'd fall, bang into stuff, be uncertain where they were. With a little guidance to slow down and call on a skill that we'd learned, they would meet these challenges with more self-confidence through body awareness.

Through pre and post assessments, students showed improvement in their self-awareness of what their bodies experience during stress. With this knowledge, capacity for skills in calming down and better attention become more achievable. There are now many more interesting questions. I look forward to pursuing these questions and exploring more ways to support children's nervous systems to develop the resilience it is inherently designed for. Overall, this pilot program was a success, and I'd like to repeat it.

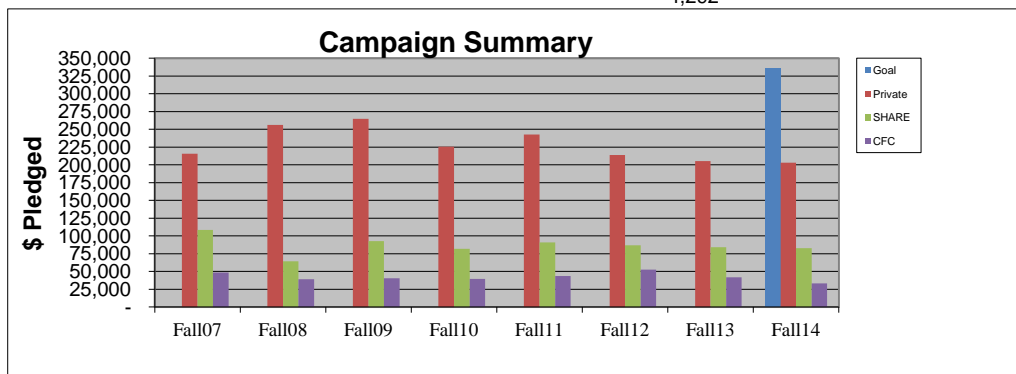
With grateful appreciation to the Board of Directors for United Way of Southeast Alaska for its generous grant and support,

Steve Merli
Discovery Southeast Naturalist
Somatic Experience Practitioner

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

	Year to Date Actuals	Prior YTD Actuals	Year to Date Budget	Variance
Revenues				
Fall 14 Campaigns				
Private Cpgn to UW	79,464	117,708	190,950	79,464
Community Impact Revenue	50,117	23,889	34,200	50,117
Out-of-Area Pledge Revenue	17,310	-	-	-
SHARE Cpgn to UW	9,736	3,772	-	9,736
CIC to UW	3,852	3,473	-	3,852
Uncollectible Pledge Expense	-	-	-	-
15% from private cpgn	8,439	10,344	14,108	8,439
Subtotal Campaign	168,919	159,187	-	151,609
Non-Campaign Income	54,840	26,079	47,440	54,840
Total Revenues	223,759	185,266	-	206,449
Expenses				
Human Resources	111,703	116,381	106,663	(111,703)
Travel & Training	3,286	3,324	6,157	(3,286)
Community Impact	-	-	27,000	-
Other Expenses	77,963	89,332	102,056	(77,963)
Total Expenses	192,953	209,038	-	(192,953)
Net Income (Loss)	30,806	(23,772)	-	13,496

	Current Year	Prior YTD	Liquidity (Current Ratio)	
			Current IY	Prior IY
Assets, Liabilities & Equity				
Assets				
Cash	172,964	214,074	August	1.97
Accounts Receivable	191,900	164,623	July	1.68
Other	2,273	(438)	June	1.65
Total Assets	367,136	378,259	May	1.40
Liabilities & Equity				
Agency Designations Payable	160,309	94,818	April	2.35
Other	16,346	65,025	March	4.05
Equity	190,482	214,124	February	2.56
Total Liabilities & Equity	367,136	373,967	January	2.54
			December	2.61
			November	2.56
			October	2.51
			September	2.06
		4,292		



Campaign Collections

	Private	SHARE	CIC	TOTAL
Fall 13				
Total Campaign Pledges	205,482	83,959	41,504	330,944
Designated to UW	136,353	2,059	1,474	139,886
Designated to Agencies	69,129	81,900	40,030	191,058
Total Collections to date	202,140	79,469	38,356	319,965
% Collected	98%	95%	92%	97%
Fall 14				
Total Campaign Pledges	203,154	82,643	32,969	318,765
Designated to UW	146,891	9,736	3,852	160,480
Designated to Agencies	56,262	72,906	29,117	158,285
Total Collections to date	117,964	16,328	3,553	137,845
% Collected	58%	11%	20%	43%

United Way of Southeast Alaska
Statement of Financial Position
April 30, 2015

	Current Year Balance	Beginning Year Balance	Current Year Change	Prior Year
Cash & Equivalents				
Checking	32,552	4,661	27,890	29,573
Money Market	27,635	72,354	(44,719)	72,312
Investment in CDs	112,777	112,376	401	112,189
Total Cash & Equivalents	172,964	189,391	(16,427)	214,074
Pledges Receivable				
Pledges Receivable - 2014	85,189	-	85,189	(18,833)
Pledges Receivable - 2013	3,342	63,584	(60,242)	130,774
Pledges Receivable - UWSE	88,531	63,584	24,947	111,942
Allowance for Doubtful Pledges - UWSE				
Pledges Receivable - CFC - 2014	29,416	-	29,416	8,168
Pledges Receivable - CFC - 2013	3,148	24,364	(21,215)	41,504
Pledges Receivable - SHARE - 2014	66,315	-	66,315	3,009
Pledges Receivable - SHARE - 2013	4,489	40,545	(36,055)	-
Total Pledges Receivable	191,900	128,492	63,407	164,623
Other Current Assets				
Prepaid Expense	1,946	10,360	(8,414)	20
Grants Receivable				-
Miscellaneous Receivables	44	44	-	44
Total Other Current Assets	1,990	10,404	(8,414)	64
Total Current Assets	366,854	328,288	38,566	2.08 378,761
Fixed Assets				
Furniture & Equipment	7,985	7,985	-	7,985
Accumulated Depreciation	(7,702)	(7,367)	(335)	(8,486)
Total Fixed Assets	283	618	(335)	(502)
Total Assets	367,136	328,906	38,231	378,259
Current Liabilities				
Accounts Payable	2,064	24,487	(22,423)	3,234
Donor Designations Payable	160,309	129,756	30,553	94,818
Payroll Liabilities	6,412	5,539	873	7,251
Other Accrued Liabilities	7,870	9,449	(1,578)	54,540
Total Current Liabilities	176,655	169,230	7,424	159,843
Total Liabilities	176,655	169,230	7,424	159,843
Net Assets				
Net Assets	133,510	133,510	-	187,496
Net Assets - Board Designated	26,166	26,166	-	26,166
Other	30,806	-	30,806	463
Total Net Assets	190,482	159,675	30,806	214,124
Total Liabilities and Net Assets	367,136	328,906	38,231	373,967

2015 United Way Worldwide Membership Certification Instructions

In 2015, United Ways will complete the Membership Certification Form electronically. A link will be sent to all United Way chief executive officers in February 2015, to use to enter the responses. Use this document to share your United Way's responses with the governing board *before* filing the certification with United Way Worldwide. Be prepared to answer all questions and to provide an explanation for any "no" responses.

Rather than electronically signing the certification, chief executive officers and chief volunteer officers (board chairs) will electronically confirm their responses. By checking the confirmation boxes in the online certification, the individual entering the responses must also provide the email address for the chief executive officer and chief volunteer officer so they will receive a record of their responses.

Finally, please do not submit the 2015 Membership Certification Form by adding answers to this document and mailing to United Way Worldwide. Moving to the online platform to collect this survey saves our network's resources: time and the expense of handling paper along with data entry.

Responses will be kept confidential and will only be shared with essential volunteers and staff of United Way Worldwide.

If you require any assistance with this process, please contact Jenny Palazzo, Director, Membership Accountability, jenny.palazio@uww.unitedway.org, 800—892-2757, EXT. 511.

2015 Membership Certification

As stated in United Way Worldwide's bylaws, United Ways will refrain from taking any actions or conducting activities likely to damage the welfare, interests, or reputations of the United Way system. United Ways will also meet the following requirements.

Requirement A: Tax-Exempt Status and Completion of the IRS Form 990

Is your United Way recognized as exempt from taxation under Section 501(c)(3) of the Internal Revenue Code as well as from corresponding provisions of other applicable state, local and foreign laws or regulations?

Did your United Way file the IRS Form 990 in a timely manner (within nine months of last fiscal year end)?

Date the last IRS Form 990 submitted to IRS:

Have you followed the *UWW Implementation Standards for Membership Requirement A* in completing the IRS Form 990?

Was a copy of the IRS Form 990 provided to the organization's governing body before it was filed?

Does your United Way effectively communicate its program service accomplishments in the IRS Form 990, Part III?

Is your United Way properly classified as a public charity as evidenced by checking box 7 on Part 1 of Schedule A of the IRS Form 990?

For the prior fiscal year, did the organization become aware of a material diversion of the organization's assets? Please provide an explanation for a "YES" response to this question. Per the IRS, a material diversion is more than 5% of gross annual receipts or more than \$250,000, whichever is less.

Is the compensation for the top management official (e.g., CEO, executive director) and top financial official (e.g., chief financial officer) reported as required on the IRS Form 990 in Part VII?

Does your United Way make the following documents available to the public?

- IRS Form 990 (Return of Organization Exempt from Income Tax) or 990 E-Z
- Form 990-T (Exempt Organization Business Income Tax Return)

METRO 1 & 2 ONLY (annual campaign of more than \$4 million): submit your IRS Form 990 to UWW, using membership@unitedway.org.

Requirement B: Legal Requirements

Does your United Way comply with all applicable legal, local, state, and federal operating and reporting requirements (e.g., nondiscrimination)?

In the last 12 months, have there been any government agency led investigations of your United Way for violations of local, state, or federal laws? Please provide an explanation for a "YES" response to this question.

Does your United Way conduct anti-terrorism compliance measures?

Does your United Way comply with provisions of Sarbanes-Oxley applicable to nonprofit corporations (whistleblower protection and implementation of document retention and destruction policies)?

Does your organization promote itself as an equal opportunity employer?

Is your United Way currently registered to conduct charitable solicitations at the state and local level (where applicable)?

Requirement C: Governance

Does your United Way have an active, responsible, and voluntary governing body which ensures effective governance over the policies and financial resources of the organization?

Does the board approve the annual budget?

Does the board include at least two members with financial experience?

Does the board, or board-delegated committee, review financial statements on at least a quarterly basis?

Does the board review and approve fund distribution decisions?

Does your United Way regularly provide training to governing board members?

Does your United Way produce an annual report?

Does your United Way's governing board review its bylaws and other governance documents at least once every three years?

Are meeting minutes maintained for all governing board meetings?

Does your United Way have a board-approved business expense reimbursement policy?

Does your board meet at least quarterly?

Is the external auditor engaged by and working for the board or board-appointed committee?

Does your board review the external annual audit, and is the audit presented to the board by the auditor or audit committee chair?

Did the board approve the process for determining the CEO's compensation (e.g., type of comparability data, independent members of the board reviewing and approving CEO compensation)?

Did the board specifically approve the CEO's compensation?

Requirement D: Diversity & Inclusion

Does your United Way adhere to a locally developed and adopted statement to ensure volunteers and staff broadly reflect the diversity of the community it serves?

Does your board review the organization's diversity statement at least once every three years?

Does your board review, at least once every three years, a report of the board, volunteers and staff composition to ensure diversity is achieved?

Requirement E: Trademark

Does your United Way represent itself as a United Way in accordance with all United Way Worldwide trademark standards and requirements, including those contained in the licensing agreement?

Does your organization's name include a geographic modifier (e.g., United Way of XYZ County), and is the full corporate name included in public advertising (e.g., broadcast, print, electronic, email, website)?

Does your United Way follow United Way brand identity guidelines in all respects?

Does your United Way only solicit businesses located in your zip codes on file at United Way Worldwide (GiftLink)?

Does your United Way limit its workplace solicitations to individuals who work at facilities in your zip codes on file at UWW?

Does your United Way limit its non-workplace solicitations of individuals to your zip codes on file at UWW (e.g., home addresses in your United Way's territory, special events in your United Way's territory)?

Does your United Way purchase promotional products bearing the marks of United Way only from vendors licensed by United Way Worldwide?

Requirement F: Membership Investment

Does your United Way provide financial support to United Way Worldwide in accordance with the membership investment formula?

Will 2015 membership investment be paid in quarterly installments and in full no later than December 31, 2015?

Requirement G: Code of Ethics

Does your United Way adhere to a locally developed and adopted code of ethics for volunteers and staff, which includes provisions for ethical management, publicity, fundraising practices, and full and fair disclosure?

Do all staff and board members annually verify in writing they have reviewed the code of ethics?

Does your United Way have a written conflict of interest policy?

Does the code of ethics or conflict of interest policy instruct the board and staff to avoid conflicts of interest that would act against the best interest of United Way?

Does the code of ethics or conflict of interest policy include a process for reporting and resolving conflicts of interest should they occur?

Are the board members and staff required to disclose in writing, on an annual basis, any potential conflicts of interest?

Does your board review the code of ethics at least once every three years?

METRO 1 & 2 ONLY (annual campaign of more than \$4 million): submit your code of ethics to UWW, using membership@unitedway.org.

Requirement H: Audit

Does your United Way have an annual audit conducted by an independent certified public accountant whose examination complies with generally accepted auditing standards and GAAP? Organizations with annual revenue less than \$100,000 may have their financial statements reviewed by an independent certified public accountant.

Annual revenue per most recent year-end financial statement:

Were most recent financial statements audited by an independent CPA (required if annual revenue exceeds \$100,000)?

Was the auditor's opinion unqualified (i.e., a "clean" audit)?

Were most recent financial statements reviewed by an independent CPA (acceptable only for organizations with annual revenue of less than \$100,000)?

Fiscal year of most recent audit or review

Has your United Way followed the *UWW Implementation Standards for Membership Requirement H* in preparing the audited financial statements?

Has your United Way followed the *Functional Expense and Overhead Reporting Standards for United Ways* in preparing the audited financial statements?

Does the board, executive committee or audit committee review the auditor's management letter and take appropriate actions to minimize any risks identified?

Has the board established or considered establishing an operating reserve policy?

Has the board, or board-delegated committee, approved the current provision for uncollectible pledges (estimated shrinkage)?

METRO 1 & 2 ONLY (annual campaign of more than \$4 million) submit your audited financial statements to membership@unitedway.org

Requirement I: Self-Assessment

In the last three years, did your United Way conduct and submit to UWW a copy of its volunteer-led self-assessment of their community impact work, financial management, and organizational governance and decision making?

Indicate year of last self-assessment:

- 2012 (next self-assessment in 2015)
- 2013 (next self-assessment in 2016)
- 2014 (next self-assessment in 2017)
- 2015 (next self-assessment in 2018)
- Prior to 2012; we acknowledge the self-assessment is overdue and will complete a self-assessment in 2015

Requirement J: Database II

Did/will your United Way submit Database 2 to UWW by May 15, 2015, or by June 30, 2015 (if on a July-June fiscal cycle)?

Requirement K: Income and Expense Survey – Suspended for 2015

Requirement L: Campaign Reporting

Does your United Way adhere to standard reporting guidelines contained in the Database 2 Survey in reporting campaign revenue and resources generated to United Way Worldwide?

Are amounts reported on Database 2 provided in accordance with the NPC Total Resources Generated Policy?

Has your United Way talked with neighboring United Ways and United Ways with whom you share accounts to ensure that your campaign proceeds are being properly reported in accordance with NPC policies?

Requirement M: Cost Deduction Standards

Does your United Way adhere to the following cost deduction standards on designations (agency transactions): a) fees charged will be based on actual expenses; b) will not deduct fundraising or processing fees from designated gifts originating by or from another United Way organization?

Does your United Way allow donor-designated contributions? If answer is no, you may skip next three questions.

Have you calculated the maximum cost deduction rates according to the Cost Deduction Standards for Membership Requirement M (Part I) and are the rates charged at or below those rates?

Has the board, or board-delegated committee, approved the currently used cost deduction rates for fundraising and management/general expenses?

Does your United Way pay designated gifts quarterly that include reports required under this standard?

Review by United Way Governing Board

This certification was reviewed with our governing board at their meeting held on ____ and is reflected in the minutes of this meeting.

Please provide contact information so that United Way Worldwide may communicate directly with your United Way's leadership. United Way Worldwide will not share nor disclose this information to outside parties.

<p><u>Board Chair Confirmation:</u></p> <p>I affirm that the information provided in this certification is accurate. I acknowledge my United Way's obligation to comply with the membership eligibility criteria contained in the United Way Worldwide bylaws, and to adhere to the rules and guidelines for use of United Way Worldwide collective and service membership marks as contained in the Member Trademark License Agreement. Failure to comply with United Way Worldwide membership eligibility criteria, including payment of membership investment, or to adhere to trademark policies, may result in termination of United Way Worldwide membership status.</p> <p>BOARD CHAIR'S CONFIRMATION</p> <p>BOARD CHAIR NAME PRINTED</p> <p>DATE</p> <p>PHONE NUMBER</p> <p>E-MAIL ADDRESS</p> <p>MAILING ADDRESS</p>	<p><u>Chief Executive Officer Confirmation:</u></p> <p>I affirm that the information provided in this certification is accurate. I acknowledge my United Way's obligation to comply with the membership eligibility criteria contained in the United Way Worldwide bylaws, and to adhere to the rules and guidelines for use of United Way Worldwide collective and service membership marks as contained in the Member Trademark License Agreement. Failure to comply with United Way Worldwide membership eligibility criteria, including payment of membership investment, or to adhere to trademark policies, may result in termination of United Way Worldwide membership status.</p> <p>CHIEF EXECUTIVE OFFICER'S CONFIRMATION</p> <p>CEO NAME PRINTED</p> <p>DATE</p> <p>PHONE NUMBER</p> <p>E-MAIL ADDRESS</p> <p>MAILING ADDRESS</p>
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This document was created for the purpose of sharing a United Way's responses to the membership certification with its governing board. Do not mail or fax this document to United Way Worldwide as it will not be reviewed. 2015 Membership Certifications will only be accepted via this link: <https://feedback.unitedway.org/se.ashx?s=4121D7B2449DCA7B>

2015 Membership Certification

As stated in United Way Worldwide's bylaws, United Ways will refrain from taking any actions or conducting activities likely to damage the welfare, interests, or reputations of the United Way system. United Ways will also meet the following requirements.

	Yes	No
Requirement A: Tax-Exempt Status and Completion of the IRS Form 990		
Is your United Way recognized as exempt from taxation under Section 501(c)(3) of the Internal Revenue Code as well as from corresponding provisions of other applicable state, local and foreign laws or regulations?	X	
Did your United Way file the IRS Form 990 in a timely manner (within nine months of last fiscal year end)?	X	
Date the last IRS Form 990 submitted to IRS: 5/15/2015		
Have you followed the <i>UWW Implementation Standards for Membership Requirement A</i> in completing the IRS Form 990?	X	
Was a copy of the IRS Form 990 provided to the organization's governing body before it was filed?	X	
Does your United Way effectively communicate its program service accomplishments in the IRS Form 990, Part III?	X	
Is your United Way properly classified as a public charity as evidenced by checking box 7 on Part 1 of Schedule A of the IRS Form 990?	X	
For the prior fiscal year, did the organization become aware of a material diversion of the organization's assets? Please provide an explanation for a "YES" response to this question. Per the IRS, a material diversion is more than 5% of gross annual receipts or more than \$250,000, whichever is less.		X
Is the compensation for the top management official (e.g., CEO, executive director) and top financial official (e.g., chief financial officer) reported as required on the IRS Form 990 in Part VII?	X	
Does your United Way make the following documents available to the public?		
<ul style="list-style-type: none"> IRS Form 990 (Return of Organization Exempt from Income Tax) or 990 E-Z 	X	
<ul style="list-style-type: none"> Form 990-T (Exempt Organization Business Income Tax Return) 		X
METRO 1 & 2 ONLY (annual campaign of more than \$4 million): submit your IRS Form 990 to UWW, using membership@unitedway.org.		

	Yes	No
<u>Requirement B: Legal Requirements</u>		
Does your United Way comply with all applicable legal, local, state, and federal operating and reporting requirements (e.g., nondiscrimination)?	X	
In the last 12 months, have there been any government agency led investigations of your United Way for violations of local, state, or federal laws? Please provide an explanation for a "YES" response to this question.		X
Does your United Way conduct anti-terrorism compliance measures?	X	
Does your United Way comply with provisions of Sarbanes-Oxley applicable to nonprofit corporations (whistleblower protection and implementation of document retention and destruction policies)?	X	
Does your organization promote itself as an equal opportunity employer?	X	
Is your United Way currently registered to conduct charitable solicitations at the state and local level (where applicable)?	X	
<u>Requirement C: Governance</u>		
Does your United Way have an active, responsible, and voluntary governing body which ensures effective governance over the policies and financial resources of the organization?	X	
Does the board approve the annual budget?	X	
Does the board include at least two members with financial experience?	X	
Does the board, or board-delegated committee, review financial statements on at least a quarterly basis?	X	
Does the board review and approve fund distribution decisions?	X	
Does your United Way regularly provide training to governing board members?	X	
Does your United Way produce an annual report?	X	
Does your United Way's governing board review its bylaws and other governance documents at least once every three years?	X	
Are meeting minutes maintained for all governing board meetings?	X	
Does your United Way have a board-approved business expense reimbursement policy?	X	
Does your board meet at least quarterly?	X	

	<u>Yes</u>	<u>No</u>
Is the external auditor engaged by and working for the board or board-appointed committee?	X	
Does your board review the external annual audit, and is the audit presented to the board by the auditor or audit committee chair?	X	
Did the board approve the process for determining the CEO's compensation (e.g., type of comparability data, independent members of the board reviewing and approving CEO compensation)?	X	
Did the board specifically approve the CEO's compensation?	X	
<u>Requirement D: Diversity & Inclusion</u>		
Does your United Way adhere to a locally developed and adopted statement to ensure volunteers and staff broadly reflect the diversity of the community it serves?	X	
Does your board review the organization's diversity statement at least once every three years?	X	
Does your board review, at least once every three years, a report of the board, volunteers and staff composition to ensure diversity is achieved?	X	
<u>Requirement E: Trademark</u>		
Does your United Way represent itself as a United Way in accordance with all United Way Worldwide trademark standards and requirements, including those contained in the licensing agreement?	X	
Does your organization's name include a geographic modifier (e.g., United Way of XYZ County), and is the full corporate name included in public advertising (e.g., broadcast, print, electronic, email, website)?	X	
Does your United Way follow United Way brand identity guidelines in all respects?	X	
Does your United Way only solicit businesses located in your zip codes on file at United Way Worldwide (GiftLink)?	X	
Does your United Way limit its workplace solicitations to individuals who work at facilities in your zip codes on file at UWW?	X	
Does your United Way limit its non-workplace solicitations of individuals to your zip codes on file at UWW (e.g., home addresses in your United Way's territory, special events in your United Way's territory)?	X	
Does your United Way purchase promotional products bearing the marks of United Way only from vendors licensed by United Way Worldwide?	X	
<u>Requirement F: Membership Investment</u>		

	Yes	No
Does your United Way provide financial support to United Way Worldwide in accordance with the membership investment formula?	X	
Will 2015 membership investment be paid in quarterly installments and in full no later than December 31, 2015?	X	
Requirement G: Code of Ethics		
Does your United Way adhere to a locally developed and adopted code of ethics for volunteers and staff, which includes provisions for ethical management, publicity, fundraising practices, and full and fair disclosure?	X	
Do all staff and board members annually verify in writing they have reviewed the code of ethics?	X	
Does your United Way have a written conflict of interest policy?	X	
Does the code of ethics or conflict of interest policy instruct the board and staff to avoid conflicts of interest that would act against the best interest of United Way?	X	
Does the code of ethics or conflict of interest policy include a process for reporting and resolving conflicts of interest should they occur?	X	
Are the board members and staff required to disclose in writing, on an annual basis, any potential conflicts of interest?	X	
Does your board review the code of ethics at least once every three years?	X	
METRO 1 & 2 ONLY (annual campaign of more than \$4 million): submit your code of ethics to UWW, using membership@unitedway.org .		
Requirement H: Audit		
Does your United Way have an annual audit conducted by an independent certified public accountant whose examination complies with generally accepted auditing standards and GAAP? Organizations with annual revenue less than \$100,000 may have their financial statements reviewed by an independent certified public accountant.	X	
Annual revenue per most recent year-end financial statement: \$ <u>263,321</u>		
Were most recent financial statements audited by an independent CPA (required if annual revenue exceeds \$100,000)?	X	
Was the auditor's opinion unqualified (i.e., a "clean" audit)?	X	
Were most recent financial statements reviewed by an independent CPA (acceptable only for organizations with annual revenue of less than \$100,000)?		X
Fiscal year of most recent audit or review: <u>2014</u>		

	Yes	No
Has your United Way followed the <i>UWW Implementation Standards for Membership Requirement H</i> in preparing the audited financial statements?	X	
Has your United Way followed the <i>Functional Expense and Overhead Reporting Standards for United Ways</i> in preparing the audited financial statements?	X	
Does the board, executive committee or audit committee review the auditor's management letter and take appropriate actions to minimize any risks identified?	X	
Has the board established or considered establishing an operating reserve policy?	X	
Has the board, or board-delegated committee, approved the current provision for uncollectible pledges (estimated shrinkage)?	X	
METRO 1 & 2 ONLY (annual campaign of more than \$4 million) submit your audited financial statements to membership@unitedway.org		
<u>Requirement I: Self-Assessment</u>		
In the last three years, did your United Way conduct and submit to UWW a copy of its volunteer-led self-assessment of their community impact work, financial management, and organizational governance and decision making?	X	
Indicate year of last self-assessment (Circle)		
• 2012 (next self-assessment in 2015)		
• 2013 (next self-assessment in 2016) X		
• 2014 (next self-assessment in 2017)		
• 2015 (next self-assessment in 2018)		
• Prior to 2012; we acknowledge the self-assessment is overdue and will complete a self-assessment in 2015		
<u>Requirement J: Database II</u>		
Did/will your United Way submit Database 2 to UWW by May 15, 2015, or by June 30, 2015 (if on a July-June fiscal cycle)?	X	
<u>Requirement K: Income and Expense Survey – Suspended for 2015</u>		
<u>Requirement L: Campaign Reporting</u>		
Does your United Way adhere to standard reporting guidelines contained in the Database 2 Survey in reporting campaign revenue and resources generated to United Way Worldwide?	X	

	<u>Yes</u>	<u>No</u>
Are amounts reported on Database 2 provided in accordance with the NPC Total Resources Generated Policy?	X	
Has your United Way talked with neighboring United Ways and United Ways with whom you share accounts to ensure that your campaign proceeds are being properly reported in accordance with NPC policies?	X	
Requirement M: Cost Deduction Standards		
Does your United Way adhere to the following cost deduction standards on designations (agency transactions): a) fees charged will be based on actual expenses; b) will not deduct fundraising or processing fees from designated gifts originating by or from another United Way organization?	X	
Does your United Way allow donor-designated contributions? If answer is no, you may skip next three questions.	X	
Have you calculated the maximum cost deduction rates according to the Cost Deduction Standards for Membership Requirement M (Part I) and are the rates charged at or below those rates?	X	
Has the board, or board-delegated committee, approved the currently used cost deduction rates for fundraising and management/general expenses?	X	
Does your United Way pay designated gifts quarterly that include reports required under this standard?	X	
Review by United Way Governing Board This certification was reviewed with our governing board at their meeting held on <u>5/21/2015</u> and is reflected in the minutes of this meeting.		

Please provide contact information so that United Way Worldwide may communicate directly with your United Way's leadership. United Way Worldwide will not share nor disclose this information to outside parties.

<p><u>Board Chair Confirmation:</u></p> <p>I affirm that the information provided in this certification is accurate. I acknowledge my United Way's obligation to comply with the membership eligibility criteria contained in the United Way Worldwide bylaws, and to adhere to the rules and guidelines for use of United Way Worldwide collective and service membership marks as contained in the Member Trademark License Agreement. Failure to comply with United Way Worldwide membership eligibility criteria, including payment of membership investment, or to adhere to trademark policies, may result in termination of United Way Worldwide membership status.</p> <p>BOARD CHAIR'S CONFIRMATION</p> <p>BOARD CHAIR NAME PRINTED</p> <p>DATE</p> <p>PHONE NUMBER</p> <p>E-MAIL ADDRESS</p> <p>MAILING ADDRESS</p>	<p><u>Chief Executive Officer Confirmation:</u></p> <p>I affirm that the information provided in this certification is accurate. I acknowledge my United Way's obligation to comply with the membership eligibility criteria contained in the United Way Worldwide bylaws, and to adhere to the rules and guidelines for use of United Way Worldwide collective and service membership marks as contained in the Member Trademark License Agreement. Failure to comply with United Way Worldwide membership eligibility criteria, including payment of membership investment, or to adhere to trademark policies, may result in termination of United Way Worldwide membership status.</p> <p>CHIEF EXECUTIVE OFFICER'S CONFIRMATION</p> <p>CEO NAME PRINTED</p> <p>DATE</p> <p>PHONE NUMBER</p> <p>E-MAIL ADDRESS</p> <p>MAILING ADDRESS</p>
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DO NOT WRITE

Presidents Report for May 21, 2015

Meetings

- 4/20 – Foraker Leadership Summit
- 4/21– Foraker Leadership Summit
- 4/23 – Rustan Burton conversation
- 4/24 – Capital Chat Empty Bowls and UWSEAK
- 4/26 – Empty Bowls fund raiser for Glory Hole
- 4/27 – lunch w/Bill Wright Executive Director UW Tanana Valley, Fairbanks
- 4/28 – Rotary meeting, Lisa Worl Reading Tutor end of year planning, CFC & SHARE planning w/
Mike Wynne & Barbara Dreyer UWA
- 4/29 – Dirk conversation
- 4/30 – Office relocate preparation, Chamber meeting
- 5/2 – Office relocate preparation
- 5/5 –Reading tutor luncheon planning meeting, Rotary meeting, Orca Point Lodge cruise
- 5/6 – Junita Robinson E-news conversation
- 5/7 – Rustan Burton conversation
- 5/8 - Office move
- 5/9 – Office move
- 5/10 – Office move
- 5/11 – Office reorganization
- 5/12 - LEARN UNITED: Reading Tutor appreciation luncheon at Gastineau Elementary, Rotary
meeting, SEAK CHIN teleconf,
- 5/13 – Dirk conversation, CFC/SHARE teleconf UWA, Rotary Brewfest meeting
- 5/14 – Granddaughters graduation Service High
- 5/15 – PHS MAPP meeting to review activities
- 5/19 – Rotary meeting, statewide CHIN teleconf, Finance committee
- 5/20 – Juneau Community Foundation reception
- 5/21 - LEARN UNITED: Reading Tutor appreciation luncheon at Riverbend Elementary, UWSEAK
Board meeting

Worked on following tasks –

- Staff training
- Office remodel and move
- Community Health Initiative Network project planning
- Server reorganization
- Orca Point Lodge event
- Website upgrade and expansion, mobile
- 990 tax return
- UWW membership renewal
- Reading Tutor end of year celebration planning