



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

**Board of Advisors Agenda
Breeze Inn, Seward, AK
Tuesday, February 13, 2018- 6:00 PM**

Kim Reiersen	President	
Patricia Linville	Vice President	
Phyllis Shoemaker	Secretary	
Melody Hatch	Treasurer	
Carole Tallman	Advisor	
Karen Sefton	Advisor	
Cindy Clock	Advisor	
Rodger Painter	Advisor	
Emily Wezenberg	Advisor	
Allison Fong	Program Manager	

A. Call to Order

B. Mission Connect

C. Approve Agenda

D. Business Session

- a. Approve January 15, 2018 minutes
- b. Donations/Treasurer's Report—Allison
 - i. Fundraising Status (written report attached)
 - ii. Operating Budget Variance (written report attached)

E. Team Reports

- a. Grant Team Update—Kim in Patty's absence
 - i. Mini-Grant Tracking Report (written report)
 - ii. Mini grant proposals
 1. Latitude 60.1 Academic Pursuits/RBCA - Walk & Wonder
 2. Marathon Wrestling Club – Van Rental 3 [March] Tournaments
 3. Marathon Wrestling Club – Van Rental 4 April Tournaments
 4. Seward Alaska Social Runners – Coffee Cards and Snacks
 5. Seward Arts Council – Seward Arts Council Membership Drive
 6. Seward Arts Council – Music Sheets for Community Band
 7. Seward Nordic Ski Club – Website Update
 8. Seward Senior Center - Dynamic Drum Circle
 9. Seward Senior Center - Seward Unleashed, Vol. 3
 10. Seward Wellness for All – Mindfulness-Based Stress Reduction Community Program Supplies
 - iii. Annual Grant Schedule and Process
 - iv. Grant Reports
- b. Executive Team - Kim
- c. Fundraising/Development Team - Cindy
- d. Community Outreach Team - Emily
- e. Program Manager Report—Allison (written report attached)

F. Grant Luncheon Review

G. PCG Promotion March 1, 2018

H. ACF April Convening of Affiliates in Juneau (April 4-5)

I. Other Business

J. Comments

K. Adjourn

Next Meeting Date: March 21, 2018 @ 6pm, Breeze Inn.
Grant Evaluation and Decisions/Event Planning



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Draft
Board of Advisors Meeting Minutes
Breeze Inn, Seward
January 17, 2018 – 6:00 PM

Kim Reiersen	President	x
Patricia Linville	Vice President	
Phyllis Shoemaker	Secretary	x
Melody Hatch	Treasurer	x
Carole Tallman	Advisor	x
Karen Sefton	Advisor	
Cindy Clock	Advisor	x
Rodger Painter	Advisor	x
Emily Wezenberg	Advisor	x
Allison Fong	Program Manager	x

Documents available prior to the meeting: From Allison: Board Packet including - Agenda, Draft minutes 12-20-2017 SCF meeting, Program Manager Board Report December 2017 & January 2018, SCF Fundraising Plan and Current Status, SCF current board members and terms, 2018 SCF calendar, and Mini grants for review.

- A. Call to Order**
Kim called the meeting to order at 6:05 PM.
- B. Mission Connect** – Kim explained that the purpose of “Mission Connect” is to share things that connect us as a board to our mission, such as meeting potential board members, learning about potential grant opportunities or results from past grants, and board education.
- C. Approve Agenda**
After correcting the date adding a discussion about the SIFA Fund to “E. Other Business”, Rodger moved to approve the agenda. Phyllis seconded the motion. **PASSED.**
- D. Business Session**
 - a. Approve December 20, 2017 Minutes**
Corrections:
In section C. c. the amount awarded for grants in 2017 was \$137,894.

In section C. e. the tasks for board members at the January grant announcement event were corrected: Cindy will do the welcome and introduction, Kim will explain the grant application process and Allison will facilitate a discussion of non-profit needs and collaboration.

Carole moved to approve the minutes as corrected. Rodger seconded. **PASSED.**

b. Donations/Treasurer's Report – Melody

Please see the attached report provided by Melody.

The grant making amount available in 2018 will be approximately \$122,295.00. This is the amount that will be announced at our event and to determine the winner of the \$1000 mini-grant.

Allison gave an update on SCF fundraising in 2018. \$54,463 was raised for the general endowed funds. \$12,350 was raised for the SCF Operating endowment. (\$2,650 short of our \$15K goal.)

Permission has been received from an anonymous donor to move their \$200 2017 donation from the City of Seward Fund to the SCF Operating fund. Emily moved that this be done. Cindy seconded the motion. **PASSED.**

Kim is discussing with a different donor the possibility of moving a \$1,000 donation to the SCF general fund made in 2017 to the SCF Operating fund but this has not been finalized.

c. Grant Team Update – Allison for Patty

Allison met with John and received transition files pertaining to SCF grant making.

Carole moved to budget \$20,000 for mini-grants in 2018. Melody seconded the motion. **PASSED.**

There are 4 mini-grants to consider this month:

1. Dynamic Drum Circle for Life – After discussion, the board felt we did not have enough information to fund this request. Kim will talk to Dana and get more details.
2. SeaView – Furniture for PASSAGES transitional housing program – After discussion **Rodger moved to approve the request for \$1000. Phyllis seconded the motion. PASSED.**
3. Wellness For All – Diabetes Prevention Program - Take Care of Your Diabetes conference – After discussion **Cindy moved to approve this grant request for \$846.12. Melody seconded the motion.** Emily abstained from the discussion and vote due to the involvement of her husband in the program. **PASSED.**
4. Lemonade Day Alaska 2018– Board felt this application did not meet the requirements for SCF mini-grants. Declined.
Allison will ask Shawn to notify the applicant of our decision.

d. Program Manager Report – Allison

Allison will correct the terms listed on the board member list sent out with this month's meeting packet. Kim will also update her list of board members' contact information and terms.

Allison will send 2018 strategic plan goals to the Lead of each team so teams can begin working toward them.

e. Grant \$ Announcement Luncheon – Kim

Everything is on track for this event. It will be held Thursday, January 25 from 11:30 am to 1:30 pm. Board members are asked to be at the Breeze Inn at 11 am to help set up. We expect 35 – 40 people to attend.

f. Slate of Officers Election

i. Nominations:

1. President – Kim Reiersen
2. Vice-President – Patty Linville
3. Secretary – Phyllis Shoemaker
4. Treasurer – Melody Hatch

(Melody is willing to continue on as Treasurer until things slow down a bit. Doesn't think January would be a good time to switch.)

Carole moved to accept the slate of officers as presented. Rodger seconded the motion. PASSED.

Recruiting potential new board members was discussed. This is officially a function of the Executive Committee but all are encouraged to think about who would be a good fit on the board.

g. Team Assignments and Leads

- i. **Executive Team** is made up of President, VP, Secretary and Treasurer
- ii. Program Manager may be included in meetings. Allison will attend any of the team meetings if requested and available.
- iii. **Community Investment (Grant) Team:** Patty (Lead), Rodger, Carole, Karen
- iv. **Fundraising (Development) Team:** Cindy (Lead), Melody, Carole
- v. **Community Outreach (Communications) Team:** Emily (Lead), Kim, Phyllis

Kim would like teams to meet once a month and start working toward SFC Strategic Plan goals.

Until Patty returns Allison will send grant questions to Rodger.

h. 2018 SCF Calendar

Because Kim is leaving, the February meeting will be Tuesday, February 13.

Add to the 2018 calendar: March 1 – Pick, Click, Give Day & July 3 – Mt. Marathon Raffle.

Move September meeting to Moose Pass.

i. PCG Promotion March 1, 2018

This will be announced at the January 25th event. The Development Team will take the lead for planning this and will meet in the next few weeks.

Allison offered a couple of ideas:

A table with information set up at Safeway and each eligible non-profit will staff the table for an hour. Carol suggested some printed information that could be put in shoppers' grocery bags.

SCF advisors and representatives from other non-profits participate in the SAK Town radio show that day.

j. ACF April Convening of Affiliates in Juneau (April 4-5)

ACF will pay for two advisors and the program manager from each affiliate to attend. They suggest sending an experienced advisor and a newer advisor. Both Emily and Rodger are interested in going as a newer advisor. Allison will find out if we can send more people if they pay their own way. Attendees will be finalized at the February meeting.

E. Other Business – SIFA Fund

Seward City Clerk Brenda Ballou would like a written document outlining the process for accessing the funds in the Sward International Friendship Association Sister City Exchange Fund. After discussion board suggests the following: the city clerk's office will review the applications and select participants in the exchange. The city clerk will send SCF a request for \$500 for each participant. SCF will approve the request and send it to ACF who will issue a \$500 check for each participant. If checks cannot be written to private individuals, the checks could be written to the City of Seward, which would then issue checks to the participants. Phyllis will discuss this with ACF to confirm the process works for them and determine who the checks will be written to.

F. Comments

Emily asked Allison if it is possible for advisors to see reports submitted by non-profit grantees. Allison will try to get this set up. It was suggested that reviewing the grant reports could be one of the Community Investment Team's tasks.

Kim is looking forward to working with everyone. We are doing great things in our community.

H. Adjourn

Meeting was adjourned at 7:56 PM.

Next meeting: Tuesday, February 13, 2018, 6 PM at Breeze Inn.

Seward Community Foundation Fundraising Plan and Current Status of Funds

updated 2/8/2018

SCF MATCH/OPERATING ENDOWMENT PLAN

Fundraising Goals: [APPROVED BY SCF ADVISORY BOARD ON 6/21/17]

2017: Raise \$40,000 for endowed gifts and raise \$15K for operating endowment
 2018: Raise \$20,000 for endowed gifts and raise \$15K for operating endowment
 2019: Raise \$20,000 for endowed gifts and raise \$15K for operating endowment
 2020: Raise \$20,000 for endowed gifts and raise \$15K for operating endowment
 Additionally, once the \$100,000 is raised, SCF will raise the bonus match of \$25K

Results:	Endowment	Operating
	\$ 54,388	\$ 12,550

Action Plan:

1. SCF will work with local businesses utilizing matching challenge from Rasmuson to create employee giving programs and encourage donations from owner/operators.
2. SCF will increase Pick Click Give donations by advertising during PFD application season.
3. SCF will increase outreach efforts and invest more in general public relations, announcing the challenge match from Rasmuson and seeking new donors.

CURRENT SCF FUND SUMMARY

Fund Name	Fund Balance	2017	2018	2018 Goal*	Variance**	4-yr Target***
Endowed Funds (Match Eligible)	\$ 2,997,308	\$ 54,388	\$ 14,388	\$ 20,000	\$ (5,612)	\$ 100,000
City of Seward Unrestricted Fund	\$ 8,273	\$ -				
Dieter Family Endowment Fund for the Prevention of Domestic Violence and Teen Suicide	\$ 56,612	\$ 25,000				
Frank Dieckgraeff Memorial Fund for Seward Seniors	\$ 20,190	\$ -				
Kaanta Community Fund for the Beautification of Seward	\$ 132,656	\$ -				
Larson Family Fund of the Seward Community Foundation	\$ 11,348	\$ 600				
Margaret A. Anderson Fund of the Seward Community Foundation	\$ 28,445	\$ 200				
Paul and Sharon Ruppel Fund of The Seward Community Foundation	\$ 19,407	\$ 3,004				
Seward Community Foundation Fund	\$ 2,707,929	\$ 25,434				
Seward Wellness Fund of the Seward Community Foundation	\$ 12,448	\$ 151				
Roll-Over from Previous Year(s)			\$ 14,388			
Operating Endowment	\$ 33,706	\$ 12,550	\$ -	\$ 15,000	\$ (15,000)	\$ 60,000
Seward Community Foundation Operating Endowment Fund	\$ 33,706	\$ 12,550		\$ 15,000		\$ 60,000
Non-endowed Funds (Not Match Eligible)	\$ 26,483	\$ 16,499	\$ -	\$ -	\$ -	\$ -
Seward Affiliate Operating Fund	\$ 16,865	\$ 7,000				
Seward International Friendship Assoc. Sister City Exchange Fund	\$ 9,618	\$ 9,499				
Grand Total	\$ 3,057,497	\$ 83,438	\$ 14,388	\$ 35,000	\$ (20,612)	\$ 160,000

* Must meet annual goal in order to receive matching funds

** Any amount raised above the annual goal will roll-over towards the next year's match

***The match to SCF's Endowment Fund is a 1:1 match of up to \$100,000 and is only available during these four years (January 1, 2017- December 31, 2020). A bonus of \$25,000 is available after the \$100,000 match is raised. This is a 1:1 match of up to \$25,000. Once the additional \$25,000 is raised by an Affiliate, the Affiliate Advisory Board may decide how best to utilize the unrestricted funds.

Note: The following amount is included in the Fund Balance for SCF Fund, but not eligible for the match. \$ 5,200

SCF Operating Fund Budget Variance Report

Updated 2/8/2018

	2015	2016	2017 Bud	2017 09 YTD	Variance
BEGINNING FUND BALANC	\$ 16,556	\$ 21,917	\$ 24,734	\$ 24,734	\$ -
REVENUES					
Gifts & Bequest - Non-endowed	\$ 300	\$ -	\$ -	\$ 7,000	\$ (7,000)
Inter-fund Gifts - Non-endowed	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Realized Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest/Dividend Income	\$ 2	\$ 34	\$ 75	\$ 149	\$ (74)
Administrative Fee Revenue	\$ 12,796	\$ 11,666	\$ -	\$ -	\$ -
Total Revenues	\$ 14,098	\$ 11,701	\$ 75	\$ 7,149	\$ (7,074)
EXPENSES					
ACF Staff Expense	\$ -	\$ -	\$ -	\$ 286	\$ (286)
Contractual - Consultant Fee	\$ -	\$ -	\$ 840	\$ -	\$ 840
Bank & Merchant Fees	\$ -	\$ -	\$ 71	\$ 101	\$ (30)
Investment/Custodial Fees	\$ 29	\$ 33	\$ 41	\$ 38	\$ 2
Supplies	\$ -	\$ -	\$ 100	\$ 62	\$ 39
Postage	\$ 186	\$ 588	\$ 638	\$ 121	\$ 517
Telephone/Internet	\$ 150	\$ 206	\$ 225	\$ 206	\$ 19
Memberships/Dues/Publications	\$ 376	\$ 150	\$ 250	\$ 400	\$ (150)
Printing & Publications	\$ -	\$ 325	\$ 1,083	\$ -	\$ 1,083
Communications/Marketing	\$ 3,944	\$ 3,414	\$ 3,395	\$ 2,192	\$ 1,203
Total Administrative Expense	\$ 4,685	\$ 4,717	\$ 6,643	\$ 3,406	\$ 3,237
Contract Services – Program Rela	\$ -	\$ -	\$ -	\$ 978	\$ (978)
Community & Donor Developme	\$ 2,988	\$ 301	\$ 100	\$ -	\$ 100
Venue and Catering	\$ 919	\$ 550	\$ 684	\$ 777	\$ (93)
Program Marketing	\$ 108	\$ -	\$ -	\$ -	\$ -
Program Supplies	\$ 36	\$ 216	\$ -	\$ -	\$ -
Special Event and Fundraising	\$ -	\$ 3,099	\$ 3,630	\$ 9,698	\$ (6,068)
Total Program Expenses	\$ 4,052	\$ 4,166	\$ 4,414	\$ 11,453	\$ (7,039)
Total Cash Expenses	\$ 8,737	\$ 8,884	\$ 11,057	\$ 14,859	\$ (3,802)
In Kind Revenue	\$ -	\$ 500	\$ -	\$ -	\$ -
In Kind Products Expense	\$ -	\$ (500)	\$ -	\$ -	\$ -
Net Non-Cash Activities	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 8,737	\$ 8,884	\$ 11,057	\$ 14,859	\$ (3,802)
Net Income	\$ 5,361	\$ 2,817	\$ (10,982)	\$ (7,710)	\$ (3,272)
ENDING FUND BALANCE	\$ 21,917	\$ 24,734	\$ 13,752	\$ 16,865	\$ (3,113)

Notes:

Example only: Amount required of an Operating Endowment to Fund Operating Expenses

At 4% spending rate	218,413.25	222,091.50	276,424.75	371,474.00
At 5% spending rate	174,730.60	177,673.20	221,139.80	297,179.20

2018 Mini-Grant Tracking Report

updated 2/8/2018

SUMMARY

Allocation: \$26,019

Balance: \$17,673

Total Requested: \$19,875

Total Granted: \$8,346

DETAIL

Organization	Project	\$ Requested	\$ Granted	Date Reviewed
Qutekcak Native Tribe	Elder Fall Protection Program	\$1,000	\$1,000	12/20/2017
Seward Arts Council	Fletcher Movie Series/Wonder	\$1,000	\$1,500	12/20/2017
Seward Wellness For All	Diabetes Prevention Program	\$1,000	\$1,000	12/20/2017
He Will Provide Food Bank	Food Stuffs	\$2,000	\$2,000	12/20/2017
Seaview Community Services	Furniture for Passages	\$1,000	\$1,000	1/17/2018
Wellness for All	Diabetes Conference	\$846	\$846	1/17/2018
Lemonade Day Alaska	Lemonade Day Alaska 2018	\$4,000	\$0	1/17/2018
Luncheon Award - TBD	Maggie Wilkinson Won	\$0	\$1,000	1/25/2018
Latitude 60.1 Academic Pursuits/RBCA	Walk & Wonder	\$1,050		2/13/2018
Marathon Wrestling Club	Van Rental 3 [March] Tournaments	\$594		2/13/2018
Marathon Wrestling Club	Van Rental 4 April Tournaments	\$792		2/13/2018
Seward Alaska Social Runners	Coffee Cards and Snacks	\$680		2/13/2018
Seward Arts Council	Seward Arts Council Membership Drive	\$1,000		2/13/2018
Seward Arts Council	Music Sheets for Community Band	\$1,000		2/13/2018
Seward Nordic Ski Club	Website Update	\$1,000		2/13/2018
Seward Senior Center	Dynamic Drum Circle (resubmitted)	\$995		2/13/2018
Seward Senior Center	Seward Unleashed, Vol. 3	\$1,000		2/13/2018
Seward Wellness for All	Mindfulness-Based Stress Reduction Community Program Supplies	\$918		2/13/2018

**Evaluation Rubric
2018 SCF Grant Program**

Rating Scale: 0 - Not Complete | 1 – Poor | 2 – Fair | 3 – Adequate | 4 – Good | 5 - Excellent

1. Applicant identifies and addresses recent and/or emerging community needs.

Lacking (0 – 1 Points)	Adequate (2 – 3 Points)	Exceptional (4 – 5 Points)
<ul style="list-style-type: none"> The application does not articulate a need for the proposed project. 	<ul style="list-style-type: none"> The application describes some need for the proposed project but is lacking in concrete examples or information to reinforce this need. 	<ul style="list-style-type: none"> The application describes a strong need for the project with examples and/or information.

2. Number of people who will benefit and how will you know.

Lacking (0 – 1 Points)	Adequate (2 – 3 Points)	Exceptional (4 – 5 Points)
<ul style="list-style-type: none"> The application does not articulate the number of people benefiting from the project. 	<ul style="list-style-type: none"> The application reasonably identifies the number of people benefiting directly from the project. This number is proportionate with the funding requested. 	<ul style="list-style-type: none"> The application describes well the number of people benefiting directly and indirectly. This number can be considered substantial and proportionate with the funding request.

3. Impact of project on the quality of life in the community and sustainability.

Lacking (0 – 1 Points)	Adequate (2 – 3 Points)	Exceptional (4 – 5 Points)
<ul style="list-style-type: none"> The application does not describe how the project will affect the quality of life in Seward and/or does not address sustainability. 	<ul style="list-style-type: none"> The application describes how the project will have a beneficial affect on the quality of life in the community and how the project is appropriately sustainable. 	<ul style="list-style-type: none"> The application is exceptionally clear that the project will be of great benefit to the quality of life in the community and is obviously sustainable.

4. Application clearly describes the project, is complete and is reasonable in expectations and timeline.

Lacking (0 – 1 Points)	Adequate (2 – 3 Points)	Exceptional (4 – 5 Points)
<ul style="list-style-type: none"> Application is unclear, incomplete and/or project seems infeasible. 	<ul style="list-style-type: none"> Application clearly describes the project, is complete and indicates reason to expect success in meeting goals and timeline. 	<ul style="list-style-type: none"> Exceptionally clear project description and timeline and indicates strong expectation of meeting goals and timeline.

5. Application shows sound financial planning and includes plans to utilize existing community resources and collaboration.

Lacking (0 – 1 Points)	Adequate (2 – 3 Points)	Exceptional (4 – 5 Points)
<ul style="list-style-type: none"> The application does not have sound financial information or does not indicate good financial planning. 	<ul style="list-style-type: none"> The application includes sufficient financial information to indicate thoughtful and realistic financial planning. The project includes some community resources or collaboration. 	<ul style="list-style-type: none"> The application includes sufficient financial information to indicate thoughtful and realistic financial planning. The project includes excellent use of community resources and collaboration.



GRANT REPORTS AVAILABLE FOR REVIEW

Updated February 8, 2018

The following Grant Reports have been added to the SCF Website.

<https://sewardcf.org/advisory-board-resources/grant-reports-advisory-board/>

Note: Board members can review these as time allows. The Grant Committee will determine a process for regular and timely review of Grant Reports. Each month the Board will receive a list of the latest grant reported that have been added to the website.

2017 Competitive Grant Cycle

1. Independent Living Center – TRAILS Support \$5 (Competitive Grant Cycle)
2. Seaview – Empowering Families (Competitive Grant Cycle)
3. Seaview – Furniture for Group Home Residents (Competitive Grant Cycle)
4. TYC – Enrichment activities for Seward youth (Competitive Grant Cycle)

2017 Mini-Grant Cycle

1. Seward High School – Volleyball Team (Mini-Grant Cycle)
2. Seward Mural Society – Alaska Aviation in Seward (Mini-Grant Cycle)
3. Athletic Boosters – Banner and Electronic Ad for Gym (Mini-Grant Cycle)
4. Qutekcak Native Tribe – Art Program

2016 Grant Reports – Some reports have been added to the website. Allison will continue to add reports as her time allows. In the meantime, please let her know if there is a specific report you are interested in.



Time Utilization

- As of 2/9/2018 I have worked, 37.25 hours.

Active Project Updates:

1. ACF Liaison: Ongoing Activity. Current Topics include: Rasmuson Match Incentive/fundraising plan, Mar/Comm support, Pick.Click.Give. support and donor database solutions.
2. Manage SCF Email: Monitored regularly.
3. Marketing and Communications: Ongoing Activity. Regular web posts include: Grantee Highlights, Sharing of Relevant Facebook posts, and Blog Posts on topics of interest. Other projects are detailed below.
4. Website/ Facebook Management: Remember to “like” and “share” SCF posts on Facebook.
5. Board Support/Regular Board Reports: Grant Reports can now be found on the Advisory Board Resources Page. I will update this site as I receive new reports. Also, I will list new reports on the monthly Board Agenda.
6. Support 2018 Grant Process: Respond to inquiries from grant applicants and grant recipients, especially while Patty is out of the state. On 2/1, I met with Kim Strehlow and others at Providence to advise them about our grant application and process (per Patty’s request). Competitive Grants are starting to come in.
7. Annual Plan / Strategic Plan: The Board approved the strategic plan at the November Board Meeting. The prioritized short-term goals are: 1) Engage Donors and potential donors (including businesses) in mission opportunities to reach \$3.5m in unrestricted endowment by 2021; 2) Focus on estate and asset gift donors to secure 2-3 legacy gifts per year starting in 2018. Next steps are for committees to flesh out the 2018 actions to achieve the goals. I am available to provide support as needed – just ask.
8. Donor Development/Fundraising Support: I am working with ACF to reclass \$1375 of donations from our endowment to our operating endowment in 2017, per donor request.
9. Pick.Click.Give: I need to find a place to hang our banner. Lagoon is not an option. Next steps are to plan for PCG Day on March 1 – Interview on SakTown Talk.

Completed Projects since last Board Meeting:

- 2018 Grant Announcement Event
- Organize and manage working files for Board – contact me for files or access.
- Grant Reports now available on website.

Future Projects:

- Develop Calendar of Events: Create a calendar that includes SCF Events and Activities, including timing of newsletter, fundraising activities, strategic plan development

Announcements/Other information

- Grant Reports are now available on the Advisory Board Resources page.

Action Requests for Board:

- Meet with your committees and complete the Strategic Plan actions for 2018. Reach out to me if you need assistance.



PROGRAM MANAGER BOARD REPORT FEBRUARY 2018

Time Utilization Snapshot as of 1/14/18

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining (300/yr)	Remaining (avg/mo)
26	11.25											37.25	262.75	24.52

2018 Project List and Priorities

#	Project	Description / Scope	Time Est.
1	ACF Liaison	Follow-up on “promises,” maintain two-way communication of ACF and SCF activities and priorities. Participate in annual Affiliate convening and training opportunities in partnership with ACF*	Ongoing 6 hrs / mo
2	Manage SCF Email and Voicemail	Regularly check SCF email and voicemail. Delegate responses as appropriate to Board members and ACF	Ongoing 45min/wk
3	Marketing and Communications	Oversee the marketing and communications needs of SCF (i.e. create newsletters, thank you cards, Power Point presentations, printing support, PR).* Specific projects listed below	Ongoing 3+ hrs/mo
4	Website/ Facebook Management	Ensure website and Facebook remains up-to-date, including Living Treasures, Memorial Contributions, News, and sharing FB content	Ongoing 3hrs / mo
5	Weekly Grantee Highlights	In collaboration with Mar/Comm Committee – write and post weekly articles/blog posts about the great things local nonprofits are doing in our communities and how SCF supports them	Ongoing 2 hrs / mo
6	Board Support	Provides support for the planning and execution of Advisory Board meetings. * Includes completion of regular board reports	Ongoing 4 hrs / mo
7	Support Grant process	Provide technical assistance to grantees and applicants*.	Active TBD
8	Annual Plan / Strategic Plan	Oversee the annual planning process and work with the Advisory Board members in scheduling meetings and events. *	Active 25 hours
9	Support Fundraising/ Donor Development	Provide support for donor relations and donor stewardship for SCF. * Need to determine scope of support needed by the board, including how best to engage with Pick, Click, Give activities	Active
10	Develop Calendar of Events	Create a calendar that includes SCF Events and Activities, including timing of newsletter, fundraising activities, strategic plan development	4 hrs
11	Donor/Grant List	Provide database management; maintain grant and donor lists*	12 hrs
14	Update SCF “Road show”	The road show is a consistent presentation that allows board members to share information about SCF with other groups in Seward. Scope: Create and maintain a “road-show-in-a-box”. Work with Patty to identify businesses/organizations and schedule presentations.	10 hrs

2018 Completed Projects:

Project	Description / Scope	Time Est.
Local Nonprofit List	Create and manage the list of Seward nonprofits	1 hr
Manage Board List	Ensure we have a list of current and past board members that includes contact information, and board terms	3 hrs
Organize and manage working files for Board	Find solution for a common site for active “working” files of the board. Understand needs. Move files from google docs to new site.	6 hrs
2018 Grant Announcement Event	Support Community Outreach Team with event; facilitate discussion with attendees.	Active 10 hrs



PROGRAM MANAGER BOARD REPORT FEBRUARY 2018

Goals of Affiliate Program:

- Increase individual philanthropy among Alaskans.
- Encourage local leadership to identify problems and invest in solutions in their communities.
- Grow permanent charitable assets in Alaska to create sustaining sources of revenue and support for valued Alaska nonprofit services.

Current List of ACF “Promises” and “Requests”:

- Social media policies – *Request for info sent*
- Donor Database, with information shared across ACF
- Timely updates when donations are received

Essential Functions/Roles & Responsibilities of the Program Manager (including, not limited to):

1. Provides support for the planning and execution of Advisory Board meetings (i.e. agendas, meeting minutes, and scheduling).
2. Oversees the marketing and communications needs of SCF (i.e. create newsletters, thank you cards, Power Point presentations, printing support, PR). Manage web and social media platforms for SCF and maintain photo catalogue.
3. Provide support for donor relations and donor stewardship for SCF.
4. Provide support for the annual planning process and work with the Advisory Board members in scheduling meetings and events.
5. Provide technical assistance to grantees and applicants.
6. Participate in the annual Affiliate Convening and participation in Affiliate training opportunities in partnership with ACF.



NOTES FROM GRANT ANNOUNCEMENT LUNCH

Facilitated Discussion 1/25/2018

At the grant announcement luncheon, SCF wanted to learn what the nonprofits consider to be the greatest community needs and the types of support nonprofits need to address those needs. These are the notes from that discussion.

What are the greatest needs in the community?

- Homeless / Housing topics
 - Temporary shelter and food for homeless
 - Help for Homeless
 - Affordable housing
 - Sober-living home
- Youth Topics
 - Counseling, mentoring, and education for youth
 - Outmigration of youth in our communities; need local skilled employment opportunities
- Community spaces
 - Place for events and activities
 - Covered space for community events / sports
 - Storage space for community resources
- Health Topics
 - Prenatal Care
 - Project Access – replicate or connect with Anchorage Project Access
 - Hospice
 - Mental Health Emergency Trauma – training for local community members
- Untreated Trauma – impacts kids and adults
- Community schools – community members sharing knowledge with other community members
- Performing arts

What support do nonprofits need to address those needs? (e.g. training, educations, collaboration)

- Newsletter
- Compliance
- Becoming and running a nonprofit
- Better collaboration
- Monthly (or regular) meeting of local nonprofits
- Calendar of events – one location for community members to see all events/activities available in Seward
- Grant station computer or a nonprofit corner – a place for nonprofits to access information/resource
- Online database of nonprofits
- Board education
- Grant training
- Grant database for finding grants
- Nonprofit Fair to increase community awareness and knowledge
- Foraker Trainings
- Bring Grantsmanship Training to Seward
- Foraker Webinars – make available or coordinate a single location in Seward for nonprofits to participate (Use the Library Space with video capabilities)
- Keep funding local nonprofits