



# 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 25<sup>th</sup> 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.**