



# Seward Community Foundation

*An Affiliate of The Alaska Community Foundation*

**Board of Advisors Agenda  
Breeze Inn, Seward, AK  
Wednesday, March 21, 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 February 13, 2018 minutes
- b. Donations/Treasurer's Report—Melody

**E. Team Reports**

- a. Grant Team Update—Patty
  - i. Grant Report (written report)
  - ii. Annual grant cycle proposals – 22 Applications
  - iii. Mini grant proposals
    1. Seward Senior Center - Seward Unleashed, Volume III
    2. Boys & Girls Clubs of the Kenai Peninsula - Curriculum Materials
    3. Seward Prevention Coalition - SOS Feeding Conference
    4. Seward Prevention Coalition - Sustainable Seward: Electronics Recycling Event
  - iv. Grant Reports (written summary attached)
- b. Executive Team - Kim
- c. Fundraising/Development Team - Cindy
  - i. Fundraising Status (written report attached)
- d. Community Outreach Team – Emily
- e. Program Manager Report—Allison (written report attached)

**F. Other Business**

**G. Comments**

**H. Adjourn**

Next Meeting Date: April 18, 2018 @ 6pm, Breeze Inn  
[Topic]



# Seward Community Foundation

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***Draft***  
**Board of Advisors Meeting**  
**Minutes**  
**Breeze Inn, Seward**  
**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	✓

Casie Warner attended the first few minutes of the meeting as a guest.

- A. Call to Order – Kim called the meeting to order at 6:05 pm.
- B. Mission Connect – Casie Warner gave a summary of the Parents as Teachers program and its history in Seward. It is a program for prenatal to age five children and their parents. It was funded in Seward by RurAL CAP but lost that funding last year. Casie is working to get it started up again.
- C. Approve Agenda – Rodger moved to approve the agenda. Carole seconded the motion. PASSED.
- D. Business Session
  - a. Approve January 17, 2018 minutes – Rodger moved to approve the January 17, 2018 minutes. Carole seconded the motion. PASSED.
  - b. Donations/Treasurer’s Report—Allison  
In Melody’s absence Allison gave the Treasurer’s report.  
There were no donations this month.  
Two invoices were sent to ACF for payment: Great Originals \$2655.33 for the newsletter, and Breeze Inn \$621.60 for the grant announcement luncheon with non-profits.

- i. Fundraising Status (written report provided in the board packet prior to meeting) – Allison reported that the 2017 SCF Operating Endowment accounting is still being finalized and ACF will move some funds from the Seward Community Foundation fund to the SCF Operating Fund as requested by the donor.
- ii. Operating Budget Variance (written report provided in board packet prior to meeting)

E. Team Reports

a. Grant Team Update—Kim in Patty’s absence

- i. Mini-Grant Tracking Report – The budget for mini grants is \$26,019. We have granted \$8,346 which leaves a balance of \$17,673.
- ii. Mini grant proposals
  - 1. Latitude 60.1 Academic Pursuits/RBCA - Walk & Wonder  
After discussion the board declined to fund this request. We would like to see evidence of community interest and a more concrete plan for implementation.
  - 2. Marathon Wrestling Club – Van Rental 3 [March] Tournaments – combined with #3
  - 3. Marathon Wrestling Club – Van Rental 4 [April] Tournaments – combined with #2  
It was decided to consider these two applications together since they are from the same organization and for basically the same purpose. Carole abstained from voting since she is an employee of the van rental company. After discussion **Phyllis moved to approve a total of \$1000 for the Marathon Wrestling Club for transportation to tournaments. Rodger seconded the motion. PASSED.**
  - 4. Seward Alaska Social Runners – Coffee Cards and Snacks  
Although the board thought this grant application was well written and we recognize the benefits of an active life style, after discussion we declined to fund it, believing runners could buy their own coffee.
  - 5. Seward Arts Council – Seward Arts Council Membership Drive  
The board felt this grant application was asking for support of an event which could be considered a fund raiser. We do not grant funds for fundraising events. This application was declined.
  - 6. Seward Arts Council – Music Sheets for Community Band  
Phyllis abstained from the vote since she is a member of the community band. After discussion **Carole moved that we grant \$1000 to the Seward Arts Council for music for the Community Band. Emily seconded the motion. PASSED.**
  - 7. Seward Nordic Ski Club – Website Update  
The board agrees that a well maintained web site where area residents can obtain current snow, avalanche and trail conditions would be a benefit to the

community. After discussion **Rodger moved to grant \$1000 to the Seward Nordic Ski Club. Carole seconded the motion. PASSED.**

8. Seward Senior Center - Dynamic Drum Circle

After discussion the board declined to fund this grant application. We did not see enough evidence of how the success of the program would be measured, or that the application clearly justified the expense. Perhaps the desired benefits could be achieved with less cost.

9. Seward Senior Center - Seward Unleashed, Vol. 3

The board had several questions about this grant application. Although we like the idea of the Seward Unleashed books, we declined to fund this application until we get more information. Phyllis and Carole will try to meet with Dana before the next board meeting. Action on this application was postponed.

10. Seward Wellness for All – Mindfulness-Based Stress Reduction Community Program Supplies

This program starts before funds would be available. The board also felt that participants could probably afford to buy their own equipment, and might prefer to do that so they would have it to use at home. This application, although well written, was declined.

iii. Annual Grant Schedule and Process – Kim

Allison let us know that Shawn will have all the grants reviewed by March 3. There are currently seven applications (6 in draft form and one final). The grant team will meet at 1 pm on March 14 to do the first ranking and split the applications up so team members can write summaries for the rest of the board. Allison would like these summaries by March 16. ACF would like us to use the on line rubric to score the grant applications. All board members can log into the grant site to read the grants but only the grant team needs to score them. At the board meeting on March 21 we will have a discussion with the entire board to determine the final scores, which grants will be funded, and for how much.

iv. Grant Reports – Allison has put several grant reports on the SCF advisors resource site and will continue to add reports as time allows.

b. Executive Team – Kim, Patty and Melody will all be out of town for the next few weeks. Phyllis will check the SCF mailbox until Melody and Patty return. After Kim gets back the executive team will focus on recruitment.

c. Fundraising/Development Team – Cindy and Allison met today and reviewed the strategic plan as it pertains to this team. This team will be the lead for planning the Grant announcement event, but would like Emily to participate as lead of the Community Outreach Team. Kim would like to see some opportunities for Board Training.

d. Community Outreach Team – Emily will meet with Allison soon to review to the SCF Strategic Plan as it pertains to the Community Outreach Team.

- e. Program Manager Report—Allison provided a written report in the board packet.
- F. Grant Luncheon Review – Kim has received a lot of positive feedback from participants. Nonprofits want to continue to get together and share information. Rodger suggested we offer another grant writing workshop and use the information gathered at the luncheon to decide what goals we want to focus on in the next year. SCF needs to follow up with those that attended. Allison will put something on the SCF website. Kim suggested we might join with Providence Seward to offer a grant which addresses one of the community needs identified at the lunch (for example housing). Emily let us know that there will be a kick-off meeting for the Community Needs Assessment survey on February 22 from 1 – 3 pm at Mt. Haven. An advisor from SCF is welcome to attend. Emily will be there in her role as a Providence employee.
- G. PCG Promotion March 1, 2018 – Allison will organize a few representatives from organizations who have received SCF grants to go on SAK Town Talk on the local radio station with her to talk about Pick, Click, Give and SCF. She will also put the PCG Flier or something similar in the Seward Journal, and have information on Facebook and in the Chamber newsletter.
- H. ACF April Convening of Affiliates in Juneau (April 4-5) – Kim and Allison drew names to determine who will attend. Cindy and Emily will attend this with Allison.
- I. Other Business – Phyllis was asked by the Seward City Clerk to provide a written description of how to request funds from the Seward International Friendship Association fund at ACF. She will write this up and send it to the City Clerk.
- J. Comments – The movie “Wonder” which was funded by a previous SCF mini-grant will be shown for free this Friday (2/16) at 6 pm at the K.M. Rae Building as part of the winter film series. Emily handed out a flier for a movie to be shown at 7 pm on February 27 at Seward High School. It is called “Resilience – The Biology of Stress and the Science of Hope” and is sponsored by Seward Prevention Coalition, Providence Alaska Foundation and Alaska CARES.
- K. Adjourn – meeting was adjourned at 8:10 pm.

## 2018 Mini-Grant Tracking Report

updated 3/15/2018

### SUMMARY

<b>Allocation (includes 2017 rollover): \$25,500</b> <b>Balance: \$14,154</b>	<b>Total Requested: \$21,875</b> <b>Total Granted: \$11,346</b>
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### 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
Latitude 60.1 Academic Pursuits/RBCA	Walk & Wonder	\$1,050	\$0	2/13/2018
Marathon Wrestling Club	Van Rental 3 [March] Tournaments	\$594	\$500	2/13/2018
Marathon Wrestling Club	Van Rental 4 April Tournaments	\$792	\$500	2/13/2018
Seward Alaska Social Runners	Coffee Cards and Snacks	\$680	\$0	2/13/2018
Seward Arts Council	Seward Arts Council Membership Drive	\$1,000	\$0	2/13/2018
Seward Arts Council	Music Sheets for Community Band	\$1,000	\$1,000	2/13/2018
Seward Nordic Ski Club	Website Update	\$1,000	\$1,000	2/13/2018
Seward Senior Center	Dynamic Drum Circle (resubmitted)	\$995	\$0	2/13/2018
Seward Wellness for All	Mindfulness-Based Stress Reduction Community Program Supplies	\$918	\$0	2/13/2018
Seward Senior Center	Seward Unleashed, Vol. 3	\$1,000	postponed from 2/13	3/21/2018
Boys & Girls Clubs of the Kenai Peninsula	Curriculum Materials [Luncheon "Guess the Amount" Winner]	\$0	\$1,000	3/21/2018
Seward Prevention Coalition	SOS Feeding Conference	\$1,000		3/21/2018
Seward Prevention Coalition	Sustainable Seward: Electronics Recycling Event	\$1,000		3/21/2018

**Grant Team Scoring Worksheet and Recommendation 2018 Cycle**

**SUMMARY**

<b>Allocation: \$102,815</b>		<b>Requested</b>	<b>Recommendation</b>	<b>Final Decision</b>
<b>Totals:</b>		<b>\$147,717</b>	<b>\$102,281</b>	<b>\$0</b>
<b>Balance:</b>		<b>(\$44,902)</b>	<b>\$534</b>	<b>\$102,815</b>

**DETAIL**

#	Organization	Project	Avg. Score (Max. 25)	\$ Requested	Grant Team Recommendation	Advisory Board Decision	Notes/Fund
1	American Red Cross of Alaska	Home Fire Campaign	12.5	\$5,000	\$0		
2	Boys & Girls Clubs of the Kenai Peninsula-Seward Unit	Project Learn	19.5	\$3,000	\$3,000		
3	Girl Scouts of Alaska	Girl Scout Day Camp in Seward	20.5	\$1,932	\$1,932		
4	Independent Living Center	TRAILS Support FY19	19.0	\$5,000	\$5,000		
5	Kenai Mountains Public Media, Inc.	KIBH-FM service expansion	11.8	\$6,400	\$0		
6	Seward Middle School	Seward Middle School Library/Learning Center	22.0	\$2,000	\$2,000		
7	Marathon Wrestling Club	2019 Van & Hotel Rental for Team Tournament Travel	20.0	\$6,239	\$6,239		
8	Moose Pass Public Library	Bookshelves for the Moose Pass Public Library	22.7	\$4,000	\$4,000		
9	Moose Pass Volunteer Fire Company	Compressor for Refilling Emergency Breathing Air Apparatus	17.8	\$8,599	\$8,599		
10	Seward Area Hospice Inc.	Seward Area Hospice, Inc (SAH)	21.5	\$33,054	\$33,054		
11	Marine Science, dba Alaska SeaLife Center	ASLC Ocean Sciences Club 2018-19	18.5	\$3,000	\$3,000		
12	Marine Science, dba Alaska SeaLife Center	environmental observations	16.0	\$10,355	\$5,269		
13	Seward Civil Air Patrol	Cadet Program Scholarships	15.0	\$1,600	\$0		
14	Seward Community Health Center	"Ke-Da-Qa" Kids' Camp	11.0	\$5,900	\$0		
15	Seward Little League	2018 Equipment	19.0	\$1,748	\$1,748		
16	Seward Prevention Coalition	Sources of Strength Trainer Certification	19.0	\$5,000	\$5,000		
17	Seward Prevention Coalition	Ice and Multisport Feasibility Study	18.8	\$18,000	\$9,000		
18	Seward PTSA	Delivery	19.8	\$4,500	\$4,500		
19	Seward PTSA	Seward Bike Park	15.0	\$12,450	\$0		
20	Seward Seaman's Mission	Basketball Court Upgrade	17.3	\$2,000	\$2,000		
21	SOS Pets	SOS Pets Spay and Neuter Programs for Local Pets	20.3	\$2,940	\$2,940		
22	Teen and Youth Center Seward	TYC Summer Day Camp Program	18.3	\$5,000	\$5,000		

## SCF ANNUAL GRANT SUMMARIES AND RECOMMENDATIONS 2018

1. The **American Red Cross of Alaska** has requested **\$5000** for their **Home Fire Campaign** (Third year of five-year program).

**Description:** Their goal is to provide 150 smoke detectors (& 10-year batteries) to an average of 50 homes with three smoke detectors each – impacting approx. 125 persons within our community.

**Grant Committee Recommendation:** No dollar amount allocated based on lack of information. Further discussion based on additional information will likely lead to allocation of at least partial funding for cost of smoke detectors.

**Discussion Points:**

- Grant verbiage does not clearly state how Red Cross will interface with local fire departments. After speaking with Chad at Seward Fire Dept., I learned that our local departments have been working with Red Cross on this program for the past 3 years. Red Cross supplies the smoke detectors & our local teams install & maintain as needed.
- Budget for this request was unclear and not detailed – Asks for \$5000, but states that the smoke detectors are \$11 each. ( $\$11 \times 150 = \$1650$ ).
- Not sure of financial need beyond cost of smoke detectors if the local fire department is doing the installation. Travel costs should be minimal to nothing if it's just a matter of delivering detectors to Seward.

2. **Boys and Girls Club** has requested **\$3,000** for **Project Learn**

**Description:** The Seward Club would like to add regular bi-weekly tutoring services, develop more high-yield and engaging learning centers for their Power Hour homework timeframe. They would also like to add a program at the end of the day that would provide parents a dedicated space and resources to help their children.

**Grant Team Recommendation:** Approve Full Funding

**Discussion Points:**

- Grant Team feels this is a very good program and lots of kids are enrolled in the program.

3. **Girl Scouts of Alaska** has requested **\$1,932.00** (\$4282 total project cost) for their **Girl Scout Day Camp in Seward** project.

**Description:** Each summer GSAK organizes a day camp program that travels to different communities to provide the camp experience to girls who would not have that experience otherwise. Teams of dedicated GSAK camp counselors travel to communities, including Seward to offer a 5-day program. GSAK partners with local adult volunteers and staff work together to deliver a high quality, structured and safe environment. GSAK provides partial or full financial aid to any Seward camper who requests assistance to attend camp.

**Grant Committee Recommendation:** Approve full request of \$1932

4. **Independent Living Center** has requested **\$5,000** for **TRAILS Support FY19**

**Description:** TRAILS is designed to provide year-round recreational opportunities for people who experience disabilities in the Seward/Moose Pass area. Summer activities include activities such as a train trip to Fairbanks (up to 10 participants), boat tour with Kenai Fjords Tours (10), horseback riding in Cooper Landing (5), beach bonfire (6), kayaking (5-10) and berry picking in Kachemak Bay (5). During the winter, ceramics classes will be re-started, cost effective shopping excursions to Soldotna will be offered and other activities organized. The ILC will collaborate with AVTECH, Seward Senior Center, Seaview, Hope Community Resources and Special O in TRAILS activities.

**Grants Team recommendation:** full funding (\$5,000) of the proposal.



## SCF ANNUAL GRANT SUMMARIES AND RECOMMENDATIONS 2018

### 5. Kenai Mountains Public Media, Inc. has requested \$6400 for KIBH-FM service expansion

**Description:** “Seward Public Radio is seeking additional funds to purchase of a FM digital encoder to complement their existing analog facility and immediately expand service in the Seward area. The digital encoder is most often used today to provide additional channels of programming on a given frequency, expanding the station's capacity to simultaneously reach listeners across multiple frequencies or channels with different programming on each.”

NOTE: This application was deemed incomplete as there was no budget attached. ACF was asked if there was any attempt to get the application complete. Shawn replied that the application was received at the last hour possible and he didn't feel it was fair to other applicants to allow this applicant more time to complete the application.

**Grant Team recommendation:** Not recommended for funding.

**Discussion Points:**

- The Grant Team is supportive, especially of the emergency response aspect of this project. We feel it is a good concept and is/has the potential to provide a needed service. However, this application was incomplete as didn't include a budget. We felt it was poorly written, with many technical references and somewhat rambling narrative. For example, grant reviewers were asked by the applicant in the comments section to refer to a previous grant application for more details. Would like to see wider participation by Board in both the grant applications and operation of the program.

### 6. Kenai Peninsula Borough School District / Seward Middle School has requested \$2000 for the Seward Middle School Library/Learning Center

**Description:** The Seward Middle School contains a library space that has been operated by caring volunteers until this year. With the hiring of a library aide, the space is seeing an upsurge in use and not only as a storage area. The library aide, who is herself a certified teacher and master's level librarian, is seeking to “...re-organize the library with flexible seating that is teen friendly, adaptable, and practical. Movable furniture will allow for different configurations to meet the needs of the individual or group using the space; rocking/swivel seats are great for providing focus while reading; an ottoman can be used as a surface or as seating; bean bag chairs can easily be re-located or even stored away if needed.” These modifications are compatible with national school library standards and the Personalized Learning model recently adopted by the Kenai Peninsula School District.

**Grant Team recommendation:** Recommend full funding.

**Discussion Points:**

- All agreed there is a great need to awaken this space in the middle school. Good bang for buck.

### 7. Marathon Wrestling Club has requested \$6239 for 2019 Van & Hotel Rental for Team Tournament Travel

**Description:** “Marathon Wrestling Club is a USA Wrestling sanctioned youth wrestling program that supports the Seward and Moose Pass area. Marathon Wrestling Club was started in the early 1990's by Coach Art Osborn. What began as one guy and a few kids has turned into a large organization that travels 8 weeks out of the season and hosts a local tournament that brings upwards of 600 wrestlers and their families to Seward for a weekend in March each year.” Officially renamed as the Marathon Miners, their motto is "We Dig Deep." While that describes the young wrestlers, it extends to their families as well. These Marathon Miners families can be found at all of the local gatherings selling tacos and hot dogs to help finance their programs. To help get these wrestlers to their out of town meets safely and be able to have a secure place to stay during the 2019 season SCF has granted the Mt Marathon wrestlers \$6239.

**Grant Team recommendation for SCF Board:** Recommend full funding.

## SCF ANNUAL GRANT SUMMARIES AND RECOMMENDATIONS 2018

### Discussion Points:

- Grant team felt this was a well written application with a passionate need for assistance. They state they had been banished from a few hotels for letting too many kids stay in one room. They own a van but have deemed it unsafe for long travel. We felt the organization is inclusive and well deserving of our support.

### 8. Moose Pass Public Library has requested \$4000 for Bookshelves

**Description:** “The Moose Pass Public Library moved into its beautiful new quarters in mid-2017. The building project was done with volunteer labor and has since become the community center for Moose Pass. However, when the construction was finished, and they began to shelve the books, it became clear they needed more adequate shelving. This grant request will purchase four new standard-sized library bookcases to be installed by those very same volunteers who refurbished the building.

**Grant Team Recommendation:** Recommend full funding

### Discussion Points:

- Clearly stated need, additional funders, good project to be a part of, building community assets in Moose Pass.

### 9. Moose Pass Volunteer Fire Department has requested \$8,599 for Compressor for Refilling Emergency Breathing Air Apparatus

**Description:** Purchase of a compressor to refill emergency air breathing equipment and SCUBA tanks for emergency divers will help lower operating costs of the MPVFD. The equipment also will service the Cooper Landing and Hope fire departments, and a back-up for the existing Seward compressor. Currently, the three fire departments must travel to Seward or Anchorage to access an air compressor. The new compressor will reduce driving time and exposure to the risks of highway travel with high pressure air containers.

**Grant Team Recommendation:** The grants committee recommends full funding (\$8,599) of the project.

### 10. Seward Area Hospice Inc. (SAH) has requested \$33,054 (total need \$74,095) for 2018 program costs.

**Description:** Amount requested will fund half the annual costs for personnel, facilities and other costs required for licensure. This will help insure continuity in services as group works to increase their fundraising capacity. The balance needed will be raised through grants, fundraising events, donors and sponsors. They have also requested a grant (total of \$99,000 over 3-year period) through the Providence Seward Medical and Care Center Health Advisory Council.

**Grant Committee Recommendation:** Approve full request of \$33,054

### Discussion Points:

- SAH has now served a total of 9 patients (and families) since beginning & are providing a much-needed service within our community.
- SCF has been a partner from the start and we feel that we should continue to support with funding at this stage.
- SAH is working diligently toward full accreditation and is actively seeking additional funding and support, as well as establishing partnerships to better support patients and the organization.

### 11. The Seward Association for the Advancement of Marine Science dba Alaska SeaLife Center has requested \$3000 (total program cost \$6500) for their Ocean Science Club program.

**Description:** The Ocean Sciences Club is an after-school Club focused on marine science skills and concepts, and is open to local middle and high school students. Since August 2012, the Club has met

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Wednesdays from 5:00-6:30 pm. These 90-minute meetings include snacks, content learning, and hands-on experiences. This program was initiated to maximize contact between local students and science expertise at the ASLC. The objectives of this Club include better performance of the Seward team at the National Ocean Sciences Bowl (NOSB), higher performances on skill-based science assessments in school, a lifelong interest in marine science, a personal understanding of the impact humans and the ocean have on each other, and the motivation to improve that relationship.

**Grant Committee Recommendation:** Approve full request of \$3000

12. The **Seward Association for the Advancement of Marine Science dba Alaska SeaLife Center** has requested **\$10,355** for a new program - **Engaging Seward in community sciences: A pilot project for local environmental observations.**

**Description:** This Citizen Science program aims to create research collaborations between scientists and members of the public by involving citizens and community members in the collection and analysis of research data. Primary goals for this program include building relationships between scientists and members of the community (high school students and adults) and providing feasible means to collect long term scientific data.

The Project involves a one-year community science project in Seward, which would engage community members in a pilot project with hands-on data collection and development of a long-term plan for a citizen science program in our community. This start-up project has three goals: 1. Conduct a pilot community science project (bird population study) with a group of volunteers and students, 2. Engage Seward community members in discussions about citizen science opportunities for Seward, and community interests and priorities for a long-term program; and 3. Develop a strategy for a long-term citizen science program for Seward, including plans for partnerships. Project personnel at the Alaska SeaLife Center include Dr. Tuula Hollmen, project lead and principal investigator (ASLC & UAF), and Sadie Ulman, research associate (ASLC).

**Grant Committee Recommendation:** Approve \$5269 (Science kits & travel to Maryland conference).

**Discussion Points:**

- Kim, Carole & Allison met with ASLC staff regarding this new program.
- The program has great potential to bridge the gap between scientists and those who do science for a living and the general community members.
- There are other Alaskan coastal communities conducting similar projects. There is high potential for collaboration between Seward and these other coastal towns to share data and conclusions on that data. General trends that would otherwise go unnoticed, may be observed sooner and positive action taken to benefit those who are connected to the coastal environment.

13. **Seward Civil Air Patrol** has requested \$ for **Cadet Program Scholarships**

**Description:** Two cadets would receive scholarships to help pay for glider instruction at the Alaska Wing Glider Academy and other instruction that could lead to student flying licenses and a path to earning a private or commercial license.

**Grant Team Recommendation:** No Funding due to limited community impact

14. **Seward Community Health Center** has requested **\$5900** for **"Ke-Da-Qa" Kids' Camp**

**Description:** The Seward Community Health Center wishes to hold a camp for pre-teens. They envision a "back to school healthy camp" targeting children entering the 4th, 5th, and 6th grades, with the purpose of

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educating them on a variety of topics such as nutrition, exercise, careers, mental health, and wilderness survival and safety” with the outcome of being able to make better decisions in all areas of their lives.

**Grant Team recommendation:** Not recommended for funding.

**Discussion Points:**

- The Grant Team felt this application was vague with no thought as to how it would actually work or who they would be targeting with the Ke-Da-Qa Camp. Application was not detailed, short sentences for each question and no evidence of need. Felt SCHC staff could easily work with area schools, TYC and/or Boys and Girls Club to implement a similar program if in fact it was not already being done.

15. **Seward Little League** has requested **\$1,748** for **2018 Equipment**

**Description:** Seward Little League is requesting funds to replace worn-out/damaged equipment needed to keep players safe and continue to make baseball enjoyable. The benefits of the little league program are to keep children active and engaged in outdoor activities while promoting good sportsmanship and team play. Approximately 60-75 children of various ages participate each year.

**Grant Team Recommendation:** Approve Full Funding

**Discussion Points:**

- Grant Team feels this is a good program. The program reaches lots of kids.

16. **Seward Prevention Coalition** has requested **\$5000** for **Sources of Strength Trainer Certification**

**Description:** The Sources of Strength was initiated last year in an effort to address Alaska’s extraordinarily high suicide rates among our youth. Young men between 15-25 years of age in Alaska commit suicide six times the national average. SOS focuses upon providing adult mentors in middle and high school to help develop student leaders who will work to create a more positive and caring school environment. The project will provide funding for two adult mentors to participate in a certification program in Fairbanks this summer. The certification of two mentors as trainers will help ensure program longevity.

**Grant Team Recommendation:** recommends full funding (\$5,000) of the proposal.

**Discussion Points:**

- The Grants committee believes SOS has potential to reduce teen suicide rates.

17. **Seward Prevention Coalition** has requested **\$9000** for **Ice and Multisport Feasibility Study**

**Description:** “The desire for some sort of reliable, maintained recreational ice facility has surfaced many times over the years in Seward. Most recently, this idea was selected as one of two main goals by a public citizen’s group at the annual “Seward Strong” planning day... As a result, Seward Ice Rink and Multisport Association formed with a goal...” to promote wellness on the Eastern Kenai Peninsula by establishing and maintaining an ice and multisport facility in Seward.” Rather than talk about the possibilities their first step is to have a feasibility study completed to find out whether the project is doable and sustainable. SCF has agreed to partially fund this request on the condition that they find the remaining funds from other supporters. Congratulations to SIMA and we wish them success in securing other funders for this essential piece of a major project.

**Grant Team Recommendation:** The request was \$18000 and we recommend encumbering half that amount. Recommend partial funding, dependent on SIMA securing the remaining funding.

**Discussion Points:**

- SIMA can use this promise as leverage for other funding.

## SCF ANNUAL GRANT SUMMARIES AND RECOMMENDATIONS 2018

- This will enable the group to get their “ducks in a row” such as documented City involvement, non-profit status and a wider range of supporters.
- Budget lists \$2000 from Seward Prevention Coalition (Seward Strong) and \$5000 unsecured from PTSA.

18. **Seward PTSA for Seward/Moose Pass Imagination Library (SMPIL) group** (via PTSA) has **requested \$4500** (total project cost \$6000) for their **Monthly Book Delivery** project.

**Description:** Project involves distribution of age-appropriate books to ALL children, age birth through 5-years, each month. This volunteer group has conducted this program, in conjunction with the Dollywood Foundation, since 2009 and has distributed an average of 170-200 books per month since that year. They work with local agencies who such as Seaview Infant Learning Program and New Beginnings Child Care to identify and survey families who are served by the program.

**Grant Committee Recommendation:** Approve full request of \$4500

**Discussion Points:**

- SCF has been primary supporter of this program since its beginning. Other sources of funding have surfaced during prior discussions. The group has stated that they feel their best use of time is spent distributing books rather than fundraising.
- Our Committee kept coming back to the fact that this program could not be done without the support of the Dollywood Foundation and is a very positive component within our community. The impact is great for the amount spent & it fits in with our mission.

19. **Seward PTSA** has requested **\$12,450** for **Seward Bike Park**

**Description:** Seward PTSA is requesting funds to construct a Seward Bike Park. The arena would be a safe bike park designed for all ages, all bikes and all abilities. The park will include a skills course to develop bike handling skills, a single track, and a pump track. The cross-generational venue will be a community gathering place for families and visitors.

**Grant Team Recommendation:** Not Approved

**Discussion Points:**

- Grant Team feels it was a large project and would like to see more secured funding.

20. **Seward Seaman’s Mission** has requested **\$2000** for **Basketball Court Upgrade**

**Description:** The project would allow the mission to upgrade its basketball court by replacing a portable hoop at one end of the court with high quality pots and backboards at each end of the court. The mission’s court is open and used by year-round and summer residents and visitors, in addition to cruise ship crews.

**Grant Team Recommendation:** full funding (\$2,000) for this proposal

**Discussion Points:**

- Basketball is one of the most popular games of Seward residents and the Grants Committee believes the improved court will be an asset to local residents and visitors.
- Committee members suggested the Seaman’s Mission should approach the cruise lines for support for further upgrades to the court.

21. **SOS Pets** has requested **\$2,940** for the **Spay and Neuter Voucher Program**

**Description:** SOS Pets requested funds for the spay and neuter program and voucher program. To control the dog and cat population, the shelter tried to spay and neuter every unaltered dog and cat before they leave

## SCF ANNUAL GRANT SUMMARIES AND RECOMMENDATIONS 2018

the shelter. The City does not budget to pay for surgeries. The shelter depends on funds from SOS Pets. The Spay/Neuter voucher program provides any Seward/Moose Pass area residents a \$50 voucher to go towards spaying or neutering their pet. In 2017 the Seward Animal Shelter gave out 45 vouchers. This year they anticipate 50 vouchers will be redeemed.

**Grant Team Recommendation:** Approve Full Amount

**Discussion Points:**

- Grant Team feels this is a very worthwhile program for the communities of Seward and Moose Pass.

22. **Teen and Youth Center (TYC)** has requested **\$5,000** for the **Summer Day Camp Program**

**Description:** The TYC Summer Day Program serves youth in the Seward and Moose Pass area. This is a 12-week summer program for youth ages 6-13. The camps allow the kids to go hiking, learn about science and engineering and camping. They will learn safety, first aid, teamwork, problem solving and survival skills. A well-trained staff is important to providing a safe and fun experience for the kids. The funding for this grant will go to supporting the enrichment for the summer, stocking supplies for the STEM programs and added days of training for the summer staff.

**Grant Team Recommendation:** Approve Full Funding

**Discussion Points:**

- Grant Team feels this is a well-seasoned program. The program reaches lots of kids.



## **GRANT REPORTS AVAILABLE FOR REVIEW**

Updated March 2, 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. Alaska SeaLife Center – Ocean Sciences Club 2017-2018
2. Moose Pass Public Library – Expanding Patron Opportunities
3. Seward Area Hospice – Volunteer Hospice Care
4. Seward PTSA - Seward Moose Pass Imagination Library Monthly Book Delivery
5. Seward PTSA – 2017 Theater for All – Cascada de Flores

### **2017 Mini-Grant Cycle**

1. ASLC – Seward Community Holiday Party
2. Seward Little League - T-ball Helmets
3. Boys and Girls Club of the Kenai Peninsula – Seward Clubhouse Mentoring
4. Seward Arts Council – You're A Good Man Charlie Brown
5. Seward Community Library Association – Supplies for Lego Club Program
6. Seward Prevention Coalition – Grantsmanship Training Program
7. Seward Senior Center – Precious Cargo on Board
8. Seward Senior Center – Nutrition Program Improvements

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 4/18/2018 I have worked 70.5 hours. I will be going to Juneau for the Affiliate convening 4/3-4/5. I will be on vacation 4/8-4/16.

### 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. I am updating the Grant Highlight Schedule for the Community Outreach Team. I'm also coordinating a Foraker Training in May – SCF is co-hosting Foraker's Economic Impact Presentation and their Getting Unstuck Training.
4. Website/ Facebook Management: Remember to “like” and “share” SCF posts on Facebook.
5. Board Support/Regular Board Reports: New grant reports have been added to the website.
6. Support 2018 Grant Process: There are 22 grants to be evaluated by Board. The Grant Team Summaries and Recommendations will be reviewed at the March Board Meeting. The Grant Awards and Donor Appreciation event will be on May 3 at AVTEC Culinary Institute.
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 gathering donor information, historic fundraising data, and best practices from ACF to support the Development Teams efforts.
9. Pick.Click.Give: I will continue to promote Pick.Click.Give. through FB and our Newsletter. Please encourage your friends and relatives to Pick.Click.Give. with their PFD.

### Completed Projects since last Board Meeting:

- Donor Development/Fundraising Support: ACF has reclassified \$1,075 of donations from our endowment to our operating endowment per donor request. There is an outstanding \$300 that I'm following up on.
- Pick.Click.Give: Dana Paperman and I went on SakTown Talk on Mar 1 to discuss Pick.Click.Give and Nonprofits. I also posted about local nonprofits all day to encourage donating through Pick.Click.Give.

### 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

- Mark your calendars:
  - May 3 - the Grant Award Donor Appreciation Event at the AVTEC Culinary Institute.
  - May 15 10am-11am – Foraker Economic Impact Presentation at Seward Library
  - May 15 3pm-5pm – Foraker Getting Unstuck, Nonprofit Leadership Class at Seward Library

### 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 MARCH 2018**

**Time Utilization Snapshot as of 3/18/18**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining (300/yr)	Remaining (avg/mo)
26	26.25	18.25										70.50	229.50	24.24

**2018 Project List and Priorities**

#	Project	Description / Scope	Time Est.
1	<b>ACF Liaison</b>	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*	<b>Ongoing</b> 6 hrs / mo
2	<b>Manage SCF Email and Voicemail</b>	Regularly check SCF email and voicemail. Delegate responses as appropriate to Board members and ACF	<b>Ongoing</b> 45min/wk
3	<b>Marketing and Communications</b>	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	<b>Ongoing</b> 3+ hrs/mo
4	<b>Website/ Facebook Management</b>	Ensure website and Facebook remains up-to-date, including Living Treasures, Memorial Contributions, News, and sharing FB content	<b>Ongoing</b> 3hrs / mo
5	<b>Weekly Grantee Highlights</b>	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	<b>Ongoing</b> 2 hrs / mo
6	<b>Board Support</b>	Provides support for the planning and execution of Advisory Board meetings. * Includes completion of regular board reports	<b>Ongoing</b> 4 hrs / mo
7	<b>Support Grant process</b>	Provide technical assistance to grantees and applicants*.	<b>Active</b> TBD
8	<b>Annual Plan / Strategic Plan</b>	Oversee the annual planning process and work with the Advisory Board members in scheduling meetings and events. *	<b>Active</b> 25 hours
9	<b>Support Fundraising/ Donor Development</b>	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	<b>Active</b>
10	<b>Develop Calendar of Events</b>	Create a calendar that includes SCF Events and Activities, including timing of newsletter, fundraising activities, strategic plan development	4 hrs
11	<b>Donor/Grant List</b>	Provide database management; maintain grant and donor lists*	12 hrs
14	<b>Update SCF “Road show”</b>	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.
<b>Local Nonprofit List</b>	Create and manage the list of Seward nonprofits	1 hr
<b>Manage Board List</b>	Ensure we have a list of current and past board members that includes contact information, and board terms	3 hrs
<b>Organize and manage working files for Board</b>	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
<b>2018 Grant Announcement Event</b>	Support Community Outreach Team with event; facilitate discussion with attendees.	<b>Active</b> 10 hrs



## **PROGRAM MANAGER BOARD REPORT MARCH 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.