



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Board of Advisors Agenda Providence Hospital - Phoenix Room, Seward, AK Wednesday, April 18, 2018- 6:00 PM

Kim Reierson	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 March 21, 2018 minutes
- b. Donations/Treasurer’s Report—Melody
 - i. Fundraising Status (written report attached)
- c. April 4-6 Affiliate Gathering – Emily and Cindy

E. Team Reports

- a. Grant Team Update—Patty
 - i. Grant Report (written report)
 - ii. Mini grant proposals (Review [online](#))
 - 1. Marathon Wrestling - State Tournament
 - 2. Seward Police Department – Pet Vaccination
 - 3. Seward Sport Association – Summer Softball
- b. Executive Team - Kim
- c. Fundraising/Development Team – Cindy
 - i. May 3 – Event (Draft Agenda and Script are attached)
- d. Community Outreach Team – Emily
- e. Program Manager Report—Allison (written report attached)

F. Other Business

G. Comments

H. Adjourn

Next Meeting Dates:

May 3, 2018 Grant Awards and Donor Appreciation Evening @6pm, AVTEC Culinary Academy

May 28, 2018 Board Meeting @ 6pm, Moose Pass



Seward Community Foundation
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Draft Board of Advisors Meeting Minutes
Breeze Inn, Seward, AK
March 21, 2018 – 6:00 PM

Kim Reierson	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 – Kim called the meeting to order at 6:03 pm.
- B. Mission Connect – Due to the amount of business to be covered in tonight’s meeting, there was no Mission Connect.
- C. Approve Agenda – Rodger moved to approve the agenda. Patty seconded the motion. PASSED.
- D. Business Session
 - a. Approve February 13, 2018 minutes – Rodger moved to approve the February 13, 2018 minutes. Karen seconded the motion. PASSED.
 - b. Donations/Treasurer’s Report—Melody
 SCF received two donations this month:
 2/20/18 – Charles and Teri Arnold, \$25 (monthly) into the SCF Op. End. Fund
 2/28/18 – Dr. Michael and Maya Moriarty, \$250 into the SCF Fund

The following donations were originally deposited into the SCF Fund late in 2017 but donors later communicated/requested the donations be placed in the SCF Operating Endowment Fund:

- 2/21/18 – Monica and Jolund Luther, \$1000
- 2/21/18 – Charles and Teri Arnold, \$25
- 2/21/18 – Charles and Teri Arnold, \$25

Bills paid with SCF CC:

- 3/19/18 - \$621.60 to Breeze Inn catering for the 1/25/18 grant amount announcement event (action approved by Cindy & Melody)
- 3/12/18 - \$250 to AVTEC Room Rental Fee for 5/3/18 Donor Appreciation/Grant Award Event (action approved by Cindy and Melody)

E. Team Reports

a. Grant Team Update – Patty

The grant team met on March 14 and reviewed the 22 major grant applications.

i. Grant Report (written – included in advisor’s meeting packet)

ii. Annual grant cycle proposals – 22 applications

The Grant Team ranked the applications using the evaluation rubric. A summary of each application was written. These were included in the meeting packet sent out by Allison. Applications were discussed beginning with the lowest ranked and moving up to highest ranked.

1. Seward Community Health Center – Ke-Da-Qa Camp: \$0
2. Kenai Mountains Public Media – KIBH-FM service expansion: \$0
3. American Red Cross of Alaska – Home Fire Campaign: \$0
4. Seward PTSA – Seward Bike Park: \$0
5. Seward Civil Air Patrol – Cadet Program Scholarships: \$0
6. Seward Association for the Advancement of Marine Science, bda Alaska SeaLife Center – Engaging Seward in community sciences...: **\$5269 from KAAN**
7. Seward Seaman’s Mission – Basketball Court Upgrade: **\$2000 from SEWF**
8. Moose Pass Volunteer Fire Company – Compressor for refilling Emergency Breathing Apparatus: **\$8599 from SEWF**
9. Teen and Youth Center – TYC Summer Day Camp Program: **\$345 from CSEW, \$4655 from SEWF**
10. Seward Association for the Advancement of Marine Science, bda Alaska SeaLife Center – ASLC Ocean Sciences Club 2018-19: **\$671 from RUPLS, \$2329 from SEWF**
11. Seward Prevention Coalition – Ice and Multi-sport Feasibility Study: **encumber \$9000 from SEWF pending other funding**
12. Seward Prevention Coalition – Sources of Strength Trainer Certification: **\$5000 from SEWF**
13. Seward Little League – 2018 Equipment: **\$1748 from SEWF**
14. Independent Living Center – TRAILS Support FY19: **\$5000 from SEWF**
15. Boys & Girls Clubs of the Kenai Peninsula – Seward Unit – Project Learn: **\$1192 ANDERS, \$1808 from SEWF**
16. Seward PTSA – Seward Moose Pass Imagination Library (SMPIL) monthly book delivery: **\$4000 from SEWF**
17. Marathon Wrestling Club – 2019 Van & Hotel rental for team tournament travel: **\$447 from LAESON, \$5792 from SEWF**
18. SOS Pets – SOS Pets Spay and Neuter Programs for Local Pets: **\$2940 from SEWF**
19. Girl Scouts of Alaska – Girl Scout Day Camp in Seward: **\$1500 from SEWF**
20. Seward Area Hospice Inc. – Seward Area Hospice, Inc.: **\$873 from DMFS, \$526 from SWEL, \$31655 from SEWF**
21. Kenai Peninsula School District / Seward Middle School – Seward Middle School Library Learning Center: **\$2000 from SEWF**
22. Moose Pass Public Library – Bookshelves for the Moose Pass Public Library (Rodger abstained from the discussion due to conflict of interest): **\$4000 from SEWF**
After discussion Carole moved to approve the amounts listed above. Rodger seconded the motion. PASSED

iii. Mini-grants – Beginning this month we should all try to use the on-line scoring system when evaluating mini-grant applications. Advisors can go to the grants section of the web site after the first Wednesday of the month to do the evaluations. Please try to do them

- before the day of our meeting so Allison has time to compile the scores and comments for us to review at our meeting. We had 4 mini-grant applications to consider this month:
1. Seward Prevention Coalition – SOS Feeding Conference: Do not fund
 2. Seward Prevention Coalition – Sustainable Seward: Electronics Recycling Event:
Rodger made the motion to fund this grant for \$1000. Melody seconded the motion.
PASSED
 3. Seward Senior Center – Seward Unleashed, Vol.3: Do not fund
 4. Boys & Girls Club of the Kenai Peninsula – Curriculum Materials: This was submitted by the winner of the “Guess the Amount” contest at our non-profit luncheon. Amount was approved at a previous meeting. **Fund for \$1000.**
- iv. Grant Reports – Allison sent out a list of reports we have received and that have been posted on our web site.
- b. Executive Team – Kim
Kim will be out of town until April 3 or 4. The executive Team will meet April 11 at 1 pm at Resurrect Art Coffee House.
- c. Fundraising/Development Team – Cindy
This team met February 27 and will meet again March 27. Cindy has updated the task list for the Donor Appreciation/Grant Award Event for this year. The board (Who made the motion & who seconded?) approved a budget of \$3000 although Cindy said it would probably be less since the fee for the location is a lot less than last year. The event will be held at the AVTEC Culinary Building on May 3 from 6 – 8 pm.
Allison reported that there was a big increase in Pick Click Give donations after the state wide awareness blitz on March 1. So far there have been about \$3000 in PCG pledges to SCF.
- d. Community Outreach Team – Emily met with Allison and reviewed our Strategic Plan and the Outreach Team’s goals. Emily reminded everyone of the Foraker board member training on April 14 and the Economic Impact and Innovation trainings for community members May 15.
- e. Program Manager Report—Allison provided a written report in the board packet.
- F. Other Business – The April meeting will be held on April 18 at the hospital. Enter through the Seward Community Health Center.
- G. Comments – Due to the late hour there were no comments.
- H. Adjourn – Meeting was adjourned at 8:40 pm.

Seward Community Foundation Fundraising Plan and Current Status of Funds

updated 4/13/2018

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
	\$ 53,563	\$ 13,375

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)	\$ 2,951,413	\$ 53,563	\$ 44,236	\$ 20,000	\$ 24,236	\$ 100,000
City of Seward Unrestricted Fund	\$ 7,906	\$ 200				
Dieter Family Endowment Fund for the Prevention of Domestic Violence and Teen Suicide	\$ 82,461	\$ 25,000	\$ 25,998			
Frank Dieckgraeff Memorial Fund for Seward Seniors	\$ 19,264	\$ -				
Kaanta Community Fund for the Beautification of Seward	\$ 127,038	\$ -				
Larson Family Fund of the Seward Community Foundation	\$ 11,015	\$ 600	\$ 150			
Margaret A. Anderson Fund of the Seward Community Foundation	\$ 27,178	\$ 200				
Paul and Sharon Ruppel Fund of The Seward Community Foundation	\$ 18,685	\$ 3,004				
Seward Community Foundation Fund	\$ 2,645,977	\$ 24,409	\$ 275			
<i>Current Pick.Click.Give. Pledges (as of 3/1/2018)</i>			\$ 4,250			
Seward Wellness Fund of the Seward Community Foundation	\$ 11,889	\$ 151				
Roll-Over from Previous Year(s)			\$ 13,563			
Operating Endowment	\$ 48,118	\$ 13,375	\$ 1,100	\$ 15,000	\$ (13,900)	\$ 60,000
Seward Community Foundation Operating Endowment Fund	\$ 48,118	\$ 13,375	\$ 1,100	\$ 15,000		\$ 60,000
Non-endowed Funds (Not Match Eligible)	\$ 22,695	\$ 16,499	\$ -	\$ -	\$ -	\$ -
Seward Affiliate Operating Fund	\$ 13,328	\$ 7,000				
Seward International Friendship Assoc. Sister City Exchange Fund	\$ 9,367	\$ 9,499				
Grand Total	\$ 3,022,226	\$ 83,438	\$ 45,336	\$ 35,000	\$ 10,336	\$ 160,000

Note: The following amount is included in the Fund Balance for SCF Fund, but not eligible for the match. \$ 5,200 \$ 40,500

Note: The following amount is included in the Fund Balance of SCF Operating Endowment, but not match eligible. \$13,375

* 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.

2018 Mini-Grant Tracking Report

updated 4/18/2018

SUMMARY

Allocation*: \$26,966	Total Requested: \$24,625
Balance: \$14,620	Total Granted: \$12,346

** Allocation includes 2017 rollover and amount not used toward 2018 Major Grant Cycle*

Note: After Major Grant Cycle, there is \$451 remaining to be granted from the Kaanta Community Fund for the Beautification of Seward

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	\$0	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	\$0	3/21/2018
Seward Prevention Coalition	Sustainable Seward: Electronics Recycling Event	\$1,000	\$1,000	3/21/2018
Marathon Wrestling Club	State Wrestling Tournament Hotel Lodging	\$1,000		4/18/2018
Seward Police Department	Pet Vaccination Clinic 2018	\$750		4/18/2018
Seward Sports Association, Inc	2018 Summer Softball league	\$1,000		4/18/2018

Mini Grant Evaluation Summary
April 2018

Updated 4/18/18 2:30pm

Organization Name	Project Name	Values					
		Amount Requested	# of Evals	Average Score	Max Score	Minimum Score	Standard Deviation*
Marathon Wrestling Club	State Wrestling Tournament Hotel Lodging	\$1,000	4	17	21	14	3.2
Seward Police Department	Pet Vaccination Clinic 2018	\$750	5	19.8	22	18	1.6
Seward Sports Association, Inc	2018 Summer Softball league	\$1,000	5	18	24	11	4.9

*Standard Deviation: A low score indicates similar scores across evaluations. A higher score indicates greater variation in evaluation scores.



Donor Appreciation and Grant Event

AVTEC Culinary Institute

May 3, 2018 6:00-8:00 PM

2018 Agenda and Event Summary DRAFT

SCF MISSION STATEMENT: To promote philanthropy through the support and growth of a permanent endowment to assist local needs and enhance the quality of life in the Seward area.

Event Planners: Cindy Clock, Melody Hatch, Carole Tallman, Emily Wezenberg, and Allison Fong

Event Caterer for Food, Beverage and No-Host Alcohol stand: Shelly Shank, Breeze Inn

Emcee: TBD

Presenters: TBD

- 5:15 PM SCF Board members arrive at AVTEC Culinary Institute and begin room set-up
- **Cindy** - will direct set-up and bring 'people counter'
 - **Chip and Carole** - Set-up or become familiar with sound system
 - Breeze Inn sets out food and sets-up bar
 - **Allison & Melody** - Confirm arrival of emcee & presenters, hand out scripts & grant checks
 - **Cindy & board members** - Put up SCF banners
 - **Emily** - Set-up sign in table – Greeters: **Darcie Larson and Margaret Anderson**
 - Name tags on sign-in table
 - Memorial Plaque displayed
 - **Cindy** – Set up SCF table with brochures, donation envelopes, and container for donation envelopes
 - **Carole and Melody** gather the presenters together to explain the process to them
- 5:30 PM Greeters arrive and **Emily** will provide instructions – Darcie and Margaret
- 5:50 PM Greeters in place at the door – Emily, Darcie and Margaret
- 6:00 PM Guests begin arriving and mingle over food and drinks
- 6:20-6:30PM Gather guests to begin program (if needed make announcement at 6:20p)
- 6:30 PM Kim opens program – PROMPTLY at 6:30 and speaks for 10 minutes**
- Welcomes everyone – Describe event purpose: Award Grants, Celebrate our donors
 - Intro board members
 - Intro ACF and Rasmuson board or staff members:
 - Rasmuson: **Diane Kaplan (President and CEO), Alex McKay (VP Program), and Linda Leary (Board member)**
 - ACF: **Nina Kempel (President and CEO), Mariko Sarafin (Affiliate Community Officer), and Shawn Rivera (Affiliate Program Officer)**
 - THANK DONORS – show donor impact with some **stats**:
 - 17 Total number of awards, awarded to 15 non-profits
 - \$101,349 Total dollars granted by SCF; Total requested was \$147,717
 - \$26,966 will be granted through Mini-grants in 2018
 - \$66,988 gifts made to the endowed funds managed by SCF in 2017
 - Exciting things are happening at SCF this year:
 - Rasmuson Match: Rasmuson and ACF will provide SCF an additional dollar for every dollar raised up to \$185,000, as well as up to \$5000 annually to be used for grants or operations
 - Our goal for 2018 is to raise \$20,000 towards our granting endowments, and \$15,000 toward our Operating Endowment.



- In addition to our fundraising goals, through our strategic plan, we have defined strategic priorities that include, being known as the “place to leave a legacy” and as a valuable community resource that is making an impact through our grant program and sponsoring supportive education for local nonprofits.
- We’d like to take some time tonight to invite you to join us in achieving our goals through our Giving Challenge. [Ask Carole to come up and describe the challenge]

6:40 PM **Carole** – Describes the “Giving Challenge”

6:45 PM **Carole** intros emcee – **TBD**

6:47 PM **Emcee** - Handing out grants. There are **4** presenters, including emcee. There are about 2 minutes to award each grant and 5 min per show & tell, so things need to move along rapidly. Below is the order of presenters and grants, and a description and amount of each grant. Emcee will introduce the Presenter (feel free to personalize introductions); the Presenter will introduce the recipient of the grant and present the check.

PRESENTER: Emcee TBD

1. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title
Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

SHOW&TELL/SHARE: — Contact - Group

Emcee intros next presenter:

PRESENTER: Name (2,3,4,5)

2. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title
Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

3. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title
Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

4. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title
Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

5. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title
Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

PRESENTER: Emcee

6. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title



Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

SHOW&TELL/SHARE: Contact - Group

Emcee introduces next presenter

PRESENTER: TBD (7, 8, 9, 10)

7. Grant to: Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

8. Grant to: Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

9. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

10. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

PRESENTER: Emcee

11. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

SHOW&TELL/SHARE — Contact - Group

Emcee introduces next presenter

PRESENTER: TBD (12, 13, 14, 15,16)

12. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

13. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title



Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

14. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

15. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

16. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

PRESENTER: Emcee – Before presenting final grant award, remind people to give their donation envelopes to a Board Member, to enter their gift/name in the Giving Challenge

17. Grant to: ORGANIZATION, \$Amount Accepting: Name, Title

Project: Title

Description: 2-3 Sentences: What will project accomplish? What will grant monies fund?

Funds designated to this grant were: Name of Fund

EMCEE turns over to CAROLE.

7:45 PM **Carole** – Ask for any final donation envelopes. Then Announce Giving Challenge Winner

Carole turns over to Kim who will close the event.

7:50 PM **Kim** will close event:

- Thank ACF and Rasmuson for their support (may want to say a few words here if didn't in the beginning. Patty will ask their preference).
- Thank you to NPs for their work in community
- Thank you to Donors who make it possible
- Offer some key stats here, including potential it creates in future to community (This is only a suggestion if it wasn't touched on in the beginning).

All Board members please stay to take down & gather our things 😊

THE END OF ANOTHER SUCCESSFUL SCF EVENT! Thanks to ALL!



Time Utilization

- As of 4/6/2018 I have worked 106 hours and have 194 hours remaining, approximately 21.6 hours per month. I expect that the May 3 event prep will take more than the average of my time. I plan to take time off this summer.

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. This month I attended the ACF Affiliate Convening in Juneau with Cindy and Emily.
2. 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 still need to update the Grant Highlight Schedule for the Community Outreach Team. The Affiliate Convening included a session on a Mar/Comm Plan; Emily and I will work with the Community Outreach team to share content.
3. Website/ Facebook Management: I've been sharing posts and events from our grantees recently. We need to get back on track with writing our own content.
4. Board Support/Regular Board Reports: We have received more grant reports, but I haven't updated the website. I am working on an updated Grant Summary Report with Charts to show our impact over the last 10 years.
5. Support 2018 Grant Process: The Grant Awards and Donor Appreciation event will be on May 3 at AVTEC Culinary Institute. Board will review the event agenda and script at 4/18 board meeting. I have contacted grantees to determine who will be present to accept the grant. Invite responses: 34 Yes, 10 No, 106 Pending
6. 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.
7. Donor Development/Fundraising Support: I am gathering donor information, historic fundraising data, and best practices from ACF to support the Development Teams efforts. Affiliate convening had great information on this topic.
8. 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:

- ACF Liaison: Attended Affiliate Convening in Juneau
- Support 2018 Grant Process: Grantees have been notified. Event location secured. Invites have been sent.
- Donor Development/Fundraising Support: We received our Rasmuson Match for our 2017 Fundraising.

Future Projects:

- Develop Calendar of Events: Create a calendar that includes SCF Events and Activities, including timing of newsletter, fundraising activities, strategic plan development
- Donor / Grant List: At the ACF convening, Affiliates highlighted the need for a common, easily accessible, up-to-date donor database. Currently we use a patchwork system that does not let us manage our donor relationships effectively.

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.
- RSVP to our May 3 Event.



Time Utilization Snapshot as of 4/6/18

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining (300/yr)	Remaining (avg/mo)
26	26.25	33.75	20									106	194	21.56

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
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, monitor SCF email).* 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

*Indicates an essential function of program manager role per job description

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



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”:

- 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.