



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

**Board of Advisors Agenda
Breeze Inn Motel
Wednesday, July 18, 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. Approve Agenda
- C. Mission Connect
- D. Business Session
 - Approve June 20, 2018 minutes
 - Donations/Treasurer's Report—Melody
 - Team Reports
 - I. Grant Team Update—Patty
 - a. Qutekcaq Native Tribe – Summer Youth Work Program
 - II. Executive Team - Kim
 - III. Fundraising/Development Team - Cindy
 - IV. Community Outreach Team - Emily
- E. New Advisors Recruiting List
- F. Fundraising – Endowed Operating Fund/Existing Funds/New Funds
- G. SCF Interview with Alaska Public Media - Patty
- H. Other Business
- I. Comments
- J. Adjourn

Next Meeting Date: August 22, 2018 @ 6pm, Breeze Inn.



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Board of Advisors DRAFT
Meeting Minutes Breeze Inn,
Seward, AK
Wednesday, June 20, 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	

Documents sent out prior to meeting: June agenda, May draft minutes, SCF Strategic Plan and 2018 Action Plan, SCF Fundraising Plan and Current Status for Rasmuson Match, SCF Donation History Report, SCF Grant Analysis, 2018 Mini-grant Tracking Report, June Program Manager’s Report.

- A. Call to Order: 6:05 pm
- B. Mission Connect: Kim reported on the Foraker sessions illustrating the economic impact of non-profit organizations which were held in Seward last month. She learned that non-profit organizations are the second largest sector in the state in terms of jobs and dollars. They provide 23% of jobs on the Kenai Peninsula and 40% of jobs in rural Alaska. Kim also clarified which donations would receive a match from Rasmuson next year. Donations to endowed field of interest funds will be matched up to \$10K per year.
- C. Approve Agenda: **Rodger moved the agenda be approved. Melody seconded the motion. PASSED**
- D. Business Session
 - a. Approve May 23, 2018 minutes: A correction was made to the May meeting minutes. **Rodger moved that the minutes be approved as corrected. Cindy seconded the motion. PASSED**
 - b. Donations/Treasurer’s Report—Melody: See attached report
All donations from the grant award event have been posted on Donor Central except for two. Melody will follow up with ACF about those.
 Melody requested permission to spend \$150 for membership in the Seward Chamber of Commerce. This would ensure the inclusion of SCF in the 2019 Seward Destination Guide. Kim and Melody approved the expense.
Melody reported receiving a notice that our PO Box rent is due. There was discussion about whether SCF would qualify for a free PO Box. Melody will check on this.
- E. Strategic Plan Review – Fundraising Goal 2018
 - i. Fundraising Status (written report sent with board packet): Kim asked Allison to provide a fundraising status report. Allison provided all the nice visuals included in the board packet. Our goal for 2018 was \$20K. We are now at \$47K. The amount over \$20K will roll over to next year for the Rasmuson match. Kim asked ACF if we could increase our goal for 2018 and get the matching funds this year and was told that it is too late to make that change. But the funds will be eligible for the match at the beginning of next year. Kim also pointed out that we have very low numbers of donors so far this year. Melody commented that it has been similar in past years – the number of donors increases toward the end on the year.
 - ii. Donor History Report (written report sent with board packet): Kim pointed out that several of the field of interest funds have not received any donations for several years. **SCF should**

contact people who set up these funds and encourage them to donate.

F. Team Reports

- a. Grant Team Update—Rodger: Providence is interested in working with SCF. After they get the results of the recent community survey the Grant Team will meet with the Providence committee to identify areas where we can coordinate efforts.
 - i. Grant Report (written report sent with board packet)
 - ii. Mini grant proposals – Carole
 1. Junior Achievement of Alaska – Economic Empowerment for Seward Students: Patty received no response to her request for more information. Advisors present felt that, although this is a valuable program, there was no evidence that the applicant had coordinated with the local teachers or had support from local school administrators. SCF declined to fund this grant. SCF will encourage them to apply again when they have more evidence of buy-in from the local schools.
 2. Seward Senior Center - Transportation for Senior Citizens: This application was submitted at the encouragement of SCF with the understanding that it would be for \$3,000, more than the normal \$1,000 cap for mini grants. Rodger moved to approve funding this grant for \$3,000. Emily seconded the motion. PASSED
 3. Independent Living Center – Ceramics Kiln: After discussion Phyllis moved to approve this grant for \$1,000. Emily seconded the motion. PASSED
- b. Executive Team – Kim: The Executive team met and reviewed the Strategic Plan goals that relate to the Executive Team. One area discussed was Board Development. A list of priorities was developed which Kim brought to the full board for approval. The priorities, in order of importance are:
 1. Full board: We can have a board of as many as 13 members. While most thought 13 might be too many, all agreed that more advisors would be helpful to spread the workload and offer differing perspectives. All advisors are asked to bring to the July meeting at least one name of a potential board member.
 2. Diverse board: Provide representatives of different groups in the community. Kim will have a survey for advisors at the July meeting which will help us identify where we may need more representation and where we are well represented.
 3. Have an engaged board: Work to ensure that advisors comply with attendance requirements and feel comfortable participating in meetings.
 4. Educated board: Kim will try to provide education during the Mission Connect portion of our monthly meetings and also identify other educational opportunities for the board.
 5. Giving board: All board members have agreed to make a yearly donation to SCF to demonstrate our personal commitment to the organization. It is important to do this before asking others for donations.

After discussion Carole made a motion to approve these SCF Board priorities. Rodger seconded the motion. PASSED

A discussion followed concerning monthly team meetings. It was decided that monthly meetings may not be necessary. Teams should communicate regularly and meet when necessary.

Allison's workload and the possibility of increasing her hours was discussed. Kim encouraged all advisors to consider whether there are things Allison is doing that could be done by team members. We greatly appreciate all that Allison does for the board and feel very fortunate to have her expertise and commitment, but do not want to burden or overwork her. Allison should let the board know if she feels that she has more work than can be done in the time allotted to her. Advisors should communicate clearly with Allison what we'd like from her.
- c. Fundraising/Development Team – Cindy:

The strategic plan has been updated with team goals and there are a LOT of items for the Fundraising/Development Team. Keep in mind that it is a 5-year plan and doesn't all have to be accomplished this year. The team has made plans for the Mt. Marathon auction & Raffle on July 3rd. Melody and Carole will be at the high school that day from 4:30 to 6:45 to help sell raffle tickets and educate people about SCF.
- d. Community Outreach Team – Emily:

The main focus at this time is getting the summer newsletter out. The goal is to have it mailed

by the end of July. It will include a recap of the grant award event, highlights of one major grant award and one mini grant award, a thank you letter to donors, a Pick Click Give reminder, an explanation of the Rasmuson match, and a list of memorials and living treasures gifts if space is available.

The team also plans to write grant highlight articles for our Facebook and Web sites and has established a schedule for the first three of these using grant reports that have been submitted to ACF. Emily will craft a letter to be sent out to grant recipients who have not yet submitted grant reports asking for highlights to aid in the writing of our articles.

At the July 23rd meeting the team will revise the team calendar and establish due dates for future articles. The team would like Allison to attend the July meeting to help tie the

Community Outreach team goals in with community initiatives in our Strategic Plan.

Before the end of the year the team will create a packet for those receiving SCF grants which will include high quality logos and a checklist of requirements to help publicize SCF and let donors know how their donations are making a difference in our community.

- e. Program Manager Report—Allison (written report sent with board packet)
- G. Other Business: Rodger asked about the ACF Basic Needs Grants which were discussed at our last meeting and regarding which Kim has sent a list of three possible recipients to ACF as they requested. Emily looked on the ACF web site and found that these grants are available in amounts ranging from \$5K to \$10K. Nonprofit organizations can apply directly to ACF for these grants.

Kim asked that she be sent the January treasurer's report since it was not attached to the minutes as stated in the minutes.

H. Comments:

Emily said the Providence has awarded six grants to community organizations totaling \$430K. These included grants to Boys & Girls Club, Parents as Teachers, Sources of Strength, Diabetes Prevention, and Seward Area Hospice.

Cindy reported that Sustainable gave a well-received presentation to City Council and mentioned the grant given by SCF.

Rodger likes the change in team meeting schedules to meeting only as often as needed instead of monthly.

Melody likes the sunshine we have had.

Kim thanks everyone for helping to fill in the Strategic Plan goals and actions. The updated Strategic Plan will be posted.

Phyllis will contact Shelly to check on meeting room availability at the Breeze Inn.

- I. Adjourn: 7:40 pm

Next Meeting Date: July 18, 2018 @ 6pm, Breeze Inn

SCF Treasurer's Report 6/20/18

All Donor Appreciation/Grant Event Night donations (5/3/18) have been entered and recorded on DonorCentral with the exception of 2. I am following up with Mariko on the two donations that for some unknown reason have not been entered yet.

DonorCentral Online Donations:

5/20/18	Charles & Teri Arnold	\$25	SCF Operating Endowment Fund
5/27/18	Darcie Larson	\$50	Larson Family Fund of the SCF
6/6/18	Mark Luttrell & Ann Ghicadus	\$25	SCF
6/7/18	ACF Interfund	\$5000	SCF Affiliate Operating Fund
6/8/18	Preston Simmons	\$500	SCF

Total: \$5600

Upcoming Bills To Pay:

- 1) \$150 - Seward Chamber of Commerce Nonprofit Organization Membership for 2018/2019. Due 7/20/18 to be in the 2019 Seward Destination Guide.
- 2) \$90 - Seward P.O. Box Fee for 12 months. Due 6/30/18

Mail:

** Thank you card from Sustainable Seward for the \$1000 mini grant given to support the "First Ever Electronics Recycling Event" held on May 12, 2018.

**Foraker check for Allison

Seward Community Foundation Fundraising Plan and Current Status for Rasmuson Match

updated 7/7/2018

SCF GOALS TO ACHIEVE RASMUSON MATCH

Fundraising Goals: [APPROVED BY SCF ADVISORY BOA Results:	Endowment	Operating
2017: Raise \$40,000 for endowed gifts and raise \$15K for operating endowment	\$ 53,563	\$ 13,375
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		
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	Current Year				Grand Total	
		2017	2018	2018 Goal*	Variance**	Funds Raised	Target***
Endowed Funds (Match Eligible)	\$ 2,943,861	\$ 53,563	\$ 47,566	\$ 20,000	\$ 27,566	\$ 87,566	\$ 125,000
City of Seward Unrestricted Fund	\$ 7,886	\$ 200				\$ 200	
Dieter Family Endowment Fund for the Prevention of Domestic Violence and Teen Suicide	\$ 82,444	\$ 25,000	\$ 25,998			\$ 50,998	
Frank Dieckgraeff Memorial Fund for Seward Seniors	\$ 19,215	\$ -				\$ -	
Kaanta Community Fund for the Beautification of Seward	\$ 126,719	\$ -				\$ -	
Larson Family Fund of the Seward Community Foundation	\$ 11,084	\$ 600	\$ 250			\$ 850	
Margaret A. Anderson Fund of the Seward Community Foundation	\$ 27,110	\$ 200				\$ 200	
Foundation	\$ 18,638	\$ 3,004				\$ 3,004	
Seward Community Foundation Fund	\$ 2,638,904	\$ 24,409	\$ 3,505			\$ 27,914	
<i>Current Pick.Click.Give. Pledges (as of 6/1/2018)</i>			\$ 4,250			\$ 4,250	
Seward Wellness Fund of the Seward Community Foundation	\$ 11,859	\$ 151				\$ 151	
Roll-Over from Previous Year(s)			\$ 13,563				
Operating Endowment	\$ 48,529	\$ 13,375	\$ 1,500	\$ 15,000	\$ (13,500)	\$ 14,875	\$ 60,000
Seward Community Foundation Operating Endowment Fund	\$ 48,529	\$ 13,375	\$ 1,500	\$ 15,000		\$ 14,875	\$ 60,000
Non-endowed Funds (Not Match Eligible)	\$ 26,667	\$ 16,499	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Seward Affiliate Operating Fund	\$ 17,299	\$ 7,000	\$ 5,000				
Seward International Friendship Assoc. Sister City Exchange Fund	\$ 9,368	\$ 9,499					
Grand Total	\$ 3,019,056	\$ 83,438	\$ 54,066	\$ 35,000	\$ 14,066	\$ 102,441	\$ 185,000

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

Note: The following amount is included in the Fund Balance of SCF Operating Endowment, but \$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 6/15/2018

SUMMARY

Allocation*: \$26,966

Balance: \$8,420

Total Requested: \$30,545

Total Granted: \$18,546

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

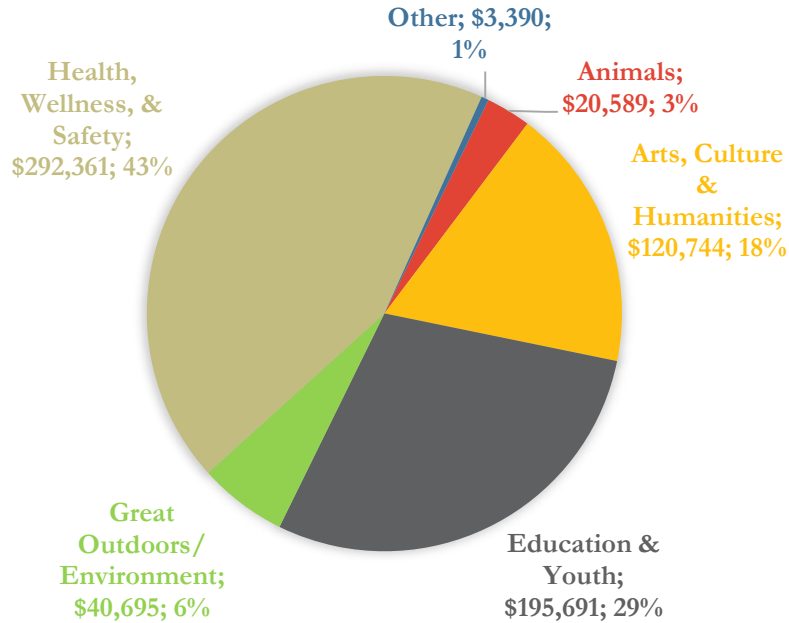
Note: After Major Grant Cycle, there is \$451 remaining to be granted from the Kaanta Community Fund for the Beautification of Seward

DETAIL

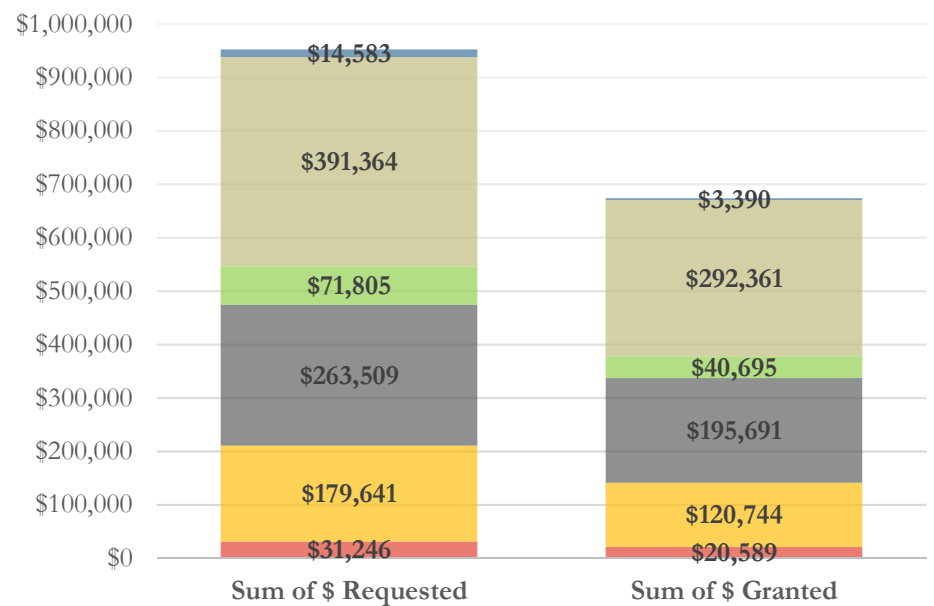
Organization	Project	\$ Requested	\$ Granted	Date Reviewed
Qutekcak Native Tribe	Elder Fall Protection Program	\$1,000	\$1,000	12/20/2017
Seward Arts Council	Fletcher Movie Series/Wonder	\$1,000	\$1,500	12/20/2017
Seward Wellness For All	Diabetes Prevention Program	\$1,000	\$1,000	12/20/2017
He Will 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	\$500	4/18/2018
Seward Police Department	Pet Vaccination Clinic 2018	\$750	\$600	4/18/2018
Seward Sports Association, Inc	2018 Summer Softball league	\$1,000	\$1,000	4/18/2018
Seward Area Hospice	"Pay it Forward" Challenge Award from 5/3 Award Event	\$0	\$100	5/23/2018
Junior Achievement of Alaska, Inc	Economic Empowerment for Seward Students	\$920	\$0	6/20/2018
Seward Senior Center	Transportation for Senior Citizens	\$3,000	\$3,000	6/20/2018
Independent Living Center	Ceramics Kiln	\$1,000	\$1,000	6/20/2018
Qutekcak Native Tribe	Summer Youth Work Program	\$1,000		7/18/2018

Since 2009, Grant Funds have supported a variety of community assets. (Dollars Granted by Category)

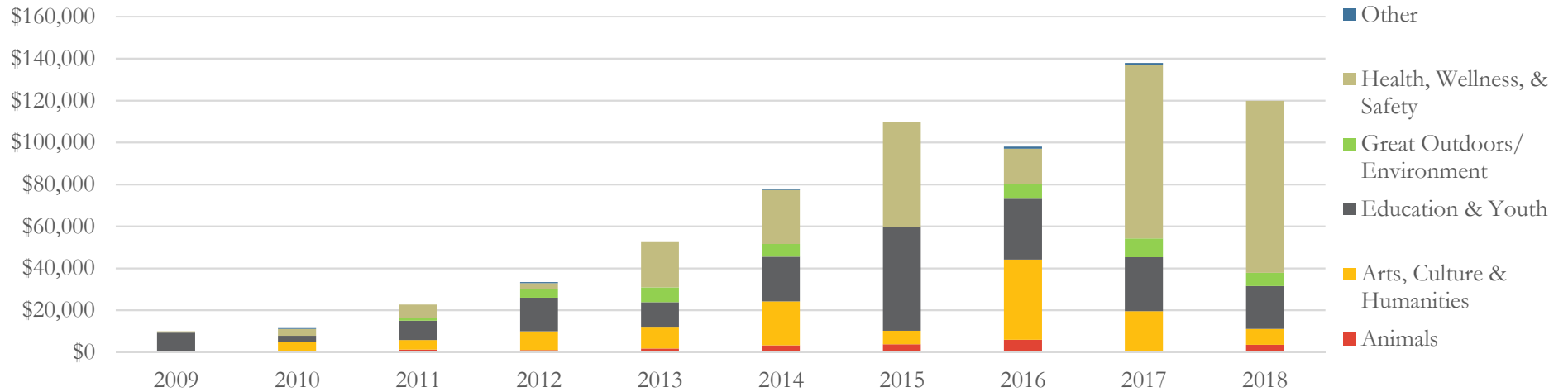
Percentage of Total Funds Granted 2009-YTD 2018



Comparison Total Funds Requested vs Granted 2009-YTD 2018



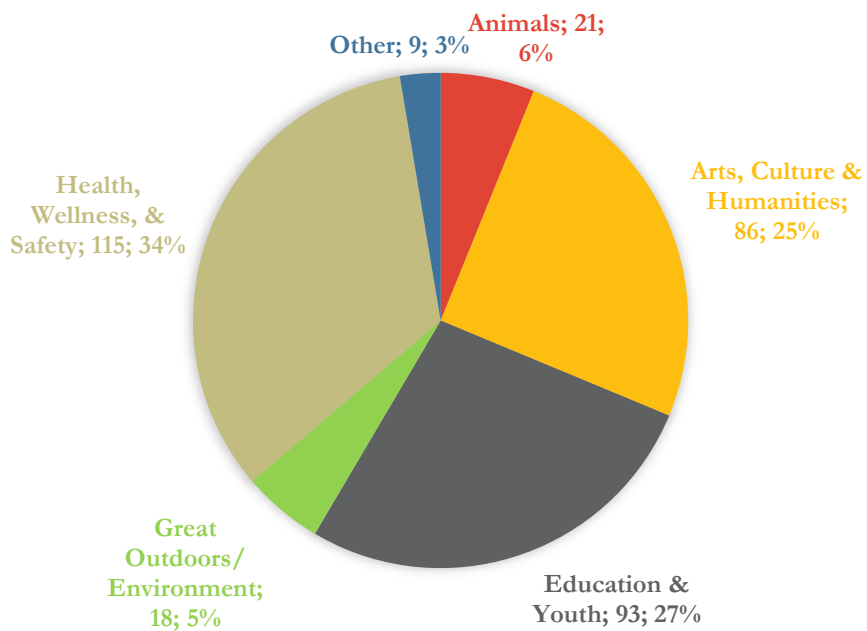
Total Funds Granted Each Year 2009 - YTD 2018



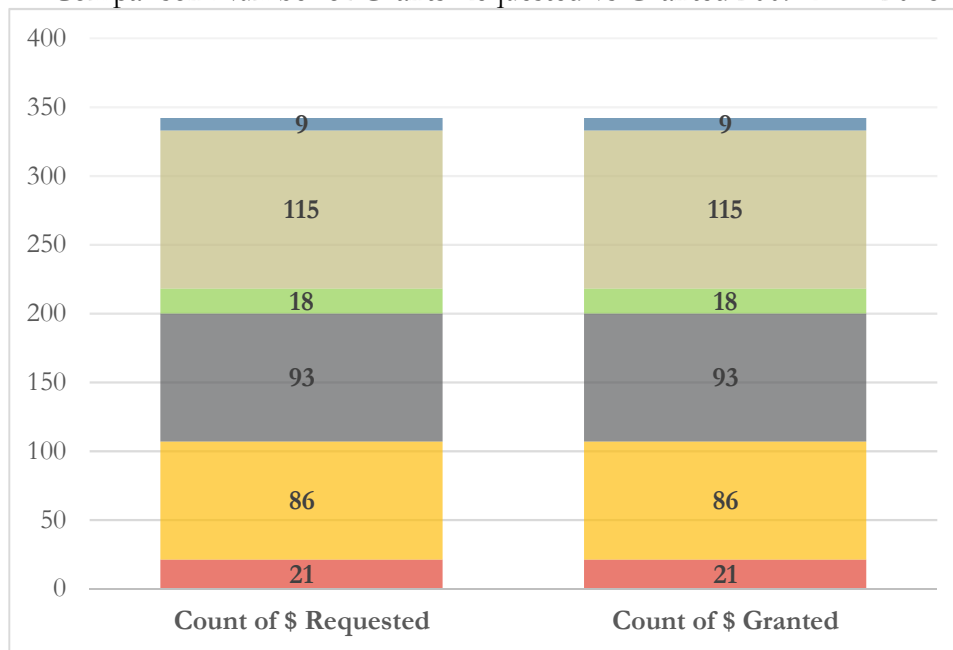
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Grand Total
Total Granted	\$ 9,975	\$ 11,500	\$ 22,668	\$ 33,428	\$ 52,527	\$ 77,861	\$ 109,676	\$ 98,046	\$ 137,894	\$ 119,895	\$ 673,470

Since 2009, Grant Awards have supported a variety of community assets. (Number of Grants by Category)

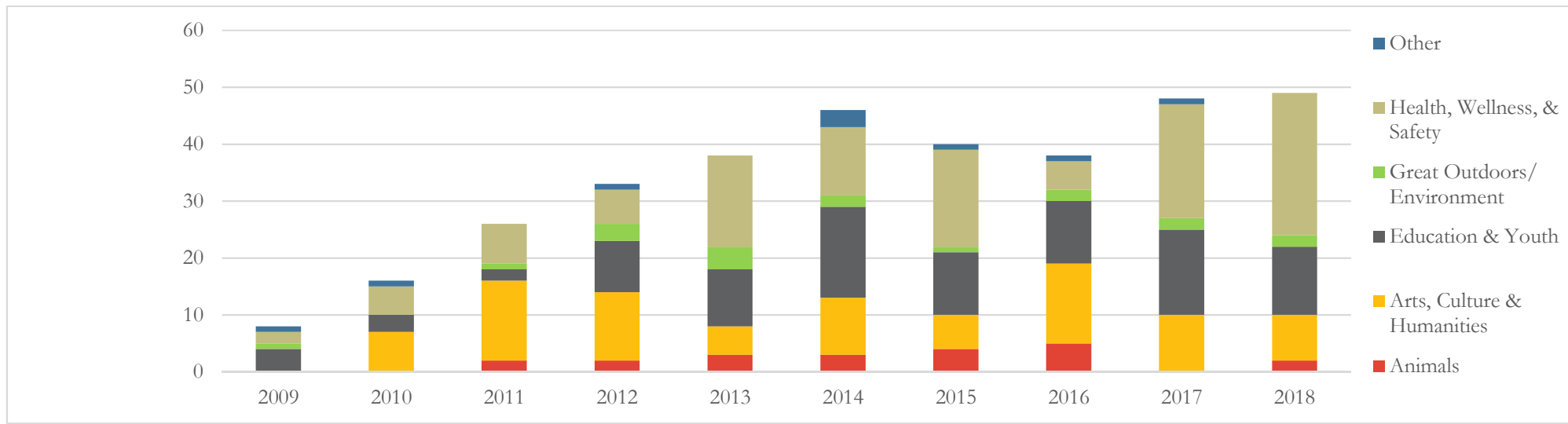
Percentage of Number of Grants 2009 - YTD 2018



Comparison Number of Grants Requested vs Granted 2009-YTD 2018



Total Number of Grants Awarded Each Year 2009 - YTD 2018



	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Grand Total
Total Granted	8	16	26	33	38	46	40	38	48	49	342

Grant Dollars Awarded 2009 to YTD 2018

	Sum of \$ Granted
Animals	\$20,589
Arts, Culture & Humanities	\$120,744
Education & Youth	\$195,691
Great Outdoors/ Environment	\$40,695
Health, Wellness, & Safety	\$292,361
Other	\$3,390
Grand Total	\$673,470

	Animals	Arts, Culture & Humanities	Education & Youth	Great Outdoors/ Environment	Health, Wellness, & Safety	Other	Grand Total
Sum of \$ Requested	\$31,246	\$179,641	\$263,509	\$71,805	\$391,364	\$14,583	\$952,148
Sum of \$ Granted	\$20,589	\$120,744	\$195,691	\$40,695	\$292,361	\$3,390	\$673,470

Sum of \$ Granted							
	Animals	Arts, Culture & Humanities	Education & Youth	Great Outdoors/ Environment	Health, Wellness, & Safety	Other	Grand Total
2009			\$9,325	\$0	\$650	\$0	\$9,975
2010		\$4,800	\$3,000		\$3,250	\$450	\$11,500
2011	\$1,250	\$4,500	\$9,250	\$1,145	\$6,523		\$22,668
2012	\$1,000	\$8,950	\$16,010	\$4,180	\$2,788	\$500	\$33,428
2013	\$1,778	\$9,950	\$12,079	\$7,100	\$21,620		\$52,527
2014	\$3,327	\$20,900	\$21,280	\$6,100	\$25,754	\$500	\$77,861
2015	\$3,794	\$6,414	\$49,400	\$0	\$50,068	\$0	\$109,676
2016	\$5,900	\$38,250	\$29,041	\$7,000	\$16,855	\$1,000	\$98,046
2017		\$19,480	\$25,806	\$8,901	\$82,767	\$940	\$137,894
2018	\$3,540	\$7,500	\$20,500	\$6,269	\$82,086		\$119,895
Grand Total	\$20,589	\$120,744	\$195,691	\$40,695	\$292,361	\$3,390	\$673,470

Number of Grants Awarded 2009 to YTD 2018

Row Labels	Count of Awarded
Animals	21
Arts, Culture & Humanities	86
Education & Youth	93
Great Outdoors/ Environment	18
Health, Wellness, & Safety	115
Other	9
Grand Total	342

Column Labels							
Values	Animals	Arts, Culture & Humanities	Education & Youth	Great Outdoors/ Environment	Health, Wellness, & Safety	Other	Grand Total
Count of \$ Requested	21	86	93	18	115	9	342
Count of \$ Granted	21	86	93	18	115	9	342

Count of \$ Granted	Column Labels						
	Animals	Arts, Culture & Humanities	Education & Youth	Great Outdoors/ Environment	Health, Wellness, & Safety	Other	Grand Total
2009			4	1	2	1	8
2010		7	3		5	1	16
2011	2	14	2	1	7		26
2012	2	12	9	3	6	1	33
2013	3	5	10	4	16		38
2014	3	10	16	2	12	3	46
2015	4	6	11	1	17	1	40
2016	5	14	11	2	5	1	38
2017		10	15	2	20	1	48
2018	2	8	12	2	25		49
Grand Total	21	86	93	18	115	9	342



TIME UTILIZATION

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining (300/yr)	Remaining (avg/mo)
26	26.25	33.75	31.25	28.5	23.75	2						183.75	116.25	19.38

Notes: I will be on vacation 7/9-7/16.

PROJECTS BY STRATEGIC PLAN LONG-TERM GOALS

Grow Endowment by \$5m by 2027

Active Projects:

- Donor Development/Fundraising Support: Gathering best practices from ACF to support the Development Teams efforts. Partnering with Development Team and Board to set Fundraising Goals.
- Rasmuson Match: SCF has raised \$87,566 toward the general fund and \$14,875 toward the operating endowment. We have achieved our goal for 2018 for the general fund and need to raise \$13,500 to achieve our Operating Endowment goal. The Mt Marathon Raffle raised \$1280 for our Operating Endowment.
- “Who’s the best dog?” Field of Interest Fund: Kim and Allison are following up with ACF to ensure that paperwork is complete for this planned gift and that donors have received appropriate support from ACF/SCF.

Next up:

- 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.
- Pick.Click.Give: Promote 8/31 deadline during July and August.

Build Operational Resiliency

Active Projects:

- Annual Plan / Strategic Plan: Support committees to finalize and implement 2018 priorities to achieve SCF goals. Updated strategic plan is posted to our website.

Next up:

- Program Manager Goals: As a part of the ACF Performance Review process, I will be setting annual goals to align with SCF’s and my personal priorities.

Completed:

- ACF Liaison: Attended monthly program manager meeting. Had 1:1 with Shawn. Kept ACF up-to-date on our priorities, successes, and outstanding needs from them.

Be a valuable community resource making an impact

Current Activities:

- 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.
- Website/ Facebook Management: I’ve been sharing posts and events from our grantees recently. I need to update Grant List on our website.
- Summer Newsletter: Community Outreach Team will send me content for the Summer Newsletter. I will format and work with printer to have it delivered to all local PO Boxes and non-local donors.
- Alaska Public Media Solutions Desk Story: I’ve been in contact with Anne Hillman at APM Solutions Desk about doing a possible radio story on SCF grant program.

Next up:

- Foraker Nonprofit Economic Impact Presentation to City Council: Valarie Kingsland offered to facilitate an invitation for Laurie Wolf from Foraker to be invited to City Council. I offered to support as I am able.



Inactive Projects (These were identified as possible projects, but are not a priority to address.)

- SCF Road Show: Create and maintain a “road-show-in-a-box”. Work with Board to identify businesses/organizations and schedule presentations.
- Annual Cycle: Create a calendar that includes SCF Events and Activities, including timing of newsletter, fundraising activities, strategic plan development

ANNOUNCEMENTS/OTHER INFORMATION

- none

ACTION REQUESTS FOR BOARD

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

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.

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.
-