



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Board of Advisors Agenda
Breeze Inn Motel
Wednesday, December 19, 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 – Vote for New Advisors

D. Business Session

- a) Approve November 21, 2018 minutes
- b) Donations/Treasurer's Report—Melody
- c) Strategic Plan Review
 - i. Strategic Plan Metric Dashboard
 - ii. Fundraising Status (written report)
- d) Team Reports
 - i. Grant Team Update—Patty
 - a. Mini grants
 - 1. Seward Artist in the Schools – Bunnell Street Arts
 - 2. Skip and Marie Movie Series - Seward Arts Council
 - 3. Missoula Children's Theater Residency – Seward PTSA
 - b. New Grant Cycle – January 16 – February 27, 2019
 - ii. Executive Team – Kim
 - iii. Fundraising/Development Team – Cindy
 - iv. Community Outreach Team – Emily
 - v. Program Manager Report - Allison

E. SCF Christmas Potluck – December 20th - 6pm, Melody's House

F. Other Business

G. Comments

H. Adjourn

Next Meeting Date: January 16, 2019 @ 6pm, Breeze Inn.



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

BOARD MEMBER APPLICATION

Name: David Paperman

Address: POB 3112 / 2409 Oak Street - Seward

Primary Phone #: 907-362-3283 Email Address: DPAPERMAN@GMAIL.COM

Term Length is 3 Years

Current employer: State of Alaska / DOLWD / AVTEC

Type of work performed: Residence Life Department Head
(Housing and Recreation for AVTEC students)

Relevant skills / past experience: Former Non-Profit Mgt. Certificate,
MS in Recreation / Parks Administration, good understanding of Boards & Roberts
Rules

Length of time in the Seward community (incl Moose Pass): Since August, @ 1999

What other organizations do you belong to / positions held? Seward Arts Council, -
(Program coordinator), Seward Chapter of ASEA Local 52, (AVTEC Rep.)
Seward Prevention Coalition (member)

Past volunteer experience: Past Board member - Seward Community Health
Center, Past President - Seward Little League, KPB School
District,

Other important information: owner of local lodging business - Paperpeople
Enterprises - Long Term lodging only, - Long Term Donor
and supporter of SCF

Please see reverse side


Why would you like to be on the Advisory Board for the Seward Community

Foundation? I have been aware of and in support of the
SCF since it was created - and have a deep belief in
and support of the mission and values of SCF, I have
watched the activities and membership of the current and
prior Boards of Advisors - but have until now been
reluctant to volunteer as a SCF Advisor due to other
commitments, Now that several of them have decreased I now
feel like I have the time required to commit to
being a leader on the Board of Advisors of SCF,
I have a thorough understanding and longstanding interest
in the operations of Non-Profits and Foundations

Names, Addresses and Phone Numbers for 3 Professional References

<u>Daniel Repasky</u>	<u>Maya Moriarty</u>	<u>Sarah Spanos</u>
<u>AVTEC Director</u>	<u>Seward Dental</u>	<u>VAF - Seward Marine</u>
<u>of operations</u>	<u>Clinic owner</u>	<u>Center Staff</u>
<u>907-242-9398</u>	<u>907-362-1977</u>	<u>491-3143</u>

I have read, understand and agree to abide by the Board Member Job Description.
(Check box)

Signature:  Date: 12/5/18

In order to be considered for the Seward Community Foundation's Board of Advisors,
this form must be submitted to PO Box 933 OR to a current board member.

**Thank you for your commitment to our community and for your interest in the
Seward Community Foundation**

Confidentiality/Conflict of Interest Disclosure Statement

Personal Data

Name: David Paperman

Current employer or other principal business affiliation: AVTEC - State of Ak DOLWD

Position: Residence Life Department Head

Other Business

Please disclose any other employment or financial interest which you or a member of your immediate family (spouse and lineal descendants) may have as either an officer, director, trustee, partner, employee or agent of any business organization, which might give a rise to a possible conflict of interest or duality of interest with the Foundation.

Paperpeople Enterprises - owner - (3 long term rental
apartments - all in Seward)

Charitable or Civic Involvement


Please disclose all official positions which you or any member of your immediate family may have as director, trustee or officer of any charitable, civic or community organization as well as any unofficial roles might give rise to a possible conflict of interest or duality of interest between you and the Foundation.

Self
Dana Paperman

- Seward Arts Council - Board Member / Program Coordinator
- Seward Chapter - ASEA Local 52 - Board Member
- Seward Senior Citizens, Inc - ~~Exec~~ Executive Director
- Seward Nordic Ski Club - Vice President
- Prudence Seward Advisory Board member

I hereby acknowledge receipt of the Foundation's Confidentiality and Conflict of Interest Policies. If at any time there is a matter under consideration, which may constitute a direct or indirect conflict of interest or duality of interest, it is my obligation to declare the conflict, to abstain from voting and to refrain from using my personal influence on the matter. It is also my obligation to keep Foundation business confidential and to honor donor confidentiality.

As a Director, advisory board/committee member, volunteer or employee of the Seward Community Foundation, an affiliate of the Alaska Community Foundation, I hereby agree to abide by the above policies.

Signature  Date 12/5/2018



Seward Community Foundation

PO Box 933

Seward, AK 99664

www.sewardcf.org

907-224-GIVE (4483)

seward@alaskacf.org



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

BOARD MEMBER APPLICATION

Name: Mark Kansteiner

Address: Box 1636 or 235 Ballaine, Seward, AK 99664

Primary Phone #: 907-224-3589 Email Address: buddy@ak.net

Term Length is 3 Years

Current employer: Retired from Kenai Fjords National Park

Type of work performed: 12-year seasonal logistics coordinator, operating small boats, opening & closing Aialik Bay Ranger Station, warehoused & maintained all field & communication equipment

Relevant skills / past experience: Worked with all park staff for field logistics including boating, scheduling, safety, communications via sat phones, radios & tracking.

Length of time in the Seward community (incl Moose Pass): Since October 1979

What other organizations do you belong to / positions held? Just started second 3-year term on Seward Senior Center board (chair for 2 years).

Past volunteer experience: Operated snowmobiles in Kenai Fjords National Park to take weather readings at Exit Glacier. Assisted Kenai Fjords Yacht Club installing safety ladders in the boat harbor. Official for annual National Oceans Science Bowl at Seward High School.

Other important information: Have been on Seward election board since October 2008 and chair of the election board since October 2011.

Please see reverse side

Why would you like to be on the Advisory Board for the Seward Community

Foundation? I have seen the benefits that the Foundation has provided to the community and
area, and would be honored to be a part of seeing the good works, contributions & needs of the
community continue to be assisted by the Foundation.

Names, Addresses and Phone Numbers for 3 Professional References

<u>Sharon Kim</u>	<u>sharon_kim@nps.gov</u>	<u>907-422-0546</u>
<u>Dana Paperman</u>	<u>ssc@seward.net</u>	<u>907-224-5604</u>
<u>Richard Hocking</u>	<u>richardh@alaskasealife.org</u>	<u>907-224-6322</u>

I have read, understand and agree to abide by the Board Member Job Description.
(Check box)

Signature: Mark Konst Date: 11/28/2018

In order to be considered for the Seward Community Foundation's Board of Advisors, this form must be submitted to PO Box 933 OR to a current board member.

***Thank you for your commitment to our community and for your interest in the
Seward Community Foundation***



Seward Community Foundation

An Affiliate of The Alaska Community Foundation

Board of Advisors Draft Minutes
Breeze Inn Motel
Wednesday, November 21, 2018 - 6:00 PM

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

Documents sent out prior to meeting: November SCF Board Packet including Agenda, September draft meeting minutes, September Treasurer's Report, October mini-grant on line voting notes (no quorum so meeting was cancelled), SCF Strategic Plan 2018-2027, SCF Metric Dashboard, Fundraising Plan and Current Status, 2018 Mini-Grant Tracking Report. Program Manager's Report November 2018 was sent via email separately.

Guests present: Mark Kansteiner, Katie Cornwell and Dave Paperman, all potential board members.

Unfortunately the agenda sent out mistakenly listed the location of the meeting as Moose Pass. Rodger was the only one to pay attention and so missed the meeting. Sorry Rodger! We couldn't get in touch with you after getting your message that you were headed back to Moose Pass.

A Call to Order: 6:00 pm

B Mission Connect: Potential advisors were introduced to current advisors and given the opportunity to ask questions.

C Approve agenda: Kim made some additions to the agenda sent out in the board packet. **Phyllis moved that the amended agenda be approved. Patty seconded the motion. PASSED.**

D Business Session

- a) Approve September 19, 2018 minutes and October 17, 2018 notes: **Patty moved that the minutes be approved. Melody seconded the motion. PASSED**
- b) Donations/Treasurer's report: Melody – See attached report for October and November.

- i) PFD Update: There were 51 total contributors who donated \$3,950. After the 7% fee was deducted, SCF received \$3673.50 (the exact same amount as last year!)
- ii) Thelma Bagoy Donations update: All memorial donations for Thelma Bagoy have been sent to ACF to be deposited in the Seward Community Library Association Fund.
- iii) Credit Card Fees: SCF has a credit card with a \$1000 limit. ACF has been paying the fees and wants SCF to take over this obligation (~\$170 per year). There was a discussion regarding whether we use the card enough to make this worth the cost. **Patty moved we keep the card for another year and pay attention to how useful it is, then revisit this issue again. Karen seconded the motion. PASSED.**

E Strategic Plan Review

- a) Strategic Plan Metric Dashboard – SCF has reached their unrestricted fund goal for 2018. We are still short for the Operating Endowed fund. Allison and Cindy met with Carole Jaffa with Jaffa construction who pledged \$1000 for the Operating Fund. They contacted JAG (the new shipyard operator) but did not hear back from them. Allison reminded the board that it is not only the Development Team who should be meeting with local businesses. Any advisor can make the “ask”. Allison can provide rack cards and donation envelopes before a visit. **All advisors should have made their personal annual donations before the end of the year.**
- b) Fundraising Status – Written report provided in the board packet.

F Team Reports

- a) Grant team: **Patty – The grant team will meet before the end of the year to plan the 2019 grant cycle.** ACF has asked SCF to shorten our grant cycle to 6 weeks. Kim spoke with Shawn about this. He suggested January 16 – February 27. After discussion the board agreed to these dates. Patty will be out of state during most of this time and would like someone else to take over as grant team lead next year. If nonprofits would like to see the application before the grant cycle officially opens Allison can share it with them. There are also grant tutorials on the web site available at any time.
 - i) Grant Report – Mini-grant tracking report provided in the board packet
 - ii) Mini grant proposals – No grant applications this month. There are \$5,970 left in the budget for mini-grants. SCF needs to spread the word that funds are available.
 - iii) 2019 Major grant cycle – Nonprofit event/luncheon to announce \$\$\$ available: Last year’s event went well. Advisors agreed to do the same sort of thing again. Will try for January 23. Ideas for topics were discussed: communication guidelines for grant recipients (provide banners to nonprofits to use at their events), development (have ACF talk about making the “ask”), review the needs expressed by group last year. Allison would be glad to facilitate the discussion. Do we want to focus on getting new people to apply for grants or providing more information to the folks who regularly apply?
 - iv) Proactive grants – SCF received a request from SHS Booster Club for renewal of our support of the activity program by advertising at high school events. **Patty moved we sponsor SHS activities at the Seahawk Club level for \$400 as we did last year. Emily seconded the motion. PASSED.**
 Kim suggested we make a proactive grant to the Bike Park Project. After discussion **Patty moved we proactively grant \$2500 to the Seward Bike Park project through Seward PTA. Karen seconded the motion. PASSED.** In order for SCF to get some publicity

from this grant Patty will contact Jenn Elhard and/or Heather Shank to see if one of them would join SCF at Zudy's Café on Giving Tuesday to announce it. Kim will write an article and Allison will post it on the web site and Facebook page.

- b) Executive Team – Kim
 - i) Update to bylaws – Kim has been working to revise our bylaws to reflect how we really operate. She will bring her suggested changes to the board after January 1st.
 - ii) New Advisors – 3 current advisors (Cindy, Karen and Carole) will be leaving the board at the end of the year. We need to replace them and maybe add a few more. Dustin will attend the meeting next month. Advisors are asked to contact the potential advisors whose names they previously suggested and invite them to attend a meeting soon.
 - iii) Begin thinking about 2019 Officers and team assignments.
- c) Fundraising/Development Team – Cindy
 - i) Operating Endowment Plan – All advisors should try to approach local businesses where they have a connection before the end of the year. Go in pairs and get cards and donation envelopes from Allison.
 - ii) Giving Tuesday, November 27th – ACF Promotion: ACF has asked local coffee shops to match proceeds from selling coffee between 11 am and 2 pm on this day and donate to SCF. Zudy's has signed up to participate. All are encouraged to buy coffee, take a photo and post it on social media. Patty will try to announce PARKS Bike Park grant during this time (see above).
 - iii) ACF Campaign for Alaska's Future – All advisors should have received an email from Mariko about this. The campaign began in 2014 as a way to encourage charitable giving to the Alaska Fund, an unrestricted endowment to meet needs around the state, the Affiliates, and field of interest funds. It ends at the end of this year. The goal is to raise \$1 million. So far Alaskans have given or pledged almost \$90 million in current and bequest gifts. In the remaining time ACF wants to promote the campaign, ACF and the Affiliates. They also want to thank every individual who has given to the campaign since 2014. A thank you celebration will take place on December 10 at the Anchorage Museum. All Affiliate Advisory Board Members and Program Managers are invited to attend. ACF will also send an electronic "thank you" postcard to Affiliate donors thanking them for giving to the communities they care about. The Giving Tuesday coffee shop event (see item ii above) is also part of this.
- d) Community Outreach team – Emily
 - i) End of year newsletter – Approve Budget: Emily reported that the end of year newsletter will be ready to send out soon. Kim researched the cost of various printing and mailing options. After discussion Emily moved to approve a budget for the end of year newsletter not to exceed \$2800. Patty seconded the motion. PASSED. The newsletter will include a donation form and a request from Kim that people donate specifically to the SCF Operating Endowment. Melody suggested telling people who write checks to note in the memo if they want the funds to go to the Operating Endowment, since checks often get separated from the donation form.
 - ii) PCG Promotions: A section of the newsletter is devoted to PCG. There will be more promotions in December.
- e) Program manager's report – Allison: emailed to board before meeting.

G ACF End of Year Fundraising Webinar: Kim, Phyllis and Emily listened to the webinar. It is available on Sharepoint. Allison can help anyone who is interested to log in.

H SCF Christmas Party: This will be at Melody's house at 6 pm on December 20th. Potluck and White elephant. Patty will send out Greenvelope invitations.

I Other Business:

- a) Seward Strong Planning Day was November 15. Patty, Phyllis and Emily attended. The long term goal is to implement in Seward a program similar to one developed in Iceland to reduce substance abuse by teens through youth engagement programs, family support and community collaboration. The short term goal is to start a program of Community Enrichment Classes, taught to the community by the community.
- b) Guests were given the opportunity to ask questions. Katie asked if SCF was a 100% giving board and told yes, all board members are expected to give a meaningful donation to SCF. She would like to read SCF bylaws and the conflict of interest policy. Kim will send all the forms and paperwork to all three potential advisors. Mark was curious about the relationship between ACF and SCF and the difference between affiliates and partners. Kim and Allison provided explanation. Dave asked about any liability of the board or if there is insurance. He was told that ACF has all the fiduciary responsibility. We hold an advisory role with ACF. Kim will send application and other paperwork to all three. There will be orientation for new advisors in January.

J Comments:

Mark: Thanks for the opportunity. Will be gone much of December and January but am interested in being on the board.

Allison: Happy Thanksgiving. Will be back in Seward at the end of next week.

Karen: No comment

Emily: Good to be here

Katie: Thanks. Interested in being on the board.

Melody: Thanks to prospective board members for coming.

Dave: Thanks. I want to participate. All are invited to the Solstice Party at our house on Dec. 21st.

Patty: Happy Thanksgiving.

Phyllis: Thanks to guests for coming.

Kim: Happy Thanksgiving. We are coming up on the busy part of our year. Very exciting.

K Adjourn: 8:03 pm

Next meeting December 19th at 6 pm at the Breeze Inn Hotel.

SCF Treasurer's Report 11/21/18 (covering both Oct. & Nov.)

2018 PFD Pick.Click.Give Donations to SCF

Total Contributors: 51

Total Amount Contributed: \$3,950.00

7% Fee: \$276.50

Total Amount Paid to SCF: \$3,673.50

(same exact amount as 2017, with 53 contributors - uncanny!)

DonorCentral Online Donations:

9/20/18	Paul & Sharon Ruppel	\$500	Paul & Sharon Ruppel Fund
9/20/18	Charles & Teri Arnold	\$25	SCF OEF
9/27/18	Darcie Larson	\$50	Larson Family Fund
10/19/18	Dana & David Paperman In memory of Dovie Horton	\$50	City of Seward Unrestricted Fund
10/20/18	Charles & Teri Arnold	\$25	SCF OEF
10/26/18	Rasmuson Foundation Matching Gifts	\$200	SCF
10/26/18	Edward Hardwick Thank you for the continued blessings on the wonderful work you do for the unique community of Seward.	\$200	Margaret A. Anderson Fund
10/27/18	Darcie Larson	\$50	Larson Family Fund
10/28/18	Bruce Knofel	\$200	SCF
10/29/18	Phyllis Shoemaker	\$300	SCF OEF
10/31/18	Robert & Patty Linville	\$1500	SCF OEF
11/1/18	Tekla & Tyrell Seavey	\$2000	SCF

11/7/18	Mark Kansteiner & Colleen Kelly	\$250	SCF
11/20/18	Kimberly A. Reiersen	\$300	SCF OEF
Total:	\$9,323.50		

Note: Treasurer emailed ACF on 11/12/18 to correctly put the Paperman \$50 “in memory of” donation into the City of Seward Unrestricted Fund of SCF as indicated on their online form instead of the SCF Unrestricted Fund like it appears on DonorCentral. Mariko emailed back saying ACF will correct their error.

Mail:

**Seward High Athletic Support Advertising Opportunities Mailer for 2018-2019 school year

**Several more in memory of Thelma Bagoy donations have come in the postal box.

**Letter from Karla & Ian Dutton asking to be removed from the SCF mailing list.
 Mr. Ian Dutton
 717 0 St. Apt 3
 Anchorage, AK 99501-3255

**Thanksgiving postcard to SCF from The Foraker Group

Seward Community Foundation Strategic Plan 2018-2027

Core Purpose	Community investment through philanthropy		
Core Values	Integrity – Leadership – Compassion – Generosity – Local Engagement		
Operating Principles	Impact community – Enhance quality of life – Create positive change – A sustainable fund to continue to work		
Core Programs	Endowment building – Community development – Grantmaker – Growing community philanthropy		
Vision	Be a community leader engaging the people of Seward and Moose Pass in new levels of community philanthropy, action, and change.		
Long-term Goals by 2027	Short-term Goals by 2021	Champion	
1. SCF is “The place to leave a legacy” as evidenced by growth of our endowment fund to \$5m by 2027 through estate, asset, and unrestricted gifts.	A. Focus on estate and asset gift donors to secure 1-2 legacy gifts per year starting in 2018 (PRIORITY #2)	Development Team	
	B. Engage donors and potential donors (including businesses) in mission opportunities to reach \$3.5 million in unrestricted endowment and \$80,000 in operating endowment by 2021 (PRIORITY #1)	Development Team	
2. Build the Operational Resiliency of SCF through a full, diverse board and growing our operating endowment to \$300,000 by 2027.	A. Write/approve a fund development plan to achieve \$5m endowment, \$300K in operating endowment and increase the donor base by 20% (20 new donors) .	Development Team	
	B. Ensure that Board members have strong ties to purpose and values and bring skills to achieve long and short term goals (board development)	Executive Team	
	C. Ensure SCF has a diversified board and committees that reflect the community we serve and bring skills to achieve long and short term goals (board recruitment)	Executive Team	
3. SCF approaches granting with an “intention to say yes” and becomes a household name as “a valuable community resource making an impact.” Each Seward citizen will know of at least one project that SCF launched/funded and who benefited.	A. Build community awareness of and SCF’s presence as a local community investor and nonprofit leader by 2021	Community Outreach	
	B. Position SCF as a catalyst for meeting community needs by 2021	Community Investment Team	

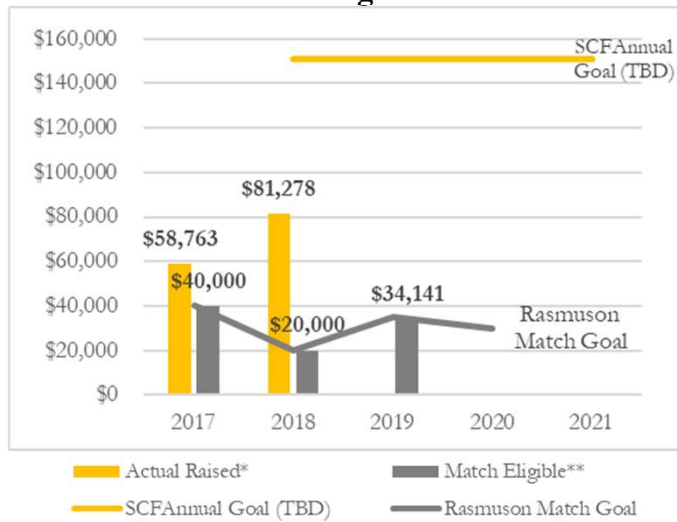
SCF Metric Dashboard

Goals

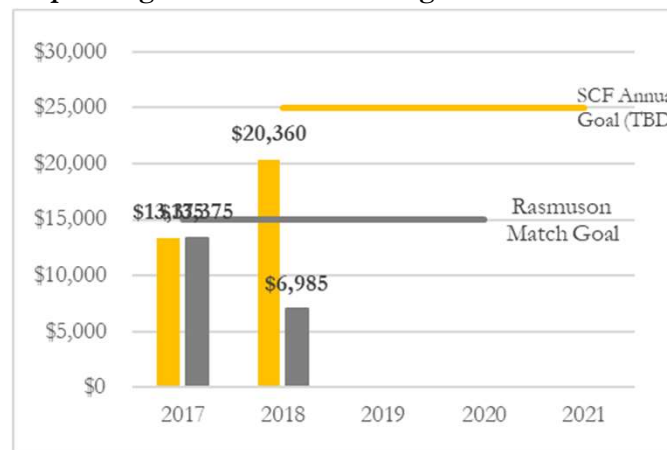
- ❑ Endowed funds are at \$3.5m by 2021 and \$5m by 2027
- ❑ Operating endowment is \$100K by 2021 and \$300K by 2027
- ❑ Increase number of donors by X%.
- ❑ SCF is a valuable community resource making an impact.

2018 Fundraising

Endowed Funds Progress Towards Goal



Operating Endowed Funds Progress Towards Goal



Donors

	2017	2018	Goal
# of Donations	177	133	TBD
Unique Donors	N/A	N/A	TBD

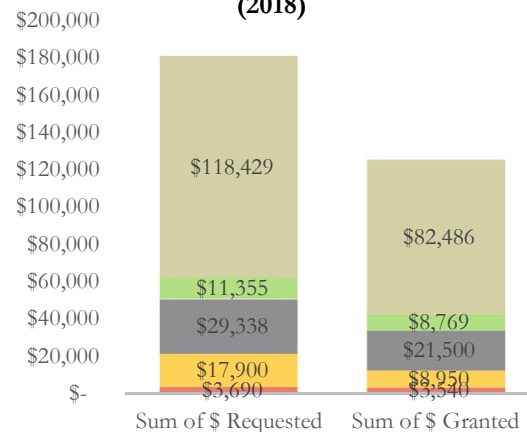
* Includes Rasmuson Match funds, will include PCG when finalized 10/26
 **Includes roll-over amounts into future years

2018 Grants

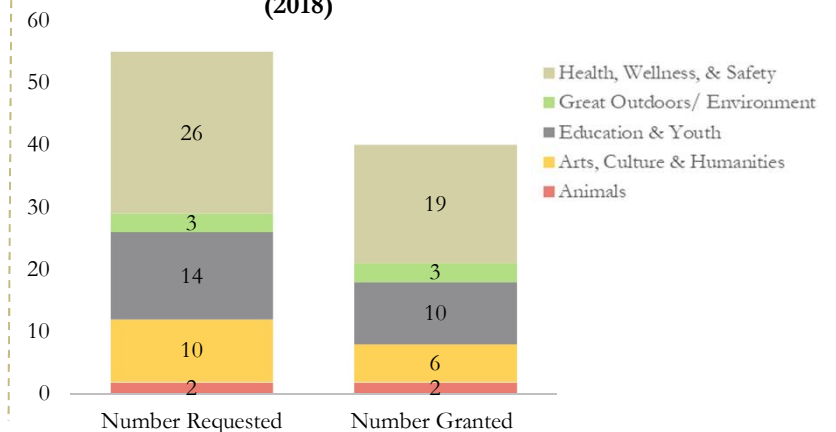
Award Amounts and Balance

	YTD Granted	Annual Available	Balance
Major	\$101,349	\$102,815	<i>Rolled over to Mini</i>
Mini	\$20,896	\$26,966	\$3,070
Proactive	\$3,000		
Total	\$125,245	\$128,315	\$3,070

Grant Award Amounts by Category (2018)



Number of Grants by Category (2018)



Seward Community Foundation Fundraising Plan and Current Status for Rasmuson Match

updated 12/17/2018

SCF GOALS TO ACHIEVE RASMUSON MATCH

Fundraising Goals: [APPROVED BY SCF ADVISORY BOARD ON 8/22/1 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 \$35,000 for endowed gifts and raise \$15K for operating endowment		
2020: Raise \$30,000 for endowed gifts and raise \$15K for operating endowment		
Total Raised: \$125,000 for Endowed Gifts and \$60,000 for operating Endowment		
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)	\$ 2,896,008	\$ 53,563	\$ 54,141	\$ 20,000	\$ 34,141	\$ 94,141	\$ 125,000
City of Seward Unrestricted Fund	\$ 7,802	\$ 200	\$ 50			\$ 250	
Dieter Family Endowment Fund for the Prevention of Domestic Violence and Teen Suicide	\$ 81,130	\$ 25,000	\$ 25,998			\$ 50,998	
Frank Dieckgraeff Memorial Fund for Seward Seniors	\$ 18,887	\$ -				\$ -	
Kaanta Community Fund for the Beautification of Seward	\$ 124,557	\$ -				\$ -	
Larson Family Fund	\$ 11,178	\$ 600	\$ 550			\$ 1,150	
Margaret A. Anderson Fund	\$ 26,847	\$ 200	\$ 200			\$ 400	
Paul and Sharon Ruppel Fund	\$ 18,786	\$ 3,004	\$ 500			\$ 3,504	
Seward Community Foundation Fund	\$ 2,595,163	\$ 24,409	\$ 13,280			\$ 37,689	
Seward Wellness Fund	\$ 11,657	\$ 151				\$ 151	
Roll-Over from Previous Year(s)			\$ 13,563				
Operating Endowment	\$ 53,169	\$ 13,375	\$ 6,985	\$ 15,000	\$ (8,015)	\$ 20,360	\$ 60,000
Seward Community Foundation Operating Endowment Fund	\$ 53,169	\$ 13,375	\$ 6,985	\$ 15,000		\$ 20,360	\$ 60,000
Non-endowed Funds (Not Match Eligible)	\$ 22,121	\$ 16,499	\$ 5,000	\$ -	\$ -	\$ 21,499	\$ -
Seward Affiliate Operating Fund	\$ 12,842	\$ 7,000	\$ 5,000			\$ 12,000	
Seward International Friendship Assoc. Sister City Exchange Fund	\$ 9,279	\$ 9,499				\$ 9,499	
Grand Total	\$ 2,971,298	\$ 83,438	\$ 66,126	\$ 35,000	\$ 26,126	\$ 136,001	\$ 185,000

Note: The following amount is included in the Fund Balance for SCF Fund, but not eligible for the m \$ 5,200 \$ 40,700

Note: The following amount is included in the Fund Balance of SCF Operating Endowment, but not match elig \$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 January 1, 2017- December 31, 2020. A bonus of 1:1 match of \$25,000 is available after the \$100,000 match is raised; the Affiliate Advisory Board may decide how best to utilize the additional \$25,000 match funds.

2018 Mini-Grant Tracking Report

updated 12/17/2018

SUMMARY

Allocation*: \$26,966 Balance: \$3,070	Total Requested: \$36,495 Total Granted: \$23,896
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** Allocation includes 2017 rollover and amount not used toward 2018 Major Grant Cycle*

Note: After Major Grant Cycle, there was \$451 remaining to be granted from the Kaanta Community Fund for the Beautification of Seward. It was directed to the Bike Park.

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	\$0	7/18/2018
Alaska SeaLife Center	Small Fry School	\$1,000	\$1,000	9/11/2018
Alaska SeaLife Center	Seward Community Holiday Party	\$1,000	\$1,000	10/18/2018
Seward Arts Council	Room Rent for community band practice	\$450	\$450	10/18/2018
Seahawk Boosters	Sports Teams Support	\$0	\$400	11/21/2018
Seward Bike Park	Proactive Grant (Note: \$451 to come from the Kaanta Fund)	\$0	\$2,500	11/21/2018
Seward Arts Council	Skip and Marie Fletcher Movie Series "Earn a Ticket"	\$1,000		12/19/2018
Bunnell Street Arts Center	Seward Artist in Schools sponsored by Bunnell Street Arts Center	\$1,000		12/19/2018
Seward PTSA	Missoula Children's Theater Residency	\$1,000		1/16/2019
Resurrection Lutheran Church	Community Christmas Tree	\$500		1/16/2019



TIME UTILIZATION (as of 12/17/18)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Remaining (300/yr)	Remaining (avg/mo)
26	26.25	33.75	43.5	28.5	23.75	13.25	16.5	14.5	17.75	19.25	12.25	282.5	17.5	17.5

PROJECTS BY STRATEGIC PLAN LONG-TERM GOALS

Grow Endowment by \$5m by 2027

Active Projects:

- Donor Development/Fundraising Support: No updates since last Board Meeting. I am happy to support any board member as they meet with donors and make fundraising asks. I am creating a user-friendly donor database for SCF to make it easier to track and use our donor information.
- Rasmuson Match: In 2017 and 2018, SCF has raised \$94,141 toward the general fund and \$20,360 toward the operating endowment. We have achieved our goal for 2018 for the general fund and need to raise \$8,015 to achieve our Operating Endowment goal. We received at least one donation to our operating endowment since our newsletter was sent.

Next up:

- Donor / Grant List: At the ACF convening, Affiliates highlighted the need for a common, easily accessible, up-to-date donor database. A new donor database/financial database is expected to be implemented summer 2019.

Build Operational Resiliency

Active Projects:

- Annual Plan / Strategic Plan: In January and February 2019, I will work with the board and committees to review goals and set action items for 2019.
- Program Manager Goals: My three performance goals for the coming year are:
 - Goal 1: Collaborate with Advisory Board to develop fundraising plan within the next 3-6 months, including obtaining examples and coordinating training; this goal will enable Allison to be more involved in her Affiliate’s fundraising efforts, increase the support she can provide, and support her professional development goals. *I will work with new Development Committee Chair to develop a fundraising plan in February.*
 - Goal 2: Post at least one blog post and share content with local media each week. *On going*
 - Goal 3: Assist with planning and facilitating at least one community discussion/training within the next 6-12 months. *Grant announcement luncheon is an opportunity to achieve this goal.*

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, Grant Announcements to the Seward Journal, Sharing of Relevant Facebook posts, and Blog Posts on topics of interest. Other projects are detailed below. Mar/Comm committee owes me more grant highlights.
- Website/ Facebook Management: I’ve been sharing posts and events from our grantees recently.
- 2019 Major Grant Cycle/Grant Announcement Luncheon: Major grant cycle dates will be 1/16 – 2/28. The Grant team is meeting this week on 12/18 to begin planning the Grant Announcement Luncheon

Completed:

- Winter Newsletter: The newsletter arrived in mailboxes by 12/14.



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
- 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.

ANNOUNCEMENTS/OTHER INFORMATION

- Greenvelope Online Invitations: I have canceled the autorenewal of our Greenvelope subscription. We will switch to the ACF account when our subscription ends this spring.
- Changes at ACF: The Affiliate Program Officer position (Shawn Rivera’s previous position) has not been hired yet, but ACF hopes to have someone in place by mid-January.

ACTION REQUESTS FOR BOARD

- Focus attention on fundraising for Operating Endowment.
- Program Manager Succession Planning: Consider the characteristics and possible individuals that might make a suitable SCF program manager. Since I am in the process of moving to Anchorage, it makes sense to begin thinking about replacing me as program manager. I have NOT submitted, nor am I currently submitting, my resignation as program manager, but foresee a time in the near future that SCF will be better served by a local staff member. I would like to continue to work with SCF through the grant announcement luncheon and through as much of the grant cycle as possible.

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.
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