

# SAIL BOD MEETING MINUTES

September 23, 2015

Meeting called to order by Kate Burkhart, President at 5:50 pm.

## **Roll Call:**

- Board Members Present: Kate Burkhart, Elizabeth Spence, Suzi Williams, Mary Gregg, Jason Burke, Jeff Irwin
- Staff Present: Joan O'Keefe, Tristan Knutson-Lombardo, Sierra Jimenez, Keith Smith
- Board Members Absent: Bob Purvis, Cheryl Putnam

## **Public Comment or Staff Report:** No public comment.

Keith Smith, Ketchikan Program Director gave an update on what is happening in Ketchikan.

- There is one applicant for the ¾ time ORCA/IL position
- The office will be moving to the Plaza Mall mid-October to an upstairs space almost twice as large as the current office, with better parking and better exposure.
- First Bank will pay the Ketchikan Football team to help move the office.
- Preparations for the November 21<sup>st</sup> Ketchikan dinner and auction are underway.
- Keith has secured 4 contracts with the local DVR office with more to come.
- The STAR Grant will be coming to SAIL in 2015 or 2016. Local consumers have had positive comments about this.

## **Approval of Agenda:**

- Motion for approval of agenda made by Jeff, 2<sup>nd</sup> by Elizabeth, passed without objection.

## **Approval of Minutes:**

- Motion for approval of minutes made by Mary, 2<sup>nd</sup> by Jason, passed without objection.

## **ED and Committee Reports:**

Director's Report:

- Joan said she is working on a staff retreat for December with a holiday theme.
- The board face to face meeting is scheduled to be in Haines in the spring. There was a lengthy discussion about when to have the meeting. Joan will send out an agree-a-date to see when board members are available.
- Joan reported that SILC gave funds to send 4 staff members to attend ADA training in Anchorage next week.
- Joan sent in the name of a long time SAIL volunteer for the AWARE Women of Distinction nomination.

## **Board Fund Development Committee:**

- No committee meeting this month.
- Call lists were sent out.
- Jason asked that the call lists be sent out more often so they are not so long. Sierra said she can do this. She said the new list will be sent out tomorrow.
- Mary reported that there is a donor in Ketchikan who wants to give a portion of the proceeds from their house sale to a certain nonprofit and she convinced them to give it to SAIL. Mary asked if Sierra had heard anything about this yet. Sierra stated no.
- There was a discussion about having the whole board be the Board Fund Development Committee and have a part of every board meeting as a discussion of topics relevant to this committee. Suzi made a motion to have the Board Fund Development Committee meet at every board meeting as needed. The motion was 2<sup>nd</sup> by Mary and passed without objection.

## **Finance Committee:**

- No committee meeting this month.
- The auditors contacted Mary several weeks ago. They were very pleased with how the audit went and said both Joan and Susan, bookkeeper, are doing a great job.

- The Finance Committee will meet prior to our next board meeting to go over the audit. Joan said she would like to be at that meeting and would also like to include Tristan and Sierra.
- The auditor will present the audit to the board at our October meeting.

**Board Development Committee:**

- No committee meeting this month.
- Joan contacted two Alaska Native candidates for the board. Both responded positively but haven't turned in applications yet. Suzi followed up with emails and both responded positively to her emails. Suzi will contact them again and extend an invitation to join the October meeting.

**Old Business:**

- No old business

**New Business:**

- No new business

**Information/Discussion:**

- Kate proposed an idea for fund raising to have an event like the Pub Crawl only with food. We will discuss this at our next board meeting.
- Strategic Plan update-Joan asked about the format. Suzi said she liked the longer format with explanations. She asked about the site manager's weekly meeting. Joan explained that this was a weekly teleconference with the web cam including each cities program manager, Tristan and Sierra. Suzi asked what kind of tour the accessible tour in Juneau would be. Tristan explained where and how the tour would take place

**Exec. Session:**

- No executive session

**Schedule following meetings:**

- October board meeting scheduled for 10/28/15 at 5:45 pm

**Additional Comments:**

- There were no additional comments

**Adjournment:**

- Motion was made by Suzi to adjourn at 6:52 pm, 2<sup>nd</sup> by Mary, passed without objection.