

**UNITED WAY OF THE TANANA VALLEY  
BOARD OF DIRECTORS MEETING  
AGENDA**

Thursday, December 14, 2017

**3:30 p.m.** – UWTV Conference Room - 818 26<sup>th</sup> Ave.

**Conference Call Line: 1-800-528-2793 – Conference Code: 7984862**

*(Please confirm that you will be calling in or choosing a **Proxy** prior to the meeting.)*

1. **Call to Order and Introduction of Guests** Y. Evans  
    a.
2. **Approval of Agenda** Y. Evans  
Consent agenda items marked with an asterisk are considered routine items not requiring public discussion. Asterisked items will be automatically approved when the agenda is adopted.

*MOVE to adopt the agenda with consent items.*

*Motion by \_\_\_\_\_.*

*Seconded by \_\_\_\_\_.*

*Vote \_\_\_\_\_*

3. **Approval of Minutes 11/16/17\***  
Minutes for the 11/16/17 Board Meetings are included upon approval of the Consent agenda items.

4. **Treasurer's Report** M. Richards

- a. **October Financial Reports**  
    *MOVE to adopt the October 2017 Financials.*  
    *Motion by \_\_\_\_\_.*  
    *Seconded by \_\_\_\_\_.*  
    *Vote \_\_\_\_\_*

5. **Discuss Potential New Board Members** Y. Evans

6. **Adjourn** Y. Evans

*MOVE to adjourn the meeting.*

*Motion by \_\_\_\_\_.*

*Seconded by \_\_\_\_\_.*

*Vote \_\_\_\_\_*

**Calendar of Events:**

- Agency Campaign Party      Wed., Jan. 10, 1:30 pm      UWTV Conference Room
- Finance Committee      Tue., Jan. 16, 3:00 pm      UWTV Conference Room
- UWTV Board Meeting Thu., Jan. 18, 3:30 pm      UWTV Conference Room
- 3rd Annual Comedy Roast      Fri., Jan. 26, 2018      TBA

**UNITED WAY OF THE TANANA VALLEY  
BOARD OF DIRECTORS MEETING  
Meeting Minutes**

Thursday, November 16, 2017

**3:30 p.m.** – UWTV Conference Room - 818 26<sup>th</sup> Ave.

**Conference Call Line: 1-800-528-2793 – Conference Code: 7984862**

*(Please confirm that you will be calling in or choosing a **Proxy** prior to the meeting.)*

**Present:**

*Yatibaey Evans – Proxy for Jennifer Luke*

*Eric Jewkes*

*Curtis Walmsley*

*Mike Richards – Proxy for Max Roberts*

*Jon Tibbs*

*Carol Barnett- Proxy for Shannon Fortune*

*Jon Bradish*

*Kathryn Strle- Phoned In*

**Guest:**

*Sharon Phillips – Prog. Director Health Fair*

*Sam Kirstein- Food Bank*

**1. Call to Order and Introduction of Guests**

Y. Evans

a. Call to Order- 3:36 p.m.

**2. Approval of Agenda**

Y. Evans

Consent agenda items marked with an asterisk are considered routine items not requiring public discussion. Asterisked items will be automatically approved when the agenda is adopted.

*MOVE to adopt the agenda with consent items.*

*Motion by **Jon Tibbs***

*Seconded by **Mike Richards***

*Vote **Unanimous***

Amendments –

Yatibaey requested a motion to go into executive session for the Executive Director review.

*Motion to approve: **Jon Tibbs***

*Second: **Mike Richards***

*Vote: **Unanimous***

Started 3:43

Ended: 4:15

Motion to increase Executive Director pay by 2.5%, retroactive to July 15, with a discretionary bonus of \$1500.

*Motion: **Mike Richards***

*Second: **Jon Tibbs***

Vote: **Unanimous**

**3. Approval of Minutes 10/19/17\***

Minutes for the 10/19/17 Board Meetings are included upon approval of the Consent agenda items.

**4. Treasurer's Report**

M. Richards

**a. September Financial Reports**

Mike reviewed the financial reports for September with the BOD. Mike discussed the current equity standings, cash receivable position, and stated that we should not see the need to dip into current CD's now that we are collecting money for the new campaign. Mike noted positive variances from last year's standings. Mike noted that although the financials stated we overdrew our business checking, the account was never actually overdrawn. Anchorage accidentally sent out 2 months worth of allocations in the same month, which accounts for the overdraft of the business checking account. Overall, Mike stated the financial statements look healthy for the month.

*MOVE to adopt the September 2017 Financials.*

*Motion by **Carol Barnett***

*Seconded by **Jon Bradish***

*Vote **Unanimous***

**5. 2017 Campaign Update**

B. Wright

**a. Dashboards**

**i. Presentations: 38**

**ii. Donors: 384**

**iii. Special Events: \$13,318**

**iv. Total Revenue: \$127,828**

**b. Opportunities for presentations**

**i. UAF has upcoming presentation opportunities that will be extended via e-mail once scheduled.**

**6. Executive Director "Minute"**

B. Wright

Bill pointed out a noticeable trend in smaller dollar donations from historically larger workplace campaigns. Bill also noted that pledges are being processed faster than in years before, which accounts for the larger amount of campaign revenue reflected on the dashboard when compared to years past.

Bill spoke about having second thoughts on the Better Together campaign in conjunction with FMH. United Way has seen a downward trend in revenue from the Better Together Campaign over the past 5 years, which Bill expects will continue into the current campaign year. Mike spoke on how we are including the funds raised from this campaign in the year-end totals and noted the positive impact our donated time to this joint campaign makes within the community.

Sharon Phillips suggested integrating the time UWTV board and staff members spend volunteering within the community to the year-end totals.

Bill stated dashboards will be sent out weekly after the first of December.

United Way of Kenai will be closing their doors after June 30<sup>th</sup>.

## 7. Old Business -

K. Strle-Phoned In

### a. Substance Abuse Prevention Initiative Grants

- i. Jon Bradish informed the Board of Directors that we did request additional information from LOVE, Inc. before making final decisions on grant amounts. Jon then informed the Board of Directors that final award decisions were made after the additional information was offered and awards are expected to be sent out in the coming weeks, following board approval of the recommendation.

*Motion to Approve 2017 SAIG Awards*

*Motion by **Mike Richards***

*Seconded by **Jon Tibbs***

*Vote **Unanimous***

- ii. Mike suggested we inform other organizations that we have an overage of funding for the grant this year instead of holding on to the money for next year. Kathryn stated she understood the idea, but the committee prefers to roll the funds over to next year in order to have the option to fund more grantees, should the need arise. Yatibaey mentioned she did not like the idea of sitting on the funds, though she also did not like the idea of asking the committee to reconvene and start the award allocation process over again this year.

## 8. New Business –

Y. Evans

### a. Possible Changes to Board Meeting Schedule

- i. Jon Bradish suggested the possibility of moving to 6 Board of Director meetings per year, with the stipulation that board members would still be required to meet each month to focus more on committee work. Finance Committee would still be held on a separate date each month. Jon noted the importance of staying on task in the event that this schedule were approved. Mike suggested approving a trial run prior to finalization.
- ii. Yatibaey proposed changing the DEC meeting to the 14<sup>th</sup> so as to move away from the holiday block leave. Mike asked that a calendar invite be sent out.

### b. 2017-18 Committees & Strategic Plan

Bill asked that all board members present choose at least one committee to be a part of before leaving the meeting today.

Yatibaey suggested the Board of Directors should review how many proxies each member should be entitled to per year at the next meeting.

## 9. Reports and Updates

### a. Agency Liaison Report

A. Berka/J. Fretwell

- i. 2<sup>nd</sup> annual health fair date is to be determined. The event will be held at ThrivAlaska.

ii. Sharon suggested making the attendance requirements for Agency Director Meetings to mirror that of the Board of Directors requirements.

B. Wright

b. \*Staff Report

i. Jolee is currently in Anchorage for an AFP conference, thus her absence from today's meeting.

Y. Evans

**10. Adjourn**

*MOVE to adjourn the meeting.*

*Motion by **Mike Richards***

*Seconded by **Jon Tibbs***

*Vote **Unanimous***

**Calendar of Events:**

- Agency Campaign Party Wed., Dec. 13, 1:30 pm TBD
- Finance Committee Tue., Dec. 19, 3:00 pm UWTV Conference Room
- UWTV Board Meeting Thu., Dec. 21, 3:30 pm UWTV Conference Room

**United Way of Tanana Valley**  
**Finance Report to the Board of Directors**  
**For the Month Ending**  
**October 31, 2017**

Accompanying this narrative are three Excel Spreadsheets:

- A – Summary Budget Comparison – Unrestricted Funds – 7/1/2017 thru 10/31/2017
- B – Statement of Financial Condition – As of 10/31/2017
- C – Statement of Activities for the Period 7/1/2017 thru 10/31/2017

**A Summary Budget Comparison**

Revenue is \$504,717 under budget. Items of interest are:

- Campaign revenue is at \$18,547 with an unfavorable variance of \$728,213. The unfavorable variance should not be taken serious as the 2017 campaign is just beginning. The variance will be more usable as the campaign progresses.
- Designations Expense has a positive variance of \$267,033 which is expected with such a large unfavorable variance in campaign revenue. This variance will also become more meaningful as the campaign progresses.
- Designation Processing fee has an unfavorable variance which is also expected with a favorable variance in Designations Expense

Expenses have a positive variance of \$28,117 made up of:

- Professional & Contractual Fees with a positive \$17,237 variance. Altman Rogers was paid \$12,780 in November so this variance will be substantially reduced with the next report.
- Both Campaign Materials Expense and Marketing Expense – Campaign have positive variances of \$5,122 and \$13,607 respectively.

**B Statement of Financial Position**

This is the same as a balance sheet in the for-profit world. The upper half lists the assets, current assets (cash or soon to be converted to cash) and other assets which are not expected to be converted to cash. Liabilities and Net Assets are listed on the lower half of the statement. The total assets should equal the total of liabilities and net assets.

**C. Statement of Activities**

The for-profit world calls this an income statement. The same information, in more detail, is provided on the Summary Budget Comparison which we discussed previously.

**United Way of the Tanana Valley**  
**Summary Budget Comparison**  
**From 7/1/2017 Through 10/31/2018**

| Account Title                                | YTD            |                 | Total               |                    | FY Budget Remaining |
|--|----------------|-----------------|---------------------|--------------------|---------------------|
|  | YTD Budget     | YTD Actual      | Variance - Original | Fiscal Year Budget |                     |
| <b>Revenue</b>                               |                |                 |                     |                    |                     |
| Campaign Revenue                             | 746,760        | 18,547          | (728,213)           | 1,100,000          | 1,081,453           |
| Designations Expense                         | (268,833)      | (1,800)         | 267,033             | (396,000)          | (394,200)           |
| Uncollectible Pledge Expense                 | -              | -               | -                   | (77,440)           | (77,440)            |
| Pledge collections - prior years             | 1,667          | -               | (1,667)             | 5,000              | 5,000               |
| Gaming Revenue                               | -              | 137             | 137                 | 5,000              | 4,863               |
| Contributions - NonAndar                     | 15,000         | 4,600           | (10,400)            | 45,000             | 40,400              |
| Designation Processing Revenue               | 37,637         | 252             | (37,385)            | 55,440             | 55,188              |
| Sponsorships                                 | 5,000          | 2,000           | (3,000)             | 15,000             | 13,000              |
| Special Event Revenue                        | 3,333          | 11,058          | 7,725               | 10,000             | (1,058)             |
| Rent Revenue                                 | 3,000          | 3,750           | 750                 | 9,000              | 5,250               |
| Professional Service Revenue                 | -              | -               | -                   | -                  | -                   |
| Investment Earnings                          | 133            | 263             | 129                 | 400                | 137                 |
| Unrealized Gain on Investments               | -              | 177             | 177                 | -                  | (177)               |
| Miscellaneous Revenue                        | 833            | 830             | (3)                 | 2,500              | 1,670               |
| <b>Total Revenue</b>                         | <b>544,531</b> | <b>39,814</b>   | <b>(504,717)</b>    | <b>773,900</b>     | <b>734,086</b>      |
| <b>Expense</b>                               |                |                 |                     |                    |                     |
| Salaries & Wages                             | 54,377         | 55,105          | (729)               | 163,130            | 108,025             |
| Payroll Taxes                                | 4,160          | 4,500           | (341)               | 12,479             | 7,979               |
| Payroll Fringe Benefits                      | 4,486          | 4,922           | (436)               | 13,457             | 8,535               |
| <b>Total Personnel Expenses</b>              | <b>63,022</b>  | <b>64,528</b>   | <b>(1,506)</b>      | <b>189,066</b>     | <b>124,538</b>      |
| Professional & Contractual Fees Expense      | 31,000         | 13,763          | 17,237              | 53,000             | 39,237              |
| Campaign Materials Expense                   | 19,200         | 14,078          | 5,122               | 19,200             | 5,122               |
| Office Supplies                              | 333            | 411             | (78)                | 1,000              | 589                 |
| Printing Expense - Campaign                  | 1,000          | 3,019           | (2,019)             | 1,000              | (2,019)             |
| Printing Expense - General                   | 100            | 688             | (588)               | 300                | (388)               |
| Telephone Expense                            | 1,292          | 697             | 595                 | 3,876              | 3,179               |
| Travel Expense                               | 833            | 581             | 252                 | 2,500              | 1,919               |
| Training & Conferences Expense               | 2,800          | 50              | 2,750               | 8,400              | 8,350               |
| Meetings Expense - Campaign                  | 643            | 866             | (223)               | 1,930              | 1,064               |
| Meeting Expense - Board                      | -              | 25              | (25)                | -                  | (25)                |
| Meeting Expense - Rotary                     | -              | 604             | (604)               | -                  | (604)               |
| Postage Expense                              | 500            | 132             | 368                 | 1,500              | 1,368               |
| Marketing Expense - Campaign                 | 15,000         | 1,393           | 13,607              | 16,000             | 14,607              |
| Marketing Expense - General                  | 233            | 1,567           | (1,334)             | 700                | (867)               |
| Recognition Awards - Campaign                | 250            | -               | 250                 | 250                | 250                 |
| Recognition Awards - General                 | 33             | 150             | (117)               | 100                | (50)                |
| Interest / Bank / Credit Card Expense        | 600            | 633             | (33)                | 1,800              | 1,167               |
| Insurance Expense                            | 2,900          | 2,907           | (7)                 | 3,525              | 618                 |
| United Way Worldwide Dues                    | 3,124          | 2,657           | 467                 | 12,496             | 9,839               |
| Memberships, Licenses, Fees - General        | 2,971          | 7,912           | (4,941)             | 8,912              | 1,000               |
| Rental Expense - Equipment                   | 1,219          | 2,127           | (908)               | 3,656              | 1,529               |
| Rent Expense - Office                        | 6,000          | 6,000           | -                   | 18,000             | 12,000              |
| Rent Expense - Facility                      | 517            | 250             | 267                 | 1,550              | 1,300               |
| Depreciation Expense - Furniture & Equipment | -              | 173             | (173)               | -                  | (173)               |
| Other Funding Awards                         | -              | -               | -                   | 17,228             | 17,228              |
| Gaming Proceeds Distribution                 | -              | 137             | (137)               | -                  | (137)               |
| Miscellaneous Expense                        | -              | 104             | (104)               | -                  | (104)               |
| <b>Total Nonpersonnel Expense</b>            | <b>90,549</b>  | <b>60,926</b>   | <b>29,623</b>       | <b>176,923</b>     | <b>115,997</b>      |
| <b>Total Expense</b>                         | <b>153,571</b> | <b>125,453</b>  | <b>28,117</b>       | <b>365,989</b>     | <b>240,536</b>      |
| <b>Net Revenue Over/(Under) Expense</b>      | <b>390,960</b> | <b>(85,640)</b> | <b>(476,600)</b>    | <b>407,911</b>     | <b>493,551</b>      |

|  |          |
|--|----------|
| Rasmuson Furniture Grant - Unbudgeted      | 177      |
| Total Expenses with Rasmuson to agree with | 177      |
| Income Statement                           | (85,817) |

**United Way of the Tanana Valley**  
**Statement of Financial Position**  
**As of 10/31/2017**

|   | <u>Current Year</u> | <u>Prior Year</u> | <u>Change</u>    |
|---|---------------------|-------------------|------------------|
| <b>Assets</b>                           |                     |                   |                  |
| Cash in Bank - MicKinley Checking       | (48,962)            | 33,179            | (82,141)         |
| Cash in Bank - McKinley Gaming          | 1,500               | 2,565             | (1,065)          |
| Savings - McKinley                      | 35,273              | 2,755             | 32,518           |
| Savings - SOAFCU                        | 1,861               | 1,614             | 247              |
| Petty Cash                              | 101                 | 101               | -                |
| Money Market - Northrim                 | 59,979              | 59,929            | 50               |
| Money Market - Wedbush                  | 57,923              | 46,108            | 11,815           |
| Investment in CD - Denali               | 50,000              | 50,000            | -                |
| Investment in CD - FNBA                 | 75,788              | 75,788            | -                |
| Investment in CD - SOAFCU               | 40,000              | 40,000            | -                |
| Investment in CD - Wells Fargo          | 80,000              | 80,000            | -                |
| Pledges Receivable                      | 133,028             | 184,399           | (51,372)         |
| Allowance for Doubtful Pledges          | (40,807)            | (78,305)          | 37,499           |
| Pledges Receivable - CFC                | 9,563               | 12,463            | (2,900)          |
| Pledges Receivable - SHARE              | 7,000               | 4,977             | 2,023            |
| Other                                   | 2,653               | (1,351)           | 4,005            |
|   | -                   |                   | -                |
| <b>Total Current Assets</b>             | <b>464,900</b>      | <b>514,221</b>    | <b>(49,322)</b>  |
| Furniture & Equipment - Cost            | 34,099              | 34,099            | -                |
| Accumulated Depreciation - Furn & Equip | (34,099)            | (32,411)          | (1,689)          |
| <b>Total Other Assets</b>               | <b>-</b>            | <b>1,689</b>      | <b>(1,689)</b>   |
| <b>Total Assets</b>                     | <b>464,900</b>      | <b>515,910</b>    | <b>(51,010)</b>  |
| <b>Liabilities</b>                      |                     |                   |                  |
| Designations Payable                    | 88,888              | 62,019            | 26,870           |
| CFC Designations Payable                | 15,012              | 22,973            | (7,962)          |
| SHARE Designations Payable              | 15,285              | 15,253            | 32               |
| Allocations Payable                     | 203,333             | 297,709           | (94,376)         |
| Payable to UWA                          | -                   | 0                 | -                |
| Accounts Payable                        | (12,830)            | 18,281            | (31,110)         |
| AP - UWA use only                       | -                   |                   | 2,907            |
| Designated Gaming Proceeds              | 2,907               |                   | -                |
| Elan Credit Card Payable                | -                   | 0                 | -                |
| Payroll Payable                         | 5,657               | 5,547             | 110              |
| Accrued Vacation Liability              | 4,675               | 6,501             | (1,826)          |
| Accrued Federal Payroll Taxes           | 1,564               | 1,790             | (226)            |
| Unemployment Taxes Payable              | 190                 | 197               | (6)              |
| IRA SEP Payable                         | 1,272               | 15,218            | (13,946)         |
| Accrued Expenses                        | -                   |                   | -                |
| Deferred Revenue                        | 439                 | 0                 | 439              |
| Suspense                                | 4,197               | 1,070             | 3,128            |
| Other                                   | -                   | 0                 | -                |
| <b>Total Liabilities</b>                | <b>330,590</b>      | <b>446,558</b>    | <b>(115,967)</b> |
| <b>Net Assets</b>                       |                     |                   |                  |
| Net Assets - Board Directed - Operating | 170,000             | 170,000           | -                |
| Other                                   | (35,691)            | (100,648)         | 64,957           |
| <b>Total Net Assets</b>                 | <b>134,309</b>      | <b>69,352</b>     | <b>64,957</b>    |
| <b>Total Liabilities and Net Assets</b> | <b>464,900</b>      | <b>515,910</b>    | <b>(51,010)</b>  |



**United Way of the Tanana Valley**  
**Statement of Revenues and Expenditures**  
**From 7/1/2017**  
**Through 10/31/2017**  
**Interim and Unaudited**

|                                      | <b>Current Year<br/>Actual</b> | <b>Prior Year<br/>Actual</b> | <b>Change</b>  |
|--------------------------------------|--------------------------------|------------------------------|----------------|
| <b>Campaign Revenue</b>              |                                |                              |                |
| Campaign Revenue                     | 18,547                         | 7,624                        | 10,923         |
| Out of Area Pledge Revenue           | -                              | (1)                          | 1              |
| Designations Expense                 | (1,800)                        | (368)                        | (1,432)        |
| Uncollectible Pledge Expense         | -                              | 0                            | 0              |
| <b>Total Campaign Revenue</b>        | <b>16,747</b>                  | <b>7,255</b>                 | <b>9,492</b>   |
| <b>Other Revenue</b>                 |                                |                              |                |
| Contributions                        | 17,658                         | 11,065                       | 6,593          |
| Designation Processing Revenue       | 252                            | 51                           | 201            |
| Prior Campaign Collections           | -                              | 3,696                        | (3,696)        |
| Investment Income                    | 440                            | 122                          | 318            |
| In-Kind Revenue                      | -                              | 0                            | 0              |
| Grant Revenue                        | -                              | 0                            | 0              |
| Other Income                         | 4,717                          | (72)                         | 4,789          |
| <b>Total Other Revenue</b>           | <b>23,067</b>                  | <b>14,863</b>                | <b>8,204</b>   |
| <b>Total Revenue</b>                 | <b>39,814</b>                  | <b>22,118</b>                | <b>17,696</b>  |
| <b>Expenditures</b>                  |                                |                              |                |
| Personnel Expenses                   | 64,528                         | 62,888                       | 1,640          |
| Allocations                          | -                              | 0                            | 0              |
| Professional Fees                    | 13,763                         | 20,305                       | (7,187)        |
| Interest Expense                     | 633                            | 269                          | 364            |
| Supplies                             | 14,666                         | 17,427                       | (2,761)        |
| Telephone                            | 697                            | 2,075                        | (1,378)        |
| Postage & Shipping                   | 132                            | 254                          | (122)          |
| Occupancy                            | 6,000                          | 5,680                        | 320            |
| Marketing                            | 2,960                          | 2,383                        | 577            |
| Equipment & Facility Rent            | 2,377                          | 1,889                        | 487            |
| Conferences, Conventions & Meetings  | 1,495                          | 858                          | 638            |
| Printing & Publications              | 3,707                          | 2,639                        | 1,068          |
| Dues & Subscriptions                 | 10,569                         | 4,470                        | 6,099          |
| Depreciation                         | 173                            | 1,030                        | (857)          |
| Funding Awards                       | -                              | 0                            | 0              |
| Travel & Training                    | 631                            | 2,250                        | (1,619)        |
| Insurance                            | 2,907                          | 2,455                        | 452            |
| Gaming Distribution                  | 137                            | 0                            | 137            |
| Miscellaneous                        | 254                            | 517                          | (263)          |
| <b>Total Expenditures</b>            | <b>125,630</b>                 | <b>127,389</b>               | <b>(2,403)</b> |
| <b>Net Revenue Over Expenditures</b> | <b>(85,817)</b>                | <b>(105,271)</b>             | <b>20,099</b>  |
| <b>Beginning Net Assets</b>          | <b>220,126</b>                 | <b>174,623</b>               |                |
| <b>Ending Net Assets</b>             | <b>134,309</b>                 | <b>69,352</b>                |                |

(Should equal statement of financial Position)