

**Minutes of the Alzheimer's Resource of Alaska
Meeting of the Board of Directors**

Date: Wednesday, January 16, 2019	Location: Alzheimer's Resource of Alaska, 1750 Abbott Rd., Anchorage
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Attendance Log of Board Members				Staff	
✓	Ken Acton - President	E	Patty Miller	✓	Pamela R. Kelley
A	Mike Lajoie - Vice President	✓	Sabrina Peterson	✓	Melissa Saulnier
A	Rori Van Nortwick - Treasurer	T	Karen Scholz	✓	Gail Schiemann
✓	Rebecca Hanson - Secretary	✓	Jonell Snook-Holmes	E	Robyn Langlie
✓	Nicki Addonisio – Member at Large	T	LC Tolver	E	Lorraine Guyer
✓	Jenna Bruner	T	Charlene Walker	✓	Rebecca Marinelli
T	Larry Duffy				
✓	Mellisa Heflin				Guest
✓	Rhonda McLeod				
Ledger: ✓=Present A=Absent E=Excused Absence T=Teleconference					

Call to Order:

- Ken Acton, President, called the meeting to order at 5:47 p.m. and welcomed everyone.

Mission Moment:

- Rebecca Marinelli, Care Coordination Director, presented a PowerPoint depicting the new facility in Matsu. She shared encouraging comments from clients about the new space and conveyed remarks from staff who expressed their appreciation for the beautiful and functional new facility.

Agenda:

- Jonell Snook-Holmes moved to approve the Agenda. Rhonda McLeod seconded. There were no corrections or changes. The motion passed unanimously.

Minutes:

- Jonell moved to approve the November 14, 2018 Board minutes. Jenna Bruner seconded. There were no corrections or changes. The motion passed unanimously.
- Ken made a request that the Board receive the minutes from the meeting within two weeks after the Board meeting.

Committee Reports:

Executive Committee: Ken Acton reporting.

- The Executive Committee met on January 9, 2019 with the agenda to capture lessons learned from the Board training. They focused on four key lessons:
 - Revisiting the Strategic Plan regularly. The Executive Committee agreed to work on scheduling a Strategic Plan Retreat sometime in the fall and possibly bring Joy Bentley back to facilitate.
 - The need to develop a Board Handbook of best practices. This could be a “How To” guide capturing the traditions we follow for good reason and identifying some practices that warrant change.
 - The concept of Committees and good governance practice. Good non-profit Boards do not have many standing committees. Some functions can be addressed with Ad Hoc committees.
 - The need to review the Board Policies.

Finance Committee: Rhonda reporting.

- The Finance Committee met January 15, 2019.
- Leonard and Martin, financial representative for Alzheimer's Resource of Alaska, affirmed that earnings continue to do well.
- The Committee reviewed the audit and found no management issues to bring to the Board. They noted the Board may be interested in having the auditors make a presentation to the entire Board.

Fund Development Committee: Nicki reported on behalf of Mike Lajoie.

- The Fund Development Committee did not meet.
- Pamela Kelley confirmed that Amblin' date is May 4th, with start time to be determined.
- Pam suggested the Fund Development Committee meet with Lorraine Guyer so that recommendations can be made to the Board over some commemoration of our 35th Anniversary before the end of 2019.

Nominating Committee: Nicki Addonisio reporting.

- The Nominating Committee met January 12, 2019.
- The Committee completed a first draft of best practices of how the Nominating Committee works.
- A new Board member orientation was planned.
- The Nominating Committee began discussion of the FY20 officer slate, and noted who will be concluding their terms on the Board.

Program Committee: Rebecca Hanson reporting.

- The Program Committee met. They discussed concern regarding the timeline of public awareness:
 - Public outreach strategy and how can the Program Committee be of assistance?
 - Is there a need for outside input? Mike Lajoie proposed a meeting with Gary Scott, of Thompson & Company for a consultation in public relations that we can implement to increase our presence. Topics would include branding, advertising, digital arena, and public relations.

Public Policy Committee: None

- The Public Policy Committee did not meet.

Executive Director's Report: Pam Kelley reporting.

- Pam supplemented her written report with the following items:
 - She met with the representative of the national Alzheimer's Association. She described their agreement to support ARA with referrals from the national call center. Also, our classes and support groups will be information made available to anyone who calls the AA call center.
 - She invited Board members to attend the Memory Café that meets the second Thursday, each month (1 pm) at the Anchorage Senior Activity Center. This is an opportunity to see how we work with the broader public.
 - The annual AgeNet Legislative Fly-in (2/10-2/12) presents an opportunity for Board members. Scholarships are available for any agency Board member who would like to advocate for seniors. Applications are due January 25th.

Old Business: None

New Business:

- The new Board member orientation is scheduled for Saturday, February 2, 2019 at 10 am. This two-hour Board orientation meeting will be held at the Anchorage ARA offices. Travel can be arranged through Melissa if needed.
- Pam asked for a resolution to clarify her delegation of authority. A draft was presented and discussed. Jonell Snook-Holmes moved to adopt the resolution. Nicki Addonisio seconded. The motion passed unanimously. A copy is attached to these minutes.

Announcements:

- Board of Director Resource Books and updated supplements are available from Melissa.
- The next Board meeting is March 20, 2019 at 5:45 pm.

Adjournment: The meeting adjourned at 7:02 p.m.

Respectfully submitted,

Melissa Saulnier

Melissa Saulnier
Executive Assistant