

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

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| Date: Wednesday, September 18, 2019 | Location: Alzheimer's Resource of Alaska, 1750 Abbott Rd., Anchorage |
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| Attendance Log of Board Members | | | | Staff | |
|--|------------------------------------|---|-----------------|-------|----------------------|
| ✓ | Jenna Bruner - President | A | Mike Lajoie | ✓ | Pamela Kelley |
| ✓ | Ken Acton - Vice President | T | Patty Miller | ✓ | Melissa Saulnier |
| E | Rori Van Nortwick - Treasurer | T | Karen Scholz | | Robyn Langlie |
| ✓ | Rebecca Hanson - Secretary | E | LC Tolver | ✓ | Francy Bennett |
| ✓ | Sabrina Peterson – Member at Large | E | Charlene Walker | ✓ | Rebecca Marinelli |
| T | Larry Duffy | | | ✓ | Kay Papakristo |
| E | Maktuayaq Mellisa Johnson | | | | Guest |
| | | | | | Jill Simek - Recruit |
| Legend: ✓=Present A=Absent E=Excused Absence T=Teleconference | | | | | |

Call to Order:

- Jenna Bruner, President, called the meeting to order at 5:50 p.m. with a quorum.

Mission Moment:

- Rebecca Marinelli, Care Coordination Director, reported on Tailored Caregiver Assessment and Referral System (TCARE). Senior Disability Services (SDS) invited Alzheimer's Resource of Alaska to participate in the pilot project in Anchorage to assess caregiver needs and prevent burnout. The TCARE software will be used to screen and assess family caregivers for those with memory issues. Then the information gathered through the structured assessment generates a care plan for the caregiver. The purpose is to identify issues and develop goals and strategies as early as possible to prevent burnout. This presents an opportunity for our Care Coordination and Education Departments to work together serving a key constituency for ARA.

Agenda:

- Jenna Bruner called for approval of the Agenda. There were no changes discussed. Ken Acton moved to accept the Agenda as presented; seconded by Rebecca Hanson. Hearing no objections, the Agenda was approved.

Minutes:

- Jenna called for approval of the minutes for the June 26, 2019 meeting. Motion to accept the minutes as presented from Ken, seconded by Sabrina Peterson. Hearing no objections, the minutes were approved.

Committee Reports:

Executive Committee: Jenna Bruner reporting.

- The Executive Committee met Tuesday, September 10, 2019, and discussed the goals Pam submitted. These goals will be revised if needed after the Strategic Planning Meeting on October 5, 2019.

Finance Committee: Sabrina Peterson reporting on behalf of Rori Van Nortwick.

- The Finance Committee met Tuesday, September 17, 2019, and reviewed the financials. A copy is attached. FY19 finished well with net revenue over budget.
- Sabrina also reported that there are significant variances from the budget approved in June with the increase in state grants and the SDS contract. The Committee recommended amendment to the FY20 budget as a result. Sabrina moved to adopt a new version of the FY20 budget, to reflect the adjustments. Ken seconded and the motion passed unanimously. A copy of the FY20 budget newly adopted is attached to these minutes.

- Sabrina recommended the Board to adopt a new Leonard & Martens Investment Policy Statement, with a few minor clerical edits. Ken seconded the motion. Karen Scholz asked for more time to review the policy. The motion was tabled until the next meeting to give the Board members time to read through the policy as edited.

Fund Development Committee: Jenna Bruner reported on behalf of Charlene Walker.

- The Development Committee met August 21, 2019.
- The Board was encouraged to participate in the fall event, "Dinner, Drinks and Jazz", featuring jazz pianist Melissa Bledsoe Fischer, November 1, 2019 from 6 pm to 10 pm at the Sheraton Anchorage Hotel's Howard Rock Ballroom. The Board was also encouraged to find table sponsors through friends and business contacts.

Governance Committee: Sabrina Peterson reporting.

- The Governance Committee met July 17, 2019, with the potential new Board member, Jill Simek. The Committee recommended Jill be approved to serve. Sabrina moved to approve the addition of Jill to the Board. Ken seconded and the motion passed unanimously.

Program Committee: Pamela Kelley reporting on behalf of Charlene Walker.

- The Program Committee met on September 11, 2019.
- The Committee reviewed historical work of the Committee. A new marketing and public relations plan is in place. Three new brochures are being developed. A social media plan along with instruction for internal staff on how to implement the plan. A calendar of activities, milestone events that generate earned media and content will bring attention to Alzheimer's Resource of Alaska (ARA). Francy brought increased attention to ARA through earned media in Anchorage and Fairbanks this summer.
- The Committee also discussed its role to ensure that management and staff are transparent in identifying how programs are evolving. As an example, they discussed how a new Chorus will be another aspect of socialization activities under the ADRD grant.

Executive Director's Report: Pamela Kelley reporting.

Pam supplemented her written report with the following items:

- Jonell Snook-Holmes is listed as Trustee under the 401(k) documents. Jonell would like to move off from that responsibility. Pam asked the Board to consider who among them would best fill this role.
- 100+ Women Who Care donated \$10,000 on behalf of the organization, after ARA's successful pitch at their September meeting.
- The national Alzheimer's Association (AA) had their walk on September 14. Regional Leader for Alaska, Jim Wilgus, publicly identified ARA during their formal remarks. Rhonda Scott was present and she also favorably mentioned ARA in her remarks. As we acknowledge the reality of AA's in-state presence with good grace, there is more cooperation in showcasing ARA services.
- Pam asked the Board to spend the balance of the meeting brainstorming over the challenges and opportunities, both internal and external, facing ARA in preparation for the October Strategic Planning Meeting.

Old Business:

New Business:

- Jenna led the Board in identifying the challenge and opportunities facing ARA.

Announcements:

- Jenna reminded the Board regarding their Annual Board Commitment Forms
- Alternates on the ARA Gaming Permit are needed. This involves a one-time qualification with the state.
- Strategic Planning Meeting Saturday, October 5, 2019, 9:30 am to 4 pm at Inlet Towers Hotel.

Adjournment: The meeting adjourned at 6:50 pm.

Respectfully submitted,

Melissa Saulnier

Melissa Saulnier
Executive Assistant