

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

Date: Wednesday, September 19, 2018	Location: Alzheimer's Resource of Alaska, 1750 Abbott Rd., Anchorage
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Attendance Log of Board Members				Staff	
✓	Ken Acton - President	E	Mellisa Heflin	✓	Pamela R. Kelley
✓	Mike Lajoie - Vice President	✓	Rhonda McLeod	✓	Melissa Saulnier
✓	Rori Van Nortwick - Treasurer	T	Patty Miller	E	Gail Schiemann
✓	Rebecca Hanson - Secretary	✓	Jonell Snook-Holmes	E	Robyn Langlie
E	Nicki Addonisio – Member at Large	A	LC Tolver	✓	Lorraine Guyer
✓	Jenna Bruner			✓	Rebecca Marinelli
T	Larry Duffy				
					Guest
				✓	Charlene Walker
Ledger: ✓=Present A=Absent E=Excused Absence T=Teleconference					

Call to Order:

- Ken Acton, President, called the meeting to order at 5:50 p.m. and welcomed everyone.
- Ken introduced a guest, Charlene Walker, the Director of Outreach and Enrollment for the Alaska Native Tribal Health Consortium.

Mission Moment:

- Lorraine Guyer presented the Mission Moment. She screened a television spot (:60) that highlights the Agency and our services. The ad will run Monday through Friday twice a day until August of 2019 on MeTV. The commercial can be found on our You Tube site at: <https://youtu.be/82L21ADJm-8>

Agenda:

- Jenna Bruner moved to approve the Agenda. Rori Van Nortwick seconded. There were no corrections or changes. The motion passed unanimously.

Minutes:

- Jonell Snook-Holmes moved to approve the June 27, 2018 Board Minutes as presented. Rori seconded and the motion passed unanimously.

Committee Reports:

Executive Committee: Ken Acton reporting.

- The Executive Committee met on August 29, and talked about setting goals and the role of the Committees in FY 2019.
- The Executive Committee set its immediate goals:
 - To collaborate with Pamela Kelley to arrange for Board member training as soon as practical.
 - To collaborate with Pam on establishing her performance goals and objectives for the year.
- At Ken's request, Pam reported on options available for Board training from the Foraker Group and the Bentley Company.

Finance Committee: Rori Van Nortwick reporting.

- The Finance Committee met and discussed the audit. The auditors identified an error in the depreciation booked for FY18. Current financials for FY19 will be updated by the next Board meeting.

Fund Development Committee: Mike Lajoie reporting.

- The Fund Development Committee did not meet.

- The next fundraiser is Saturday, September 29, *Return to Morocco*.

Nominating Committee: Mike Lajoie reporting.

- The Nominating Committee did not meet.

Program Committee: Rebecca Hanson reporting.

- The Program Committee met twice. At their first meeting, they established their priority as assuring Alzheimer's Resource of Alaska (ARA) has more visibility in the communities across Alaska.
- Mike put together a meeting with Jim Dorondo from Upper One Studios. He presented the concept to produce a two-minute video detailing our origins and history from founding to today; and it could also describe the services we offer statewide. This was the topic of the committee's second meeting.
- Rebecca informed the Board that the Committee discussed the tagline *Alaskans Helping Alaskans* and *Alaskans Serving Alaskans*. At their request, Pam has been doing a search on Trademarks and Service Marks registered in Alaska and the U.S. Patent office.
- Mellisa Heflin proposed a presence at AFN, where we are working on securing a table.
- The question was presented whether ARA needs a structured marketing plan.

Public Policy Committee: Patty Miller reporting.

- The Public Policy Committee did not meet.

Executive Director's Report: Pam Kelley reporting.

- Pam supplemented her written report with the following items:
 - Pam noted for everyone that the legislative grant funds allowed acquisition of the interactive display on which the Go To Meeting and materials were being shared with those members not physically present.
 - Care Coordination will soon be able to submit billing for work done on Individual Supports Waiver (ISW) applications. New state regulations are going into effect on October 1. This will allow us to now bill Medicaid for the work.
 - The final Mat-Su building lease agreement is ready for signatures. Targeted completion on tenant improvements is December 1.
 - Amy Becia, a UAA Bachelor of Social Work student, is serving her practicum here. In addition, Diane Erikson, a MSW candidate, is also completing her practicum at ARA.

Old Business: None

New Business:

- Through the Executive Committee report, Ken asked the Board to authorize Pam to arrange a Board training, and consult with the Executive Committee for confirmation. General thoughts from the Executive Committee was to get the training done before the Holidays through a special two-hour weeknight meeting arrangement. Ken made the motion, which Jonell seconded. The motion passed unanimously.
- Also through the Executive Committee report, Ken noted that the Committee passed a resolution authorizing Pam to enter into specific grants and contracts, as well as conduct daily business as Executive Director. This authority was implied but not made explicit at the June meeting. Ken asked the Board to ratify this resolution conferring authority. The motion approved by unanimous consent.
- Mike informed ARA that the company he is associated with can save the organization expenses on waste removal. Pam explained that the Board's Conflict of Interest policy was broadly written and encompassed Mike's relationship with his employer. After Mike's disclosure, Ken moved that the Board waive the conflict so that ARA could conduct business with Northern Waste. Patty Miller seconded the motion, which passed unanimously. Mike has presented us with an opportunity to save about \$1300 in our waste removal fees annually.

Announcements: None

Adjournment: The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Melissa Saulnier

Melissa Saulnier
Executive Assistant