

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

Date: Wednesday, September 15, 2021		Location: Alzheimer's Resource of Alaska, 1750 Abbott Rd., Anchorage	
Attendance Log of Board Members			Staff
✓	Sabrina Peterson - President	✓	Lynda Hutchins
✓	Jill Simek - Vice President	A	Mellisa Johnson
✓	Kristin George - Secretary	✓	Melissa Liebner Martz
A	Fred Traber - Treasurer	✓	Luann Strickland
✓	Denise Daniello – Member at Large	✓	George Borderieux
✓	Rori Van Nortwick	✓	Charlene Walker
			Guests
Legend: ✓=Present A=Absent E=Excused Absence T=Teleconference			

Call to Order:

- Sabrina Peterson, President, called the meeting to order at 5:47 p.m. with a quorum present.

Mission Moment: Kay Papakristo reported.

- <https://www.alaskanewssource.com/2021/07/07/sharpen-your-mind-with-brain-exercises/>

Kay presented a clip that was recorded during the summer of 2021 about a program called Mind Aerobics. Mind Sharpener, one of the programs under Mind Aerobics has recently launched. The cost is \$240 for 24 one-hour sessions. Partial and full scholarships are available for those who cannot afford the cost.

Agenda:

- Sabrina called for a motion to adopt the Agenda. Kristin George moved to adopt the Agenda, and Rori Van Nortwick seconded. The motion passed unanimously.

Minutes:

- Sabrina called for a motion to approve the June 30, 2021 Minutes. Jill Simek moved to approve the Minutes, and Denise seconded. The motion passed unanimously.

Committee Reports:

Finance Committee: Jill Simek reported.

- The Finance Committee met September 14, 2021, and discussed the Revenue and Expense summary describing we are for FY22 from July 1 to August 31.
 - We have not received our Fairbanks 1st Quarter Advance, NFCG Advance or SIHS Advance yet.
 - Fees for Service are low because we have not yet received \$110,000 outstanding thru August, 2021.
 - Contributions are on track.
 - Special events are not on track until our fundraising activities take place.
 - Gaming is on track
 - Fall expenditures are normal except for travel due to COVID and vacancies in personnel.
 - The Committee voted in favor of a \$1000 retention bonus to staff who have been with ARA prior to Q4 last year. Kristin made a motion to accept the staff retention bonus of \$1000. The motion was seconded and passed unanimously.
 - Adjustments on the market can be made but there was not action at this time.

Fund Development Committee: Kristin George reported.

- The Fund Development Committee met.
- The Mayors Charity Ball is postponed until February, 2022. The Committee will focus on acquiring quality auction items. The Charity Ball will be divided between 3 charities instead of four, as one charity has dropped out. An updated timeline has not been released.

Governance Committee: Sabrina Peterson reported.

- The Governance Committee met September 14, 2021, and focused on filling vacancies for those members who did not serve full term. The Committee will look for three potential candidates with skills that are valuable to the Board. An interim meeting is tentatively scheduled for October to review candidates.

Program Committee: Kristin George reported.

- The Program Committee did not meet.
- Sabrina made calls to check in with some of the Board members and there was discussion with Denise and Luann that they might co-chair the Program Committee.

Executive Committee: Kristin George reported.

- The Executive Committee met to address a Lease proposal. Jill, Denise and Kristin were present.
- There are upcoming Lease changes in Juneau. Pam gave insight about a new facility that is reasonable with room for growth. More discussion in Pam's ED report.

Executive Director's Report: Pamela Kelley reported.

- Pam supplemented her written report with the following items:
- Pam looked at three properties in Juneau for potential lease. Two of the properties were not available to move in by November 1st. One of the properties was available at \$1260 vs. \$1825 we are paying now. The lease term would continue through two years with an additional one-year option to renew at the same price. The property has good parking and is located on Mendenhall Loop close to the airport and a bus route. The lease terms are standard except for the option to get out of the lease in the event

that our grant funding from the state of Alaska is reduced. Tenant improvements will be undertaken by the landlord at no cost to ARA.

- Pam read a Resolution of Authority to the Board that would allow her, as Executive Director, the authority to enter into the lease agreement. Kristin made a motion to accept the Resolution of Authority giving the Executive Director, Pamela R. Kelley, permission to enter into contract with the Leaser. The motion was seconded by Rori Van Nortwick. The motion passed unanimously.
- Pam is meeting with an individual to discuss contract services to cover our needs over the course of the next three months. We need to begin contracting for services in the areas of CPA and Fund Development.

Old Business:

New Business:

Announcements:

Adjournment:

- Kristin made a motion to adjourn the Board meeting, and Rori seconded. The Board meeting adjourned at 6:43 pm.

Respectfully submitted,

Melissa Saulnier

Melissa Saulnier
Executive Assistant