

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

Date: Wednesday, September 21, 2022		Location: Alzheimer's Resource of Alaska, 1750 Abbott Rd., Anchorage			
Attendance Log of Board Members		T	Luann Lauesen		Staff
T	Sabrina Peterson - President	E	Melissa Liebner Martz	✓	Pamela Kelley
✓	Jill Simek - Vice President	T	Kara Thrasher-Livingston	✓	Chris Maguigan
T	George Borderieux - Secretary	T	Charlene Walker	E	Kay Papakristo
T	Fred Traber - Treasurer			T	Jennifer Ivory
T	Denise Daniello – Member at Large			E	Joanne Proefrock
A	Sheryl Cook				Guests
T	Larry Duffy				
T	Kristin George				
T	Lynda Hutchins				
Legend: ✓=Present A=Absent E=Excused Absence T=Teleconference					

Call to Order:

- Sabrina Peterson, President, called the meeting to order at 5:46 pm with a quorum present.

Welcome and Introductions:

- Sabrina Peterson went around the “room” and had members and staff introduce themselves, their role with the board or ARA staff title, and what their favorite thing is about autumn.

Mission Moment: Jennifer Ivory reported.

- Jennifer stated that a report was provided in the packet providing information about care coordination before moving on to mission stories.
- She then told a story about our caregivers working with the social workers from a local hospital and hospice facility to serve a client. With everyone working together, they were able to get him situated into an assisted living home and obtain the medical supplies he needed using a combination of General Relief Funding and a Safe Grant.
- Next, Jennifer described the situation of one of our long-term clients with developmental disabilities who is living in a group home. Her medical condition has deteriorated so that she is no longer able to reach her daily goals as needed. By working with her caregivers, our care coordinators were able to customize her services to meet her current needs.
- Lastly, Jennifer shared several comments that our care coordinators have received as morale boosters.

Agenda:

- Jill Simek moved to have several changes made to the agenda. Denise Daniello seconded.
- Denise also recommended adding times to each section of the agenda in order to keep on track. Her recommendation was well received.
- The motion passed unanimously to approve the agenda with the proposed changes.

Minutes:

- June 29, 2022: Jill moved to change the title of this meeting to a regular meeting. Sabrina moved to change “out” to “our” in the Board Member Commentaries section. Fred Traber moved to have the minutes from the previous meeting sent out a week prior to future meetings to allow for more time to review. George Borderieux moved to add the feedback to these questions. Jill moved to approve the minutes with these changes. Kristin George seconded. The motion passed unanimously. Jill also asked to have the updated minutes emailed to the board.
- Special August 4, 2022: Fred Traber moved to approve the minutes. Kristin seconded. The motion passed unanimously.

Committee Reports:

Finance Committee: Fred Traber reported.

- Fred shared and discussed the year-end Statement of Revenues and Expenses as well as the Investment Summary report.

Fund Development Committee: Charlene Walker reported.

- Charlene provided details for the upcoming Mayor’s Charity Ball. She then asked the board to become proficient with promoting ARA when in public.

Governance Committee: George Borderieux reported.

- George stated that the governance committee has only had informal interactions recently due to low committee membership and asked for at least two new members.
 - Kara Thrasher-Livingston volunteered to join the governance committee in the chat.
- He also reported that the committee is looking to develop a sustainability and development strategy.

Program Committee: Denise Daniello reported.

- Committee met August 30, 2022.
- Committee discussion included:
 - Working on developing a framework list of objectives for this year.
 - The first item they undertook was creating an elevator pitch for ARA.
 - The committee requested time during each board meeting for members to practice speeches.
 - Charlene Walker presented a PowerPoint presentation and a video describing effective elevator pitches.

Executive Committee: Sabrina Peterson reported.

- Executive committee met September 20, 2022.
- The committee decided to put a review process on the calendar for the Executive Director.
 - They presented goals for the ED to achieve for the fiscal year and will continue to work on finalizing the goals and monitor them throughout the year.
- They will meet in the future to discuss the goals for the committee for this year.

Executive Director: Pamela Kelley Reported.

- Pam announced that Barb Seibel will begin work as the CFO on October 10, 2022.
- The governor removed the proposed 13.5% increase on Community-based Service Pass Through Grants from the budget at the last minute.
- The ARA Education and Support program will meet the eligibility requirements set forth for the Municipality of Anchorage Human Services Community Matching Grant. Grant awards have not been announced yet.
- Chris Maguigan began work as the Executive Administrative Assistant for ARA on September 6, 2022.
- Clara Glover began work as the Program Assistant for CCRA on September 6, 2022.
- ARA is still recruiting for care coordinators in the Mat-Su and Anchorage locations.
- We are also searching for an education specialist in the Anchorage office, but this will be contingent on the municipality grant.
- ARA will be present at the Mayor's Charity Ball on October 8, 2022.
 - ARA will have three tables for board members and friends to attend.
- Information relating to the scope of services for the Education and Care Coordination Resources of Alaska departments were provided to board members for review prior to the meeting.
- The Executive Committee approved a five-year lease of 1760 Abbott Road to Cully Corporation.
 - Cully Corporation is in the process of renovating the property to their preferences in exchange for several months of rent abatement.
 - Pam asked the board to ratify the lease agreement with Cully Corporation. Denise Daniello moved to approve entering the lease agreement. Larry Duffy seconded. The motion passed unanimously.

Old Business:

- Sabrina requested that board members not attending the upcoming Mayor's Charity Ball get the word out about the event. There are still two seats available for anyone still wanting to attend.
- Sabrina also mentioned that there was a questionnaire from the last training session regarding goals and objectives for upcoming trainings. She asked those who had not completed the questionnaire to do so and return it.
- She then asked whether the annual commitment forms for the Board are based on the calendar year or the fiscal year.
 - Pam stated that since board member appointments are based on the fiscal year that the commitments follow the same pattern.

New Business:

- Sabrina asked for volunteers to present their elevator pitches at the next board meeting. Jill and Luann Lauesen offered to take on this task.

Announcements:

- Sabrina announced that Chris will help to upload the reference materials from this meeting to the [Board Member Login on the ARA website](#).

Adjournment:

- Fred moved to adjourn the meeting. Charlene Walker seconded.
- The Board meeting adjourned at 7:00 pm.

Respectfully submitted,

Christopher Maguigan

Chris Maguigan
Executive Assistant