

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

Date: Wednesday, May 17, 2023		Location: Alzheimer's Resource of Alaska, 1750 Abbott Rd., Anchorage			
Staff			Guests		
✓	Sabrina Peterson	✓	Pamela Kelley	✓	Jade Simek
✓	Jill Simek	✓	Barb Seibel	✓	Lisa Sauder
T	Melissa Lieber	✓	Joanne Proefrock		
T	Denise Daniello	✓	Kay Papakristo		
T	Kara Thrasher-Livingston	T	Nikita Linn		
T	Charlene Walker	T	Jennifer Ivory		
T	Lawrence Duffy	T	Dana Bertolone		
T	George Borderieux	T	Erin Weis		
T	Lynda Hutchins	T	Tazz Studie		
T	Sheryl Cook	T	Amber Bartz		
A	Luann Lauesen	T	Rebecca Noble		
Legend: ✓=Present A=Absent E=Excused Absence T=Virtual					

Call to Order:

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

Introductions:

- Sabrina introduced and welcomed (soon to be) new Executive Director, Lisa Sauder. Jill introduced her daughter, Jade, a potential new board member. Pam Kelley introduced the new Executive Assistant, Rebecca Noble and the staff who were present to participate in the Annual Meeting as listed above.

Approval of Agenda:

- At Sabrina's request, a motion to approve the agenda was made by Jill and seconded by Denise Daniello. The motion was adopted unanimously.

Approval of Minutes:

- A motion was made for approval of the April 15, 2023, Meeting Minutes and they were initially approved after a motion by Sheryl Cook and seconded by Jill. However, when discussion opened Lynda Hutchins questioned the verbiage regarding ARA check signers. A request was made to change the language to "for checks \$5,000 and over the second signer must be a board member." George also mentioned there were some spelling errors. When the question was called, there were objections; a motion was made by George to amend the minutes seconded by Lynda. After further discussion a motion was made by Jill to table the minutes seconded by George. The minutes were tabled until the next meeting.

Continued Introductions:

- Sabrina again welcomed Lisa Sauder and noted Lisa's first day will be possibly June 16, 2023, or June 19 due to her travel schedule. Lisa voiced her enthusiasm towards her new employment opportunity.

Committee Reports:

- **Program Committee:** Denise reported the committee met May 16, 2023. She mentioned their focus was on identifying strategies to increase revenues for ARA through private pay means and diversifying the revenue base. They discussed raising awareness about ARA in Kenai, AK. George Borderieux reported that he'd like to do a study to determine the need for ARA services in Kenai, which would also include office feasibility, call services, resources, staffing, and the like. George stated he'd have a report to present at the September meeting, possibly with a proposal to move forward.
- **Governance Committee:** As Committee Chair George reported the committee met on May 11, 2023. They discussed proposed bylaws changes. He included his report in the handouts. Pam informed the committee there is a Master Binder which contains all the records of the Board of Directors minutes documenting the adopted motions that govern the operations.
- **Fund Development:** Chair Charlene Walker reported the committee did not meet and that Joanne will be reporting on all the activities of Fund Development. She asked for the Board's support in helping to send "Thank You" notes to all the *Amblin for Alzheimer's* donors.
- **Executive Committee:** As President Sabrina reported the Executive Committee met May 16, 2023. She mentioned the current Treasurer position is vacant and asked that George serve as interim Treasurer until the end of the fiscal year. Jill made the motion to approve George as interim Treasurer, seconded by Denise. There were no objections, and the motion passed unanimously.
- **Finance Committee:** Barb reported that she and George had conversed. She reported under normal circumstances there'd be a budget to present. Together, she and George will work on a draft budget to present at the June Finance Committee meeting. Barb referenced the financial hand out included in the packet and noted "nothing important to bring up, that things are pretty much stable". She also mentioned the 990, previously circulated to the board, was submitted to the IRS.

Executive Director Report:

- Pam Kelley reported on some maintenance issues, which included possibly replacing the boiler in the tenant space. Things are getting spruced up, such as the lawn and parking lot, but the carpet in the office should probably be replaced, and the roof needs to be examined for possible repairs.

Department Reports:

- **Care Coordination:** Jennifer Ivory presented her "Year in Review" PowerPoint slideshow, a copy of it is available in the Master Board of Director Meeting Minutes binder.
- **Education Department:** Kay Papakristo introduced her "Year in Review" PowerPoint presentation, a copy of it is available in the Master Board of Director Meeting Minutes binder.
- **Development and Communications:** Joanne Proefrock presented her PowerPoint, beginning with new sponsors and the outcome of the *Amblin for Alzheimer's* fundraiser. Her PowerPoint is also available in the Master Board of Director Meeting Minutes binder.

- **Business:** Barb Seibel began her PowerPoint with “FY22 in Revue” and continued with “FY23 Financial Picture – Revenue and Expenses”. A copy of her PowerPoint can be found in the Master Board of Director Meeting Minutes binder.

Other Announcements:

- Barb announced there will be an Open House “Going Away” party for Pam on June 28, 2023. The community, Board Members and staff are all invited. The exact time is still to be determined.

Executive Session:

- At 7:28 p.m. the Board went into Executive Session. They returned to open meeting at 7:47 p.m.

Adjournment

- Sabrina announced the meeting adjourned at 7:48 p.m.