

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

<b>Date: Wednesday, November 15, 2023</b>	<b>Location: Zoom Meeting</b>
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<b>T</b>	Jill Simek	<b>A</b>	Melissa Liebner		
<b>T</b>	Sabrina Peterson	<b>T</b>	Lisa Sauder		
<b>T</b>	Denise Daniello				
<b>T</b>	Sheryl Cook				
<b>E</b>	Darrell Brown				
<b>T</b>	Charlene Walker				
<b>A</b>	Kara Thrasher-Livingston				
<b>T</b>	Richard Cochinos				
<b>T</b>	George Borderieux				
<b>Legend: ✓=Present A=Absent E=Excused Absence T=Virtual</b>					

**Call to Order:**

- Jill Simek, Board President, called the meeting to order at 6:52 p.m. and established that a quorum was present. She began by welcoming Rob Lamano to the ARA team.

**Mission Moment:**

- Lisa shared that she attended the showing of “Wisdom Gone Wild”, ARA partnered with Alaska Public Radio for the event at BearTooth theatre. She informed the Board that despite the inclement weather there was a good turnout.

**Approval of Agenda:**

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

**Approval of Minutes:**

- Jill continued by asking for the approval of the September Board Meeting minutes. Sheryl Cook made the motion to approve the September minutes and George Borderieux seconded. With there being no objection, the September meeting minutes were adopted.

**Committee Reports:**

- **Executive Committee:** Jill presented the meeting minutes from the Executive Committee meeting on October 23, 2023. She read aloud the listed topics and bullets from the minutes, which were included in the Board packet.
- **Finance Committee:** Jill reported for the Finance Committee which also met on October 23, 2023. She reviewed aloud the meeting minutes, which were included in the Board Packet. She mentioned that at the meeting there were some questions regarding ARA investments which Lisa will get clarification on and will invite Leonard & Martens to the next Finance Committee meeting on December 18th.
- **Fund Development:** Charlene informed the Board that Sabrina took notes for the Fund Development committee, which was scheduled to meet on October 9<sup>th</sup>, unfortunately there wasn’t any participation. However, Charlene reviewed aloud the notes Joanne provided on the report, the minutes/report were included in the Board packet. Lisa informed the Board that the committee received a sample of the funding packet Joanne put together for Amblin. Once the packet is

completed and approved the packets will be sent to the top 49 businesses. Lisa is planning on scheduling an Amblin Committee meeting before the holiday break. A discussion was had regarding the planning and goals for Amblin. Jill asked Rebecca to add her to the invite for the Fund Development meeting. Lisa announced she has two people interested in the Fund Development Director position.

- **Governance Committee:** Sabrina reported that the Governance Committee met October 20<sup>th</sup> with an ambitious agenda, unfortunately at their November 10<sup>th</sup> meeting it was noted not there was not much “headway with things”. The October minutes were submitted but not reviewed, Sabrina read aloud the November minutes with additional clarity of the October minutes. Both meeting minutes were included in the Board packet. Lisa informed the Board that the training for them with PeopleAK is scheduled for January 11<sup>th</sup> via Zoom. They will be participating in the Clifton Strength Finders assessment. Sabrina announced there will be an “official Board training” with Hilary on February 7<sup>th</sup>, from 12:00 pm to 1:00 pm.
- **Program Committee:** Denise reported that the committee met twice since the last Board meeting, October 2<sup>nd</sup>, and November 1<sup>st</sup>. She read aloud the meeting minutes, she highlighted the need for additional training for formal and informal caregivers. She continued to review the work being done on the Strategic Plan. The next Program Committee meeting is scheduled for December 6<sup>th</sup>, and the January meeting will be cancelled due to the holidays.
- **Transition Committee:** Jill, the committee Chair, reported they had not met. However, she stated they need to meet to formally close out the 30, 60, 90-day plan. To date, there has only been the formal 30-day review. They will meet and combine the 60- and 90-day review and formally close them out. At the next meeting they will establish the Executive Director goals for the remaining fiscal year.
- **Communications:** Lisa explained the reasons why she doesn’t feel having a big communication campaign at this time is a good idea. She believes ARA needs to finalize some procedures and focus on other necessary needs.
- **Executive Director:** Lisa read aloud the bullet points from her report, the report was included in the Board packet. She highlighted the wonderful volunteer work ConocoPhillips did for their Day of Caring. She also mentioned she and Jennifer travelled to Juneau and finalized the closure of the Juneau office, while there she met with the Juneau Rotary. Lisa expressed her excitement over Rob Lamano coming on board. Lisa attended the Non-Profit Story Telling Conference, and she shared the knowledge she gleaned while attending. She then announced that ARA received a “clean” audit.

#### **Passage of motions/resolutions:**

At Jill’s request, George Borderieux made the motion to name Richard Cochinos for ARA Board Treasurer, seconded by Sabrina. All were in favor and the motion passed unanimously. A discussion was had regarding the need to sign new signature cards for the bank.

#### **For the Good of the Order:**

Denise Daniello inquired about the financials which Lisa initially noted she had a better detailed explanation of. Lisa shared her screen and reviewed the financial report aloud. Lisa explained the COHO grant/program. The next Board meeting is scheduled for January 17, 2024. Rob Lamano introduced himself and gave a brief introduction. He expressed his excitement moving to Alaska and starting with ARA.

Sabrina inquired about when the Strength Finders assessment should be completed. Lisa answered letting the Board know the training with PeopleAK will be on January 11, 2024, and that PeopleAK will be reaching out directly to each Board member. Lisa will distribute an email with further information.

**Adjournment:**

7:01 pm: Jill, Board President, adjourned the meeting.

DRAFT