

Serve Alaska
Commission Meeting Minutes
February 3, 2009
Baranof Hotel, Juneau, Alaska

COMMISSION MEMBERS:

IN ATTENDANCE: Dawn Grossmann, Chair, Sharon White-Wheeler, Vice Chair; Angelina Estrada-Burney, Commissioner Designee; Kathleen Bugbee, Melora Gaber, Lebron McPhail, Kirsten Vesel, Denise Morris, Judy Bredberg, Elaine Dahlgren, Billie Joe Caldwell, Jeffrey Wheaton

EXCUSED ABSENCE: Wilson Justin and Konnie Shuey

QUARUM PRESENT: Yes

OTHERS PRESENT: Justine Murray, CNCS Trainer; Kelly White and Jesse Blackwell from Administrative Services; Program Directors and staff: Joe Parrish, Curt Ledford, Ruth Schoenleben, and Amy Flaherty
Staff Present: Nita Madsen, Margy Hughes, Colleen Stuvick

PROCEEDINGS:

Meeting called to order at 8:45 AM by Chairman Dawn Grossmann. Chairman Grossmann welcomed everyone and asked everyone to introduce themselves.

Overview of Days Events: Legislative Reception starts at 5:30 PM in the Douglas Room. Programs can set up their displays after the Commission Meeting is adjourned, around 4:30 PM. SAGA Installation and Oath of Office will also take place during the Reception.

Committee Workgroup Session: The Finance/Resource, Outreach/Communication and Program sub-committees met for 30 minutes to finalize their respective committee report for presentation to the Commission later during the business portion of the meeting.

BUSINESS MEETING:

Chairman Grossmann welcomed and introduced Kelly White and Jesse Blackwell, from the Department of Commerce, Administrative Services. Kelly and Jesse gave a detailed explanation of the 2009 - 2010 budget and available funding for the Administrative, PDAT and Disability grants.

Approval of October 15, 2008 Commission Meeting Minutes: Chairman Grossmann asked for a motion to approve the meeting minutes. Commissioner McPhail moved. Commissioner Estrada-Burney seconded. **Motion Passed.**

Learn and Serve America (LSA) Formula Grant Application: Margy Hughes, Program Coordinator reported the Corporation has posted the Notice of Funding Availability for Formula funds for 2009-2011. The Formula amount for Alaska for one year has been

allocated at \$44,247. Staff recommends a new approach to this LSA grant, to base the RFP on projects instead of programs.

Chairman Grossmann tabled voting on the budget approval until later in the meeting after the Program Committee Report is presented.

Program Presentation - Sitka AmeriCorps, presented by Curt Ledford, Direct of Sitka Community Schools.

Two AmeriCorps programs; summer program for youth; 12 members did 10 week program at Sheldon Jackson College, serving to help maintain the campus and gave tours at the Science Center fish hatchery, which is turning out to be a popular destination for tourists. Three members produced a book "Extra Tough Boots" and served in the vocational center. Two members assisted the science teacher doing stream surveys.

AmeriCorps member that started service in mid summer is the best and most enthusiastic group of volunteers ever! These members are serving in all of the schools and many members are serving in several agencies; Sitka Tribe's Boys & Girls Club program and their Environmental program; Youth Advocates, an agency that works with youth with mental health issues.

AmeriCorps Alumni actively help new AmeriCorps members in any way possible. The PowerPoint presentation was created by a second year AmeriCorps member and the PowerPoint will be used for recruiting and posted to Serve Alaska's website.

Committee Reports:

Resource Committee – Commissioner Bugbee reported that the committee met on January 27th and discussed their two main objectives, developing a strategic finance and resource plan and developing a plan for dealing with the transition of state staff due to political changes. The latter objective is still being researched with the assistance of Jim Stone from Corporation.

The finance and resource plan includes developing liaisons with the some of the Native Corporations to help sponsor the cost of Member travel, writing letters to Legislators for increased grant money and drafting a prospectus for Alaska Airlines' Board of Directors. The prospectus would include a 'Use Mission Statement' that identifies the business we do with Alaska Airlines. For example, the Program Directors could identify two ways in which they utilize Alaska Airlines, like how often and how many people they fly to rural areas and how they utilize Easy Biz or other Alaska Airline services.

Also include in the prospectus the map "Serve Alaska Communities Served". Another point to possible address is that for some AmeriCorps members their stipend is a short term income to the community. In addition to the prospectus a 'Solution Statement' will be give some of the things we are looking for specifically; free tickets, mileage, discount airfare, tickets to raffle or auction off.

Other areas to help grow programs is possible contacting corporations like Target, Ciri, Wal-Mart and some native corporations to help with fund raising. The committee will write letters and do follow-up.

Discussion following Commissioner Bugbee's report, Commissioner Grossmann asked for volunteers to sit on a research sub-committee of the Finance Committee. Commissioner Vesel and White-Wheeler volunteered. The committee will research the 'Alaska Community Foundation' and their grant program. The Foundation promotes philanthropic growth through endowments.

Out-Reach Committee - Commissioner White-Wheeler introduced committee members and shared a draft copy of the Media Kit. Each Commissioner will be given a Media Kit to assist with community outreach.

Commissioners committed to doing two outreach efforts each calendar year by signing an *Annual Affidavit*.

Program Committee – Commissioner McPhail reiterated what Margy Hughes reported earlier about the Learn and Serve America Grant Application.

Commissioner Dahlgren asked for a motion to approve staff to complete the application for Learn and Serve America Formula Funds 2009-2010 AND approve the direction of the RFP for Year One of the Formula Funds. Commissioner McPhail moved. Commissioner Gaber seconded. **Motion Passes**

Business portion of the meeting adjourned at 12:30 PM. The remainder of the afternoon the commissioners participated in training by Justine Murray, Project TASC.

Presentation - Justine Murray spoke to being prepared when meeting with the State Legislators; defined the difference between advocating and educating and the roles each Commissioner can and must play; discussed what legislators find helpful and what moves them to action; identified important elements to include in a presentation; prepared and practiced the presentation.

Legislative visit assignments were finalized and given to each Commissioner. Appointments with Legislators began the next day at 9 AM for the remainder of the day and continued to the next day.

The next Commission meeting is April 14, 2009 in Anchorage, the location to be announced.

Meeting adjourned at 3:30 PM.