

**Serve Alaska  
Commission Meeting Minutes  
July 15, 2009 – Teleconference**

**COMMISSION MEMBERS:**

**IN ATTENDANCE:** Sharon White-Wheeler, Vice-Chair, Angelina Estrada-Burney, Kathleen Bugbee, Lebron McPhail, Kirsten Vesel, Judy Bredberg, Elaine Dahlgren, Melora Gaber, Nicholas Henderson, Jeffrey Wheaton

**EXCUSED ABSENCES:** Dawn Grossmann, Chairman, Billie Joe Caldwell, Denise Morris, Wilson Justin

**ABSENT:** Konnie Shuey,

**QUORUM PRESENT:** Yes

**OTHERS PRESENT:** Becky Judd and Ruth Schoenleben. Staff Present: Nita Madsen, Margy Hughes, Colleen Stuvick

**PROCEEDINGS:**

Meeting was called to order at 10:00 AM by Vice Chair Sharon White-Wheeler.

**BUSINESS MEETING:**

**Approval to adopt the Agenda:** Vice Chair White-Wheeler asked for a motion to approve the July 15, 2009 meeting agenda. Commissioner Bugbee moved. Commissioner Estrada-Burney seconded. **Motion Passed.**

**Approval of April 14, 2009 Commission Meeting Minutes:** Vice Chair White-Wheeler asked for a motion to approve the meeting minutes as written. Commissioner McPhail moved. Commissioner Wheaton seconded. **Motion Passed.**

**Approval to adopt revision of Serve Alaska By-Laws:** Vice Chair White-Wheeler asked for a motion to approve the By-Laws as written. Commissioner Dahlgren moved. Commissioner Gaber seconded. **Motion Passed.**

**CHAIR REPORT:** On behalf of Chairman Grossmann, Nita Madsen, Executive Director, presented the Chairman's report.

*Introduction and Welcome* to new Serve Alaska Commission member, Nicholas Henderson.

*Adopt a Program* update – at the last Commission meeting Chairman Grossmann encouraged Commissioners to “adopt” a sub-grantee and get to know the Program Director, their program, and attend their program activities. Commissioner Estrada-Burney reported that she has contacted the Nine Star Director and is planning to attend future Nine Star events.

*United We Serve* – This summer, President Obama is calling on all of us – young and old, from every background, all across this country – to participate in our nation's recovery and renewal by serving in our communities. From June 22nd to September 11th, *United We Serve* will begin to engage Americans from coast to coast in addressing community needs in education, health, energy and the environment, and community renewal. Nita encouraged Commissioners to register

any service project they are or will be participating in through September 11<sup>th</sup> on the United We Serve website.

Commissioner White-Wheeler is working on a service project in Hope next month with SAGA volunteers and community youth.

Discussion on possible ways to promote the Presidents initiative;

Becky Judd will inquire and report back to staff about possible out reach with the Alaska Association of School Boards sponsors youth lead service projects and Anchorage's Promise Group.

Send a press release highlighting activities going on around the state.

Fairbanks based "Arctic Alliance" let them know and they will get the info out to all their non-profits.

Give information to United Way and The Foraker Group who serve non-profits

Commissioner McPhail meets with Mat-Su School District counselors to educate them on opportunities for students through AmeriCorps and what Serve Alaska Commission is about.

Focus efforts to the non-profits and media the Commission already has a relationship with; ADN Julia O'Malley, who covers community events.

Submit stories for the *Info Exchange Newsletter* through Commissioner Gaber. The newsletter goes to all the superintendents, teachers and educators in the state.

*Thank you notes & letters* - Commissioners were reminded to stay connected with the Legislators through follow-up letters, plus send a thank you note to Senator Murkowski, Senator Begich and Representative Young for their support of the Serve America Act.

**SUBCOMMITTEE REPORTS:** *Program Committee*, Commissioner McPhail, co-lead, reported. The 2009-2010 Action Work Plan has been set; it primarily remained the same. The new Plan focuses more on making sure that the Governor knows what we are doing and what our accomplishments have been. Another goal is to meet the incoming Governor by August or September and provide him with information about what we are doing

The new Plan continues the process of assuring that applications and sub-grantees address initiatives of the Commission; addresses volunteer generation, recruitment plan, and disability inclusion. Conduct a strong peer review process, which includes an interview with the applicants.

New Commissioners will be asked to choose which committee they would like to serve on. A committee rubric will be created and provided to the new Commissioner, which will assist them in choosing a committee.

*Out-Reach/Communication Committee*, Commissioner White-Wheeler, co-lead reported. The committee met last week to begin formulating the 2009-2010 Action Work Plan. The outcomes of this meeting are: ONE - to create an "Interested Party" email group list.

Commissioner Estrada-Burney asked each Commissioner to forward Colleen five or more email addresses of individuals or agencies that they know have an interest in volunteerism and community service. TWO - creation of the "Report of Activities" form for Commissioners to complete and send to staff when they have participated in an activity. THREE - get back on track and publish a quarterly newsletter. Commissioners were asked to send staff information for text, and photos from site visits, oaths of service, graduations, and sub-grantee events they have attended.

Commissioner Henderson encouraged the Commission to use Twitter and Facebook to get information about Serve Alaska and AmeriCorps out; targeting youth through social networking.

*Resource/Finance Committee*, Commissioner Bugbee, lead reported. An email was sent to the Commissioners just before this meeting seeking their input on new ideas for an elevator speech and to let her know.

The committee has not heard back from Alaska Airlines, and it might be more successful if we worked through the community resource office in Seattle. Another possible avenue is to make our request to Era Aviation, since Era Aviation fly to more small communities than does Alaska Airlines, our request to Era might be more successful.

**COMMISSIONER TRIP REPORTS:** Commissioner Bugbee and Commissioner Estrada-Burney attended the 2009 National Conference on Volunteering & Service, June 22-24, 2009 in San Francisco, California. Each reported on the sessions they attended. The conference's overall theme was to Motivate Americans to Serve! Commissioner Estrada-Burney attended a session about social media where attendees were introduced to the Federal Office of Social Innovation; she will look at what this office is about and report back to staff.

**STAFF REPORTS:** *Nita Madsen, Executive Director* reported on the sessions she attended at the 2009 National Conference on Volunteering & Service.

The *Serve America Act* goes into place on October 1, 2009. Guidance on how and where to report is still being formulated. *Boards and Commissions* – Serve Alaska Commission currently has three members waiting to hear whether they will be reappointed for another term of service. Boards and Commissions have moved seven applications forward to the Governor for appointment; Serve Alaska Commission could possibly have all required positions filled. *Missions and Measures for 2011* – performance measures will be forwarded to OMB for review. Nita asked Commissioners to comment on what are some of the Commission accomplishments; the development of a useable Commissioner Handbook, restructuring of the Commission's Board to get it up and running to produce and be more active. *Connecting to the new Governor* – need to acquaint the Governor with the Serve Alaska and ask what his goals are for the Commission. The new State Service Plan instructions require the Governor to sign off on the Commission's State Service Plan. *Review of Formula Grant Applications* – out there and waiting for comment. *Office Policy Manual* is still a work in progress. *Budget* – line items go to OMB from contractual to personnel because of Administrative Assistant hire; discussing with Admin Services the possibility of a supplemental budget request. *Service Learning* – a discussion around how service learning could be a part of the Department of Education & Early Development's Education Plan and goals set at the spring Education Summit.

*Colleen Stuvick, Administrative Assistant* reported that the construction of the *2009 Annual Report* has begun and a current photograph of some of the Commissioners is needed. A follow-up email

asking for a photo will be sent. Updates to the *Commissioner Handbook* were emailed to the Commissioners last month and if they have trouble opening the documents to please notify staff. Commissioners were encouraged to use the *In-Kind Contribution* form for anything that relates to Commission work. Some of the contributions include; vehicle mileage, telephone charges, postage, parking & taxi/shuttle fees, conference fees paid by someone else. Time does not count. To meet match, \$4000 is needed before the end of 2009.

*Margy Hughes, Program Coordinator* commented on the *Mission and Measures* staffing piece; it is challenging to manage five sub-grantees and 12 programs with only three staff; same staff with double portfolio. *Thank you* to the Commissioners for the vote and for turning the vote around so quickly, it made the voting process run more efficiently. *Two more votes are coming* – #1 Formula Round Two is for another pot of money not previously tapped into, and #2 *Learn and Serve* review. *Competitive Award* results - Our Competitive 'continuation' applications were all fully funded. This included RAVEN, Students in Service, and Learn and Earn. Our Competitive 're-compete' were funded; SAGA for the complete amount and BIRCH for a partial amount. The 're-compete' process at the National level was very tight, with some states losing ALL of their re-compete applications. Because the demand is greater than the funding, staff is working with sub grantees to improve the clarity of their grants. Staff is looking into offering training to the sub grantees in grant writing and possibly recruiting professional grant writers to become Peer Reviewers of Serve Alaska grants. Margy reported on the sessions she attended at the *2009 National Conference on Volunteering & Service*.

**NEW BUSINESS:** Vice Chair White-Wheeler asked for a motion to look into having The Foraker Group provide training to the Commission on either October 7<sup>th</sup> or 8<sup>th</sup>. Commissioner Bugbee moved. Commissioner Wheaton seconded. **Motion Passed.**

Meeting adjourned at 12 PM.