



Commission Meeting Minutes on September 10, 2012 – 8:45 A.M.
550 West 7th Avenue, Suite 1270
Anchorage, Alaska

Call to Order

Chair Grossmann called the meeting to order at 8:50 a.m.

Roll call and determination of quorum

Present: Barb Nickels, Becky Judd, Chad Davis on behalf of Kirsten Franklin-Temple, Dawn Grossmann, Denise Morris, Elaine Dahlgren, Jeff Wheaton, Joelle Hall, Justin Fantasia, Kate Powers, Kathryn Dodge, Kirsten Vesel, Lebron McPhail, Leona Grishkowsky, Linda McDevitt, Melora Gaber and Steve Ricci

A quorum was established.

Excused Absent: Tracey Burke and Kathryn Dodge

Staff present: Nita Madsen, Margy Hughes, O'Neil Patricia, Jane Ramos
AmeriCorps VISTA present: Tenaya Lamon-Anderson

Introduction of new Commissioners and staff

Commissioner McDevitt, Commissioner Powers and Serve Alaska staff Jane Ramos.

Approval to adopt the meeting agenda

Chair asked for a motion to accept the written meeting agenda as presented. Commissioner Dahlgren moved and Commissioner Grishkowsky seconded.
Motion Passed unanimously.

Approval of the May 9, 2012 Commission meeting minutes

Chair asked for a motion to approve the minutes as written. Commissioner Gaber moved and Commissioner Nickels seconded.
With no further discussion, the **Motion Passed** unanimously.

Chair Report

Commissioner Grossmann – no written report.

The Chair was able to meet with DCCED Commissioner Susan Bell and discussed the needs of Serve Alaska, the budget shortfall, and how it can be addressed. The Chair asked Commissioner Bell if she would put Serve Alaska in the Department's budget. Commissioner Bell was very receptive and asked important questions that the Chair was able to answer. The Chair encouraged everyone to be proactive and to stay engaged because the work that Serve Alaska does is incredibly important. The Chair shared an article that is helpful in learning what CNCS is thinking. *Emailed link attached.*

Standing Committee Reports

Commissioner Grossmann reported on behalf of the Executive Committee; no written report.

Commissioner Ricci reported on behalf of the Legislative Committee; no written report.

Commissioner Nickels reported on behalf of the Strategic Planning Committee; no written report.

Chair asked for a motion to use the *Strategic Plan as the rubric for all future reports*. Commissioner Judd moved and Commissioner Nickels seconded. Chair called for a vote on the motion. The **Motion Passed** unanimously.

Chair asked for a motion to form an *ad hoc Outreach Committee specifically towards strategic plan 3.2 and PSA production*. Commissioner Nickels moved and Commissioner Vesel seconded.

Chair called for a vote on the motion. The **Motion Passed** unanimously.

Ad Hoc Outreach Committee and PSA Production Volunteers are:

- Commissioner Powers
- Commissioner Vesel
- Commissioner Gaber
- Commissioner Hall
- Commissioner Fantasia
- CNCS c/o Chad Davis

Task Force/Sub-Committee Reports

Commissioner Morris reported on behalf of the Disability Committee; no written report.

Commissioner Vesel reported on behalf of the Financial Task Force Committee; no written report.

CNCS Alaska State Program Office Report

Chad Davis reported on behalf of the CNCS; no written report.

CNCS acting Chief of Staff has been officially appointed to the position. Former director of Washington State is now the director of AmeriCorps. Currently have 45 active VISTA projects in Alaska. CNCS is interested on areas outside Anchorage in economic development particularly housing, job readiness, literacy, food stability and security, military veterans, etc.

Staff Reports

Executive Director - Nita Madsen *report attached.*

Program Coordinator – Margy Hughes *no written report.*

Margy shared a newfound potential partner in Lt. Col. Kay Spear-Budd. Margy also provided trainings to the sub-grantees. These trainings will help them in becoming more competitive in these times of change with more competitions. These are the Theory of Change and the Performance Measure trainings. *Emailed link attached.*

Grants Administrator – Patricia O’Neil *no written report.*

The Learn and Serve review conducted by CNCS has been completed without any findings. The closeout documentation for the Learn and Serve America grant was submitted. A corrective action plan worksheet has been created that identifies items of concern and compliance issues. This worksheet is used during desk audits and site visits. Patricia is also planning to have a webinar with the sub-grantees next month to discuss Fixed Grants.

Disability Coordinator/Admin Asst – Jane Ramos *no written report.*

Jane requested all travel documents to be sent back to Serve Alaska. This is to comply with the new SOA 5-day reimbursement rule. Jane is working on Serve Alaska’s website to make sure it provides the public with the most current information for each appointed Commissioner. Updated Bios requested. An email was sent out to update the names to be included in the Disability Inclusion Committee and those who want to be included in the Disability Inclusion LISTSERV. The Committee will serve as the working group and the LISTSERV is used to manage email transmissions to/from a list of subscribers needing news and information about Disability Inclusion. Jane is working on a project called STAR Alaska, which will be featured in the Serve Alaska webpage to be used as a marketing tool to reach out and provide awareness of Serve Alaska’s mission to all Alaskans. This will highlight the stories, contribution, volunteerism and service of any outstanding volunteer/community/program that will serve as an example in inspiring more Alaskans in taking the opportunity to make a big difference in their life, the lives of those around them and their community.

VISTA Report

Tenaya Lamon-Anderson; *report attached.*

Next Steps

Nominating Committee

- Commissioner Nickels
- Commissioner Judd

Next Commission Meeting Dates all via teleconference

- November 14th
- December 6th from 1:00pm to 3:00 pm as an alternate date
- February 7th
- May 8th

Adjournment

Commissioner Judd moved to adjourn the meeting and seconded by Commissioner McPhail. The **Motion Carried** unanimously. Meeting adjourned at 1:00 pm.

APPROVED: SERVE ALASKA COMMISSION

DAWN GROSSMANN, CHAIR

ATTEST:

NITA MADSEN, STAFF