

**Serve Alaska**  
**Commission Meeting Minutes**  
**October 7 & 8, 2009**  
**Alaska Native Justice Center**

**October 7, 2009**

**Commission Members Present:** Dawn Grossmann, Chair, Angelina Estrada-Burney, Kathleen Bugbee, Lebron McPhail, Kirsten Vesel, Judy Bredberg, Elaine Dahlgren, Melora Gaber, Jeffrey Wheaton, Ron Yeager, Wilson Justin, Leona Grishkowsky, Denise Morris and Nicholas Henderson (via teleconference).

**Excused Absence:** Billie Joe Caldwell and Becky Judd

**Quorum Present:** Yes

**Guests Present:** Tracey Burke, Faith Lee, Marylee Bates, Cathie Clements, Scott Young, Joe Parrish, Linda Setterberg, Justine Murray

**Staff Present:** Nita Madsen, Margy Hughes, and Colleen Stuvick

**Introduction of Special Guest:** Chairman Grossmann introduced Lieutenant Governor Craig Campbell. Lt. Governor encouraged the Commission to continue with getting their message out.

**Proceedings**

The meeting was called to order at 10:45 AM by Chairman Grossmann.

**Business Meeting**

**Chair Report:** Chairman Grossmann gave a special welcome to the new Commissioners and asked everyone to introduce themselves.

**Commissioner Reports:** *New Commissioner Training* – Commissioners Grossmann, Estrada-Burney and Wheaton attended the Corporation for National and Community Service New Commissioner Institute in Washington DC and met with Senator Murkowski and Representative Young. Each reported on the sessions they attended how each session offered valuable information and increased their knowledge of the functions of the National Corporation. *Adopt-A-Program Outreach Activities* – Commissioners have been encouraged to “adopt” a sub-grantee and get to know the Program Director and their program, and attend program activities. Commissioner Gaber attended the SAGA’s swearing-in and graduation ceremony last August. Commissioner Bredberg attended Joel’s Place graduation in September. Commissioner Bredberg and McPhail conducted the swearing-in for APU at the Kellogg experimental farm in Palmer. Commissioners were encouraged to get out there and participate in program activities; it’s good for the Commission it’s good for the Programs.

**Approval to adopt the Agenda:** Chairman Grossmann asked for a motion to approve the meeting agenda. Commissioner Estrada-Burney moved. Commissioner Dahlgren seconded.

**Motion Passed.**

**Approval to adopt the July 15, 2009 Meeting Minutes:** Chairman Grossmann asked for a motion to approve the minutes as written. Commissioner Estrada-Burney moved. Commissioner Lebron seconded. Two spelling errors will be corrected; with no other corrections the minutes were approved as written. **Motion Passed.**

Chairman Grossmann gave instructions for the working lunch - review draft *2009 Annual Report* and submit feedback to staff. Sub-Grantee SAGA presented to the Commission a quilt constructed by AmeriCorps members from around Alaska. The quilt will hang in the Commission Office.

**Program Presentation: RurAL CAP**, presented by Cathie Clements, Community Development Division Director, and accompanied by Program staff and AmeriCorps members. Cathie presented an overview of the RurAL CAP programs.

**Sub-Committee Reports:** Chair Grossmann asked new Commissioners Henderson, Grishkowsky and Yeager to talk with committee leads then choose a committee to serve.

*Program Committee*, Commissioner Wheaton, committee co-lead reported. In the Mat-Su Valley the Committee has been working to tie MLK Day of Service in with some sort of family service day. Communicating with school districts to educate kids in understanding what a great choice AmeriCorps could be, as they finish their High School years: a great choice of service, a great choice to catapult them in to their secondary education years, should they choose, with the Education Award. The Committee's challenge has been to meet regularly. Commissioner Wheaton thanked everyone who helped review the Learn and Serve Grant Applications.

*Out-Reach/Communication Committee*, Commissioners Shuey and Estrada-Burney, Committee co-leads were not present. The Committee report was tabled until the next Commission meeting.

*Resource/Finance Committee*, Commissioner Bugbee, Committee lead reported.

The Resource Committee met and discussed the following:

- 1) Ways of finding contacts with the airlines in order to drop off our request letter. Nita came up with a name & Judy will be dropping off a letter to this person on either Friday or Monday. Other suggestions were to look up CEO information on *Value Line & Schroders* for contacts to send the letters.
- 2) It was suggested that we approach the Communications Committee about using the Annual Report in order to come up with several bullet points, which Commissioners could use on Thank You cards for sending to Legislators. We also talked about mandating the sub-grantees to send swearing-in and graduation ceremony invitations to Legislators as a condition of receiving funding.
- 3) Denise Morris & Wilson Justin have graciously accepted to participate in committee meetings to help educate the committee on partnering opportunities with native organizations.
- 4) Nita & Kirsten met with the Alaska Community Foundation Group yesterday. The committee will approach Angelina for the information of a contact she may have with Target; Nita will provide the contact information of a corporate level representative she met at the San Francisco Conference. Copies of the request letter will be given to the Commissioners in case they know of anyone they can give the request letter.
- 5) The Resource committee will approach Commissioner Jeff Wheaton and anyone else that is interested in developing an elevator speech, which could be printed on our Commissioner business cards.

**Staff Reports:** *Nita Madsen, Executive Director* reported on the sessions she attended at the September 2009 National Grantee Meeting in DC. *Alaska State Program Officer* - Commissioners will write letters to representatives in DC and the Corporation for National Service requesting that

the Alaska State Program Officer position be physically re-located to the State of Alaska when Billie Joe Caldwell retires. The *Entertainment Industry Foundation* during the week of October 19-25 on all local affiliates are intertwining volunteerism and national service elements in either their scripts. The *Transition Plan* and *State Service Plan* were presented and will be discussed at tomorrow's meeting. *2010 Budget Report* was presented and discussed. *Expiring Term of Service March 2010* - Commissioners will email staff indicating their interest in reapplying.

*Margy Hughes, Program Coordinator* reported that the next notice of funding for AmeriCorps programs will soon be released by the Corporation. The Request for Proposal (RFP) will be processed within the month and applications reviewed before the end of the year.

*Colleen Stuvick, Administrative Assistant* – *Commissioner Handbook* updates, *In-Kind Contribution* form and *Mileage Reimbursement* form and possible changes to the *Commissioner letterhead* were discussed.

**Trainer Presentation:** Justine Murray, CNCS Trainer introduced the New Commissioner on-line training course and gave an overview of tomorrow's training agenda and objectives.

Meeting adjourned at 4:30 for the day.

## **October 8, 2009**

**Commission Members Present:** Dawn Grossmann, Chair, Angelina Estrada-Burney, Kathleen Bugbee, Lebron McPhail, Kirsten Vesel, Judy Bredberg, Elaine Dahlgren, Melora Gaber, Jeffrey Wheaton, Ron Yeager, Leona Grishkowsky, Denise Morris

**Excused Absence:** Billie Joe Caldwell and Becky Judd

**Not Present:** Nicholas Henderson, Wilson Justin

**Quorum Present:** Yes

**Guests Present:** Justine Murray, Midge Clouse

**Staff Present:** Nita Madsen, Margy Hughes, Colleen Stuvick

## **Proceedings**

The meeting was called to order at 8:10 AM by Chairman Grossmann.

**Presentation:** Dennis McMillan, Executive Director for the Foraker Group gave an overview of not for profit organizations in Alaska and on fundraising by not for profit organizations.

**Training:** Justine Murray, CNCS Trainer, facilitated a group discussion on the last year's successes and the Commissions objectives for the upcoming year; strategic objectives, outreach to the Governor and Legislators, developing the State Service Plan.

## **New Business**

**VISTA:** Chair Grossmann asked for a motion to approve staff to write an application for a VISTA Project. After further discussion Commissioner Grishkowsky moved to amend the motion. Chair Grossmann ask for those in favor of the motion to initiate an umbrella VISTA program with an emphasis on domestic violence. **Motion Passed.**

**Learn and Serve America Grant:** Chairman Grossmann asked for a motion to fund all three applications; without the computer and camera for Begich Middle School, PLUS negotiate with the three applicants on budget revision. Commissioner Gaber moved. Commissioner Grishkowsky seconded. **Motion Passed.**

**PDAT, Disability and Administrative Grant Applications:** Chairman Grossmann asked for a motion for budget approval of \$85,000 for PDAT funds, \$125,000 for Administrative funds and \$43,929 for Disability funds. Commissioner Dahlgren moved. Commissioner Morris seconded. **Motion Passed.**

**Rural Affinity Collaboration:** Tabled for now.

**February Commission Meeting in Juneau:** February 3, 4, 5 at the Baranof Hotel with a visit to the Eagle Valley Center, and a CNCS IG Audit Training.

**Executive Committee:** Chairman Grossman asked for the establishment of an Executive Committee for six months to a year to include the Chairman, Vice Chairman, Committee leads and staff who will meet every month for one hour.

**Nomination for Vice Chairman:** Nomination Committee nominated Commissioner Bugbee. **All in favor. No one opposed.**

**History of the Commission:** start a program documenting the Commission's history.

**Alaska Community Foundation:** Finance Committee to develop a task force to see if this is feasible for the Commission to pursue.

## **Old Business**

**Adopt-A-Program:** Chairman Grossmann briefly introduced the program to the new Commissioners and encouraged all Commissioners to send stories and pictures to staff.

**Interested Party Email:** Commissioners were asked to send staff five email addresses of people they know who are community and service minded.

**Transition Plan:** tabled until the next meeting.

**Motion to adjourn:** Chairman Grossmann asked for a motion to adjourn. Commissioner Dahlgren moved. Commissioner Vesel seconded. **Motion Passed.**

Meeting adjourned at 4:45 PM.