

Women In Safe Homes

**Board of Directors Meeting Agenda**

**Tuesday, December 18, 2018 at 5:30 pm**

Dial-In Conference: 866-590-5055 Access Code: 7165163

*Mission: Our primary mission is to provide a safe place, advocacy and education for people impacted by domestic violence, stalking, sexual assault and abuse, and to assist and empower them as they explore their options in Southern Southeast Alaska. We also promote the elimination of violence through primary prevention and education programs, and engaging community members throughout Southern Southeast Alaska.*

1. CALL TO ORDER 5:34 pm
2. ROLL CALL

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| Ali Ziegler, Ketchikan/Chair | P | Jaimie Palmer, Ketchikan | P |
| Gerry Balluta, Ketchikan/Vice Chair | P | Soohyun Kim, Ketchikan | P |
| Sharyl Yeisley, Ketchikan/Secretary | E | Kay Larson, Wrangell | P |
| Diane Gubatayao, Ketchikan/Treasurer | P | Barbara Littlefield, Metlakatla | E |
| Romaine Thomas, Ketchikan | P | Vacant, Prince of Wales |  |
| Merle Hawkins, Ketchikan | E | Vacant |  |
| Dennis McCarty, Ketchikan  | P | Vacant |  |

Staff/Guest(s) Present: Agnes Moran, Executive Director; Iullia Sapelkina, Administrator

1. APPROVAL OF AGENDA M/2 Dennis McCarty./Jaimie Palmer Passed unanimously.
2. READING OF WISH MISSION STATEMENT – Agnes M. told about the impact having a counselor on staff made this year in the shelter and shared good news on a program participant.
3. PUBLIC COMMENT N/A
4. APPROVAL OF MINUTES a. October 18, 2018 M/2 Dennis M./Jaimie P
5. APPROVAL OF FINANCIAL REPORTS a. October 2018,

 November 2018

M/2 Dennis M./Romaine T

Agnes Moran reviewed the financial reports and informed that she is going to invite the WISH accountant Grant Alkire of Jay Johnson Firm to the next board meeting.

1. EXECUTIVE DIRECTOR’S REPORT – Agnes Moran reviewed the report and informed the board about good news and positive improvements in the shelter. The new boys running program “Let me run” had a successful season. Talked about Prevention and Education, and what steps were made in this department.
2. COMMITTEE REPORTS
3. EXECUTIVE n/a
4. FUNDRAISING – Agnes will provide the information about fundraising plan at the beginning of the year.
5. POLICY n/a
6. GRIEVANCE n/a
7. FINANCE n/a
8. RURAL BOARD REPORT
9. KAY LARSON, WRANGELL – Kay reported that they are very pleased working with Erin Rupert and they had very useful meeting in Wrangell. BRAVE had a teleconference with Ketchikan staff and they are working through the initial rough patches. BRAVE members would like to receive DV/SA training.
10. BARBARA LITTLEFIELD, METLAKATLA

11. BUSINESS ITEMS -

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| Item | Initiator | Topic |  |
| a | ED | Read access for Jay Johnson accountant to TFCU accounts – M/2 Dennis M./Romaine T | All in favor approved |
| b | ED | Authorized Signers for Investment/401(k) Accounts – M/2 Dennis M./Jaimie P | All in favor approved |
| c | ED | 990 – Agnes talked about details of Annual tax form | Info |
| d | ED | FY18 Audit and Management Letter – Agnes went through the Audit report.  | Info |
| e | ED | ACF Grant – M/2 Dennis M./Jaime P | All in favor approved |
| f | ED | City of Ketchikan Grant – M/2 Dennis M./Diane G | All in favor approved |
| g | Chair | Board Training/Retreat – Ali told about effective meetings and how we have grown from just reporting to discussing, proposing and sharing. Dianne made a comment that we need a training to understand financial statement better. Discussion on the type of training the board members would like to receive. Ali will work with Foraker to make it happen. M/2 Dennis M./Diane G | All in favor approved |
| h | ED | Annual Meeting Date – February 19th – regular date. Discussed that members who are in the end of terms should reapply M/2 Dennis M./Diane G | All in favor approved |
| i | ED | Community Development Block Grant – Discussed a possibility to organize volunteer trainings. Gerry suggested to use a Ketchikan events Facebook page and to make our events proposals there. Need to organize solicitation days. PSA – KRBD and KTKN. | Info |
| j | RT | Board Meeting Difficulties – Romain Thomas told that we need more efficient notifying about changes of time and date, reminding of coming meetings. Agnes suggested to go paperless and to use Google Docs or Slack so everybody could have access to the electronic copies of documents. M/2 Dennis M./Gerry B.  | All in favor approved |
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1. EXECUTIVE SESSION n/a
2. BOARD MEMBER COMMENTS – Diane Gubatayao asked to avoid scheduling meetings on weekends.
3. ADJOURNMENT 6:45 pm