



ServeNebraska Commission

Board Meeting Minutes

January 31, 2014

NOTE TAKER: <i>Janet Schmidt</i>	LOCATION: <i>Governor's Residence – Lincoln, NE</i>	DATE: 01/31/13	TIME: 10:25 a.m. to 3:00 p.m.	DURATION: 4 hours 35 mins
PURPOSE: <i>Quarterly Commission Meeting</i>	ATTENDEES Commissioners Present: Nancy Faber, Sally Ganem, Jean Heriot, Denise Kollath, Jamie Moore, Julie Nash, Gerry Osborn, Jerry Sellentin, and Rose White, Ron Sedlacek-partial. Commissioners Present via Phone Conference: Tanya Hansen-partial, Lisa Willman, and Lois Wine-partial. Staff Present: Cathy Plager, Greg Donovan, Kim Hall and Janet Schmidt. Guests: Deb Buckman, Co-Program Director, Youth on the Move AmeriCorps Program			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:25 a.m. by Chair, Jamie Moore. Roll was called to determine a quorum of ten voting members of the Commission in order to conduct business. A quorum of seven voting members was present in person and via phone were Commissioners Tanya Hansen, Lisa Willman and Lois Wine.

PUBLIC COMMENT – None

APPROVAL OF CONSENT AGENDA – Jamie Moore, Commission Chair

1. *Approval of Minutes – October 31, 2013, Commission Meeting Minutes*
2. *Approval of Agenda – January 31, 2014 Commission Meeting Agenda*
3. *Approval of Commission Financial Report – Operation & Sub-grant Expenditures ending December 31, 2013*
4. *Administrative Match Report ending December 31, 2013*

Motion #1: Commissioner Osborn moved that the items on the consent agenda be approved as sent via email.
Second: Commissioner Kollath seconded the motion.
Vote: 10 -Yes; 0-No, 0-Abstension Motion was unanimously carried.

Commission Committee meetings were held from 10:15 to 11:30 a.m. Commissioner Ron Sedlacek joined the Fund Advisory/Sustainable Infrastructure Committee meeting at 10:30 a.m. and departed after the committee meeting ended. Commissioner Lois Wine left the Commission meeting at 12:00 noon.

REVIEW & DISCUSSION

- **Funding to hire a professional fundraiser**
 To meet the 2014 budget, \$70,000 needs to be raised. The \$70,000 doesn't have to be all cash and a portion can consist of the dollar value matching resources. The Executive Committee has discussed this at length. The question proposed by Chair, Jamie Moore, was does the Commission need to consider hiring a professional fundraiser who would be paid a portion of what is raised? The reality is many commissioners do not have the time to commit to fundraising. A suggestion put forward was to ask the Legislature to increase the DHHS \$30,000 allocation is one option. The ICC assists the Commission in strengthening relationships with the Legislators by doing an annual visit educating them about the value of AmeriCorps national service. There was unanimous consent to move this discussion item to New Business for vote.
- **Funding to Purchase Professional Marketing Support – Jamie Moore**
 At the request of the Commission Chair Jamie Moore, the IridianGroup prepared a proposal that was presented to the Commission last year. Their bid was based on what ServeNebraska is using currently for marketing. Jamie and Cathy visited with Lincoln United Way leadership and while they agreed to partner with ServeNebraska, they indicated that they were not aware of marketing firms who do this on a pro-bono basis. There was unanimous consent to move this discussion item to New Business for vote.

- **Succession Planning Discussion – Jamie Moore**

The current bylaws cite that the Commission should have selected a nominating committee at the October 2013 meeting so a slate can be presented at the April meeting and officer elections can be held. According to the bylaws, the April meeting of each year is considered the Commission's annual meeting. Commissioner Sara Woods did succession training during at the October 31, 2013 meeting. At this time, there is no succession plan in place. Chair, Jamie Moore, emphasized the importance of a succession plan being put into place.

Motion #2:

Committee Recommendation: The Fund Advisory/Sustainable Infrastructure Committee recommends that the succession planning item be sent back to the Executive Committee for action.

This Committee will hold a separate face-to-face meeting and invite all commissioners who wish to become involved in succession planning to participate. The Executive Committee will then develop and bring a Succession Planning proposal to the Commission at or before the annual meeting in April 2014.

9—Yes, 0—No, 0—Abstentions. Motion unanimously carried.

WORKING LUNCH

Presentation from Youth on the Move – AmeriCorps Co-Program Director, Deb Buckman

TRAINING – INFORMATION

- Technology Training/Social Media – Tanya Hansen – This training is tabled for the future agenda due to the fact Tanya Hansen was not able to attend the meeting in person due to the weather.
- Mayor's Day of Recognition (April 1, 2014): Two national organizations of mayors created this day to celebrate service. Nebraska had eight mayors respond last year. Commissioner Julie Nash and Greg Donovan have mapped out where national service is being done in the state and have created a tentative statewide plan for this year's celebration. They have targeted 51 mayors across the state to be invited to participate in the Day of Recognition. A lead person has been identified to initiate the conversation with each mayor. The goal is to involve twenty mayors in this year's celebration. A letter has been drafted to these individuals that will include a sample proclamation for their use and to have this mailed sometime next week. Commissioner Nash encouraged commissioners to become involved in this initiative.

STANDING COMMITTEE REPORTS

- **Executive Committee – Jamie Moore**

The Executive Committee has requested that the name of Kristine Chavez be considered for appointment to the Commission. The Executive Committee approved funds to send the Executive Director to Leadership Certificate Training. Normally this action would have been brought before the Funds Advisory/Sustainable Infrastructure Committee, but the registration period was short and a decision needed to be reached quickly. The AmeriCorps and National Service Committee brought to the Executive Committee the competitive applications of Lutheran Family Services of Nebraska, Inc., and College Possible for approval and be submitted to the Corporation for National and Community Service for consideration. The Executive Committee did approve the Committee's recommendation.

Chair, Jamie Moore, has made the following fundraising efforts: Jamie visited with Gary Gates, CEO, Omaha Public Power District and he agreed to assist her in coming up with ideas to help with a \$70,000 fundraising goal for the Commission. She was successful in obtaining \$1,000 from Hal Daub to help pay for the First Lady's Awards Luncheon costs. She was advised to send a letter to Union Pacific Railroad requesting a donation to the ServeNebraska Fund and learned later that they would not be able to give a donation this year. She met with Ed Burchfield of Valmont, Inc., to discuss fundraising strategies for tapping into Omaha companies. He suggested that a letter signed by the First Lady should be sent to targeted companies with follow-up calls later. In addition, Ed sent a personal donation of \$100.00. Jamie contacted Cynthia Buettner, former Commission Chair, for a meeting to discuss a personal donation and sponsorship from the SAC Credit Union for the First Lady's Awards Luncheon, reply is pending.

Commissioner Julie Nash has recently been hired as the State Director for the Corporation of National & Community Service (CNCS). Because of her ex-officio position on the board, she is no longer the chair of the Community Volunteer Committee. Commissioner Nash mentioned that CNCS is getting ready to award RSVP competitive grants. The State CNCS Office is reviewing concept papers for VISTA summer placements. In addition, the State CNCS Office is working with Senior Corps to find a replacement for the State Director position vacancy on the Commission. Kevin Warneke, Vice Chair, of the Community Volunteering Committee will step into the role of chair of the Community Volunteer Committee and Gerry Osborn will step into the role of Vice-Chair.

- **AmeriCorps & National Service Committee – Nancy Faber**
The committee recommended to the Executive Committee that College Possible and Lutheran Family Services of Nebraska, Inc., to be sent to CNCS as competitive grant applicants. The Executive Committee approved the Committee's recommendation. Bellevue University has applied for a VETs Success grant through Lutheran Family Services of Nebraska, Inc.
- **Awards Committee – Gerry Osborn**
The date has been set for the First Lady's Awards Luncheon on April 11, 2014 and will be held at the UNO Thompson Alumni Center at 11:30 a.m. The Awards Committee is focusing on the First Lady's Awards Luncheon. This week Thursday, January 30th, the First Lady was asked to speak on the KFOR radio show. In addition, a press release was sent out from the Governor's office. Kim Hall reported that 10 nominations have been received at this point in time. Kim said she will do another email blast to community organizations and agencies. During the Volunteer County Ambassador conference call this week she promoted the First Lady's Awards and the need for more nominations.
- **Community Volunteering Committee – Denise Kollath**
A conference call with Volunteer County Ambassadors was held yesterday. One question that surfaced as a result of that call is how does the Commission keep the Volunteer County Ambassadors growing and engaged? Commissioner Nash stated volunteer data collection will start at the end of March and will be completed sometime in April. The Committee is very excited about the possible visit from the CNCS CEO, Wendy Spencer, in April. The Committee discussed logistics for the visit. The Governor and First Lady have agreed to be champions for ServeNebraska Week again. Targeted messages, marketing and PSAs are being planned for release to the public as well as outreach to state senators. Commissioner Nash asked all of the commissioners for assistance in obtaining names of corporate and business contacts. The Committee would like to get them involved in service events. The Committee also discussed a Facebook campaign.
- **Fund Advisory/Sustainable Infrastructure Committee – Tanya Hansen**
Commissioner Hansen said that there were limited results with past commissioners in donating to the ServeNebraska Campaign. The 20th Anniversary Committee encourages all commissioners to sign up for Impact 20 and to use the Impact20 hash tag frequently. The ServeNebraska fund financial reports ending December 31, 2013 were reviewed.

Motion #3

The proposal to consolidate the Awards Committee into the Community Volunteer Committee was presented. There was consensus that the Community Volunteering and the Awards Committee be consolidated. Gerry Osborn was appointed as Vice Chair of the Volunteering/Awards Committee.

UNFINISHED BUSINESS

- **Recruitment & Orientation of Non-Commission Committee Members --** This item was tabled to the April 2014 annual meeting agenda.

NEW BUSINESS

- **2014 Administrative Budget (6 months)**

Motion #4:

Motion: Commissioner Sellentin moved to approve the 5 month budget as presented.

Second: Commissioner White seconded the motion.

Vote: 9—Yes, 0—No, 0—Abstentions Motion was unanimously carried.

- **2014 Nominating Committee – Jamie Moore**

Duties stated in bylaws Article 4, Section 3. Their main duty is to contact commissioners and assemble a slate for elections at the April 2014 annual meeting.

Motion #5: Jerry Sellentin moved that the previous motion be amended so that the chair is selected by alphabetical order by last name rather than first person nominated as stated in Commission Bylaws.

Second: Seconded by Commissioner Hansen.

Vote: 9—Yes; 0—No; 0—Abstentions Motion was unanimously carried.

Motion #6: Commissioner Ganem moved that Tanya Hansen, Denise Kollath & Jerry Sellentin be elected as the nominating committee and that the chair be selected in alphabetical order by last name.

Second: Commissioner Kollath seconded the motion.

Vote: 8—Yes; 1—No; 0—Abstentions Motion was unanimously carried.

- **Funding for hiring a professional fundraiser**

Motion #7: Commissioner Sellentin moved that staff explore the option of hiring a professional fundraiser.

Second: Commissioner Kollath seconded the motion.

Vote: 9—Yes; 0—No; 0—Abstentions Motion was unanimously carried.

It was suggested that in the meantime a wish list be developed to detail how the money raised will be spent.

- **Funding for hiring marketing support person**

Motion #8: Commissioner Osborn moved that staff explore the option of hiring a professional to provide the Commission assistance in creating a marketing plan.

Second: Commissioner Faber seconded the motion.

Vote: 9—Yes; 0—No; 0—Abstentions Motion was unanimously carried.

ServeNebraska Staff was asked to bring three marketing support proposals to the Fund Advisory/Sustainable Infrastructure Committee so they can review them, select the top proposal and make a full recommendation to the full Commission.

ANNOUNCEMENTS – Jamie Moore

- Annual Commitment Pledge: These forms were handed out for commissioners to sign before they left the meeting.
- Conflict of Interest Form: These forms were handed out for commissioners to sign before they left the meeting.
- Next Commission Meeting: April 25, 2014, Host & Location: TBD in Omaha
July 25 – Host & Location: Lisa Willman, Grand Island
October 31 – Host & Location: Sara Woods, Omaha
- Reminders
 - Commission Meeting Hosts: Please arrange for conference call option
 - Reminder to submit in-kind including mileage to meetings on In-Kind Donation Forms to and give to staff.

ADJOURN – Jamie Moore, Commission Chair

There was no further business to come before the Commission and the meeting was adjourned at 3:00 p.m. The voting record is attached to these minutes.

Submitted by, _____
Janet L. Schmidt, Fiscal/Operations Officer

Approved by, _____
Jamie Moore, Chair

ServeNebraska Commission Meeting
VOTE RECORD
Date: 01-31-2014

*Ex-Officio Non-voting Commissioners:

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5	Motion 6
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Motion to Approve Items on Consent Agenda.	Fund Advisory/Sustainable Infrastructure Committee recommends that the succession planning item be sent back to the Executive Committee for action	Motion to consolidate the Awards and Community Volunteer Committees – Consensus was reached.	Approval Of 2014 Administrative Five-Month Budget as presented.	Motion to amend the previous motion so that the chair is selected by alphabetical order by last name rather than first person nominated as stated in Commission Bylaws.	Motion to elect Commissioners Tanya Hansen, Denise Kollath & Jerry Sellentin be appointed as the nominating committee and that the chair is selected in alphabetical order by name.
Bailey, Tami	NP						
Chapman, Keelan	NP						
Christensen, Gregg	NP						
Faber, Nancy	P	Y	Y		Y	Y	N
Ganem, Sally	P	Y	Y		Y	Y	Y
Hansen, Tanya	P	Y	Y		Y	Y	Y
Kollath, Denise	P	Y	Y		Y	Y	Y
Moore, Jamie	P	Y	Y		Y	Y	Y
Osborn, Gerry	P	Y	Y		Y	Y	Y
Schulte, Matthew	NP						
Sedlacek, Ron	NP						
Sellentin, Jerry	P	Y	Y		Y	Y	Y
Warneke, Kevin	NP						
White, Rose	P	Y	Y		Y	Y	Y
Willman, Lisa	P	Y	Y		Y	Y	Y
Wine, Lois	P	Y	--		--	--	--
Woods, Sara	NP						
TOTAL	10	10	9	9	9	9	9
Heriot, Jean *	P						
Nash, Julie *	P						
CNCS Director, Vacant							

- Rep of Corporation for National & Community Service, Not Present
- Rep for Service Learning in Higher Education (vacant)
- Rep of Senior Corps National Service Program – Julie Nash

QUORUM REQUIRED by BYLAWS: **10**

NUMBER PRESENT in Person: **10 including plus 2 non-voting = 12**

NUMBER PRESENT by Teleconference:

NAME	Attendance	Motion 7	Motion 8	Motion	Motion	Motion
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Motion that staff explore the option of hiring a professional fundraiser.	Motion that staff explores the option of hiring a professional to provide the Commission assistance in creating a marketing plan.			
Bailey, Tami	NP					
Chapman, Keelan	NP					
Christensen, Gregg	NP					
Faber, Nancy	P	Y	Y			
Ganem, Sally	P	Y	Y			
Hansen, Tanya	P	Y	Y			
Kollath, Denise	P	Y	Y			
Moore, Jamie	P	Y	Y			
Osborn, Gerry	P	Y	Y			
Schulte, Matthew	NP					
Sedlacek, Ron	NP					
Sellentini, Jerry	P	Y	Y			
Warneke, Kevin	NP					
White, Rose	P	Y	Y			
Willman, Lisa	P	Y	Y			
Wine, Lois	P					
Woods, Sara	NP					
TOTAL	10	9	9			
Heriot, Jean *	P					
Nash, Julie *	P					
CNCS Director, Vacant						

*Ex-Officio Non-voting Commissioners: