



ServeNebraska Commission

Board Meeting Minutes

October 26, 2011

NOTE TAKER: Janet Schmidt	LOCATION: Governor's Residence—Lincoln, Nebraska	DATE: 10/26/11	TIME: 2:40 p.m.	DURATION: 1 hour 7 minutes
PURPOSE: Quarterly Commission Meeting	ATTENDEES: Commissioners Present: Tami Bailey, Keelan Chapman, Nancy Faber, Jan Fitts, Sally Ganem, April Kelly, Denise Kollath, Jamie Moore, Julie Nash, Gerry Osborn, Donlynn Rice, Ron Sedlacek, Carol Speicher, Angela Volovich, Rose White and Lois Wine. Commissioner(s) Present via Teleconference: Susan Schnase Absent: Lorinda Brown, Tanya Hansen, and Barry Kriha Staff Present: Barbara Thomas, Greg Donovan, Kim Hall and Janet Schmidt			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 2:40 p.m. by Jamie Moore, Chair of the Commission.

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken by Janet Schmidt to determine a quorum of 10 members as required by the Bylaws. Seventeen commissioners (15 voting; 2 non-voting) were in attendance at 2:42 p.m. and there was a quorum.

PUBLIC COMMENT -- None

APPROVAL OF October 26, 2011 CONSENT AGENDA – Jamie Moore

1. Approval of Minutes – July 28, 2011 Commission Meeting
2. Approval of Agenda – October 26, 2011 Commission Meeting
3. Approval of Financial Report– Quarterly Operation & Subgrant Expenditures and Quarterly Administrative Match Reports ending September 30, 2011

Motion #1: Commissioner Sally Ganem moved that the items on the consent agenda be approved.

Second: Commissioner Rose White seconded.

Vote: 15 -Yes Motion was carried unanimously.

ACTION ITEMS

1. Board Performance Evaluation – Jamie Moore

Executive Director, Barbara Thomas, did some research at the Chair's request and brought to the Commission three different sample board evaluations for their review and consideration. In the extended discussion about the board evaluation prior to the commission meeting, Jamie Moore facilitated a brainstorming session of what items commissioners would like included in their Board Performance Assessment what will be implemented in 2012. Commissioners developed several ideas during the brainstorming session and then prioritized their top three priority items to be included in the new board performance evaluation tool. There was general agreement to develop a new performance evaluation tool for the commission instead of revising the former one.

Motion #2: Commissioner Nancy Faber moved to have ServeNebraska staff develop a draft Commission Board Performance Evaluation tool based on the shortest sample performance evaluation tool reviewed using many of the items in that sample and incorporating the priorities voted by the commissioners in their brainstorming session today. The new draft Board Performance Assessment tool will be reviewed by commissioners at their January meeting.

Second: Commissioner Lois Wine seconded.

Vote: 15 -Yes Motion was carried unanimously.

2. April 2012 Commission Meeting Location – Jamie Moore

Commissioners were asked to decide whether to have the April 2012 Commission Meeting held on the afternoon of April 17, 2012 before the Rural Development Conference in North Platte or on the last Thursday of April at a host commissioner location. Discussion followed with general thinking that it was logical to hold the meeting in connection with the conference so Commissioners wouldn't have two events in one month. The meeting could begin mid-afternoon to allow plenty of time for travel. All commissioners are expected to attend the conference in North Platte since the commission is a primary co-sponsor.

Motion #3: Commissioner Jan Fitts moved to approve the afternoon and evening of April 17, 2012 for the Spring Commission Meeting in North Platte.

Second: Commissioner Denise Kollath seconded.

Vote: 15-Yes Motion was carried unanimously.

EXECUTIVE DIRECTOR'S REPORT – Executive Director, Barbara Thomas

1. CNCS 2012 Administrative, PDAT & Disability Grants – The Commission received instructions for the three annual grants on 10-18-11 from the Corporation. The Administrative, PDAT and Disability grants support the operations of the commission. In addition, the PDAT & Disability Progress Reports that report on Commission program performance for 2011 are due on November 10th. The 2012 Commission office budget for these grants will be reviewed and approved by the Executive Committee at their next meeting in January 2012.

2. AmeriCorps Kick-off/Swearing-In Ceremony – Wednesday, October 19, 2011

The AmeriCorps Kick-off was held last week at the Country Inn & Suites in Lincoln. More than 130 AmeriCorps members and staff attended and some commissioners. It was a very successful training event to begin the new program year. Commission Chair, Jamie Moore, welcomed the AmeriCorps members and program staff. Honorary Commission Chair, Sally Ganem, provided inspiring remarks and led the members in the AmeriCorps Pledge. Three informative training sessions were led by external speakers and one session was facilitated by staff – the sessions were each repeated four times. All members had the opportunity to attend each session. Each member received a new 2012-13 AmeriCorps Calendar/Journal developed by Training Officer Kim Hall. Each commissioner received a copy of the calendar/journal.

3. AmeriCorps Program Staff Launch – August 23, 2011

Commission staff facilitated and led the new AmeriCorps program year staff orientation. Every 2011-12 AmeriCorps program was represented at the Staff Launch. Commissioners Julie Nash, Nancy Faber and Lorinda Brown attended the Staff Launch and participated in the interactive sessions with the staff. Evaluations were very positive about the value of the orientation for the new program year.

4. 2012-2013 AmeriCorps Request For Application (RFA) Schedule

The 2012-2013 AmeriCorps RFA schedule will be a two-phase process similar to last year's which worked well and gave us a better opportunity to separately review more experienced program applications for the national CNCS competitive pool. This two-phase process with the second RFA in the spring allows more time to provide technical assistance to new and young programs. The AmeriCorps & National Service Committee will meet in December to review the grants that will be forwarded to CNCS by January 18, 2012 for the national competitive grant review process.

5. New Commissioner Orientation

New commissioner orientations were held in September for Tami Bailey with her Mentor Team: Commissioner Carol Speicher and Greg Donovan and for Keelan Chapman with is Mentor Team: Commissioner Ron Sedlacek and Barbara Thomas.

6. Commissioner Multi-State Commission Institute Report – St. Louis, MO

The Multi-State Commission Institute was not as productive as the two previous ones attended. Five ServeNebraska commissioners and two staff attended the event that focused almost entirely on Commissions sharing best practices.

UNFINISHED BUSINESS

1. Let's Build Nebraska – Greg Donovan

Greg spoke about the new state-wide online Let's Build Nebraska website that is a collaboration between ServeNebraska, Region V, Human Services Federation, Nonprofit Association of the Midlands and AIM Institute. This website will be managed by ServeNebraska. He invited commissioners to provide feedback as to what content to include on the website, provide names of individuals with expertise in nonprofit areas, and how to best evaluate the content for quality control. The plans are to market

this site widely once it goes live. Another possibility that has been discussed is securing corporate sponsors for this website. The goal for this website to go live is January 1st.

2. **New ServeNebraska PSAs – Jamie Moore**

The plan to secure airtime for the television PSAs is to have commissioners contact their community television station(s) and request that they track when they have ran the PSAs for administrative match purposes. Commissioners Lois Wine & Rose White, Jan Fitts, Julie Nash, Keelan Chapman and Sally Ganem, and Tami Bailey volunteered to help distribute the PSAs. A media packet will be developed and distributed to the commissioners for use when talking with the media about distribution of the PSAs. The Radio PSAs will be available and the media packets assembled by December 31st.

3. **2012 Governor's Conference on Rural Development (April 18, 2012 in North Platte) – Barbara Thomas**

- The Rural Development Commission is responsible for getting the keynote speaker. The DED Director wants to have Joss Linkner, author of the book Discipline Dreaming: A Proven System to Drive Breakthrough Creativity, as the keynote speaker. His keynote will focus on rural business development.
- ServeNebraska will put together a rural volunteering track. The Rural Development Commission will develop a track on rural business development and a UNL professor will develop a youth track.
- Barb mentioned that she is attempting to get the conference on the Governor's schedule and if he cannot come he will be happy to do a video message.
- We will be doing a joint awards ceremony with the Rural Development Commission with the First Lady presenting the Rural Development Commission awards and the ServeNebraska First Lady's Awards.
- The Rural Development Commission staff has a list of potential sponsors they are securing for the conference and Holiday Inn in North Platte has been very reasonable with their room rental fees.
- Although not finalized, it is projected that early registration will be \$60-\$65 and late registration will be \$75. **Barb indicated to the commissioners that lodging rooms would be reserved for all commissioners and if anyone cannot attend, they should let her know as soon as possible so the commission doesn't have to pay for an unused room.**

4. **Executive Director Evaluation Update – Jamie Moore**

The Executive Director Evaluation is referred to in the ServeNebraska Bylaws, Article 2, Section D. Jamie has the materials, forms and process from DHHS Human Resources. Jamie's goal is to bring a process for the Executive Director evaluation to the Commission at the January 2012 commission meeting.

5. **Nebraska Volunteer Foundation Fund (NVF) – Lois Wine**

The NVF Fund Advisory Committee (FAC) met with Doug Friedli (Nebraska Community Foundation) on September 27, 2011 for a consultation on developing a fundraising plan. During this meeting it was discussed why people give and how to do the "ask" to potential donors. The FAC began developing an action plan and fundraising goals. The Foundation has selected the volunteering database as one focus of the Foundation's first fundraising campaign. In the meantime, the FAC plans to work on assembling a donor packet and developing a contact list of potential donors.

NEW BUSINESS

1. **First Lady's Community Service & Impact Award Changes (Approved by the Executive Committee) – Jamie Moore**

Changes to the First Lady's Community Service & Impact Awards approved by the Executive Committee were presented to the Board. Three First Lady's Award categories were eliminated for lack of nominations over several years. The ServeNebraska Impact Awards will be integrated into the First Lady's Awards.

2. **Nominating Committee for April 2012 Office Election — Jamie Moore**

In the Bylaws, Article 4, Section C, the Commission officer nomination and nominating committee election process is explained. In that Section it also states that the Nominating Committee shall consist of a Chair and two other commissioners. Chair Jamie Moore requested nominations from the floor. Commissioners Jan Fitts, April Kelly and Keelan Chapman were nominated to serve on this committee.

Motion #4: Commissioner Gerry Osborn moved to accept the nomination of Commissioners Jan Fitts, April Kelly and Keelan Chapman to serve on the Nominating Committee.

Second: Ron Sedlacek seconded.

Vote: 14-Yes Motion was carried unanimously.

Motion #5: Commissioner Ron Sedlacek moved to elect Jan Fitts, April Kelly and Keelan Chapman to serve on the Nominating Committee by acclamation.

Second: Commissioner Rose White seconded.

Vote: 13-Yes Motion was carried unanimously.

According to the Bylaws, the first person nominated will become the chairperson of this Committee. April Kelly was the first person nominated and is therefore appointed as Chair of the Nominating Committee.

3. **2012 Commission Meeting Hosts — Barbara Thomas**
Rose White at AAA headquarters in Omaha – January 26, 2012
Holiday Inn, North Platte – April 17, 2012
Julie Nash (Potential Host) – July 26, 2012
First Lady Sally Ganem at Governor’s Residence – October 25, 2012

ANNOUNCEMENTS – Jamie Moore

1. **Next Commission Meeting** – Thursday, January 26, 2012 in Omaha at AAA headquarters. Commissioner Julie Nash requested that commissioners report on their participation in local MLK Day activities.
2. **Commission Meeting Hosts** – Please arrange for conference call option.

Adjourn Business Meeting

- Commission Business Meeting was adjourned at 3:47 p.m.

Submitted by, _____
Janet Schmidt, Fiscal/Operations Officer

Approved by, _____
Jamie Moore, Chair