



ServeNebraska Commission

Board Meeting Minutes

April 25, 2014

NOTE TAKER: <i>Janet Schmidt</i>	LOCATION: <i>AAA Headquarters – Omaha, NE</i>	DATE: 04/25/14	TIME: 10:00 a.m. to 3:00 p.m.	DURATION: 5 Hours
PURPOSE: Quarterly Commission Meeting	ATTENDEES Commissioners Present: Tami Bailey, Keelan Chapman (arrived at Noon), Kristine Chavez (left at 11:15 a.m.), Nancy Faber, Tanya Hansen (left at 11:45 a.m.), Jean Heriot (arrived at 10:30 a.m.), Denise Kollath, Jamie Moore, Julie Nash, Gerry Osborn, Matthew Schulte, Ron Sedlacek (arrived at 11:00 a.m.) Jerry Sellentin, Rose White, Lisa Willman and Sara Woods. Commissioners Present via Phone Conference: Tanya Hansen (on phone 1:30 to 3:00 p.m.) and Kevin Warneke Staff Present: Cathy Plager, Greg Donovan, Kim Hall and Janet Schmidt. Guests: Aileen Aragones, College Possible			

BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 10:00 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 thirteen voting members and one non-voting member was present in person. Jamie introduced and welcomed new commissioners, Kristine Chavez and Gregg Christensen. Kristine Chavez works for Building Healthy Futures part time and she is excited about being on the Commission and wants to become very engaged in the work of the Commission. She fills the mandated position of Representative of a community-based organization or agency. Gregg Christensen works for the State Department of Education in the Curriculum area and was designated by the Commissioner of Education to be the representative. He fills a mandated position on the Commission.

PUBLIC COMMENT – None

APPROVAL OF CONSENT AGENDA – Jamie Moore, Commission Chair

1. *Approval of Minutes – January 31, 2014, Commission Meeting Minutes*
2. *Approval of Agenda – April 25, 2014 Commission Meeting Agenda*
3. *Approval of Commission Financial Report – Operation & Sub-grant Expenditures ending March 31, 2014*
4. *Administrative Grant Match Report ending March 31, 2014*

Motion #1: Commissioner Gerry Osborn moved that the items on the consent agenda be approved as sent via email.

Second: Commissioner Lisa Willman seconded the motion.

Vote: 12 -Yes; 0-No, 0-Abstention Motion unanimously carried.

Commission Committee meetings were held from 10:15 to 11:30 a.m.

WORKING LUNCH - Presentation from College Possible AmeriCorps Program

Aileen Aragones, Program Coach/Manager of the College Possible AmeriCorps Program, spoke about their coaching and mentoring program that focuses on working with low income and at-risk students in Omaha. They are on their third year of funding with ServeNebraska. The AmeriCorps model that is used in Omaha is less expensive than program models that do not have an AmeriCorps funding component. They have both high school and college-age elements of the program. Aileen invited commissioners to the College Possible Launch Event that will be held tomorrow in Omaha at the UNO Milo Bail Student Center.

TRAINING – INFORMATION

- **Cause Marketing (How to Information) – Linda Arena**

Shop, save, give and earn while shopping on the charitabalegivingfoundation.org website. Each organization identifies how much they are willing to donate. You may earn residual income while simultaneously developing ongoing income to charities while doing online shopping. Linda instructed commissioners on how to use the charitabalegivingfoundation.org website to shop. A mobile application to

access this website is available to download. Next week the charitabalegivingfoundation.org website link will be placed on the front page of the ServeNebraska website linked to a landing page with instructions on how to access this website.

STANDING COMMITTEE REPORTS

- **Executive Committee – Jamie Moore**

The Executive Committee developed a recommendation on Commission succession planning which will be discussed later in today's Commission agenda. ServeNebraska Marketing – Jamie spoke on two TV stations and a radio station, participated in the press conference with the Governor and First Lady Sally Ganem on ServeNebraska Week, and was mentioned in Lincoln and Omaha newspapers. She worked on fundraising for the First Lady's Awards Luncheon by selling tables, did some orientation with new commissioners, accepted a proclamation from the Mayor of Bellevue for the Mayor's Day of Recognition, and she continues to grow ServeNebraska's relationship with the Metropolitan Community Foundation in Papillion. DHHS Human Relations has changed the employee evaluation method once again and Jamie is working with them to get Cathy's evaluation completed.

The Executive Committee is tasked with looking at commissioner attendance for the past year. No one can be removed from the Commission if their attendance is poor. However, the Executive Committee can speak to members directly about attendance issues. Seventy-five percent of 2013 Commission meetings had 10 voting members present which meets quorum requirements and allows Commission business to be conducted.

Cathy Plager shared some of what has transpired over her first year as Executive Director. Some of the things she focused on were getting to know commissioners better and their community partners, raising funds and awareness of ServeNebraska. One possible idea brought forward was regarding the Omaha Gives event which has their board and family members sign up on a specific hour within the 24-hour time frame to make a contribution to enhance their chance of receiving additional funds. Staff will send out a doodle to have commissioners choose the hour they want to donate.

- **AmeriCorps & National Service Committee – Nancy Faber**

It was announced that this Committee is a full committee that has enough people to get the work done. The 2014 Mayor's Day of Recognition was successful with 27 mayors participating in the day of recognition. Every Senior Corps/VISTA project across the state participated in this Day of Recognition. The First Lady Sally Ganem received an email complimenting Nebraska's good participation in the Mayor's Day of Recognition from the Corporation.

Fourteen AmeriCorps State Formula applications have been received. This Committee will convene again the second week of June to develop funding recommendations to present at the Commission's July Commission Meeting. The Committee reviewed their Strategic Plan and familiarized their committee with the direction their committee took and began thinking about making changes/updates for the next strategic plan.

Senior Corps Week is May 19-23, 2014. Six applications have been submitted for Senior Corps programs. Over the next couple months, the State CNCS Office will be doing some program development and present an overview of the Corporation for National and Community Service across the state. Julie Nash shared that a virtual conference and a Pre-Service Orientation will be held in July 2014. Julie and Cathy meet on a regular basis. ServeNebraska Staff will be having a conference call with NCCC next week to get the NCCC more engaged with ServeNebraska. Nebraska AmeriCorps VISTAs were invited to participate in the Symposium on May 8th.

- **Community Volunteering Committee/Awards – Gerry Osborn**

There was discussion about opportunities that may occur with the change of Governor and First Lady. ServeNebraska will need to engage the new couple as soon as possible after election. Volunteer Ambassadors were very successful in promoting the awards this year. ServeNebraska received 90 First Lady Awards' nominations, 128 attended the luncheon and five sponsorships covered the costs of the First Lady's Awards Luncheon with a surplus of \$1,888.00 in funding. The Committee will have a meeting dedicated to strategic planning and looking at the current awards program.

- **Fund Advisory/Sustainable Infrastructure Committee – Tanya Hansen**

There was discussion about annual review of bylaws. A couple of things in particular discussed for change was the quorum of 10 people may be changing to 33% of voting commissioners to make quorum and the changes as a result of the succession plan that was adopted.

The topic of fundraising was also discussed including what were some different types of things that could be done to raise funds. This is the 20th year for the Commission and AmeriCorps. The Committee has decided to do on Friday, October 3rd, an evening dinner. The overall arching theme will be the Past, Present and Future of National Service. Ben Nelson will be invited to speak on the past, Wendy Spencer will be invited to speak about the present and John Bridgeland will be invited to speak about the future. As plans progress, Tanya will be reaching out to commissioners for assistance with this event.

UNFINISHED BUSINESS

- **Professional Fundraiser – Cathy Plager**
In the administration budget \$10,000 has been budgeted for this purpose. The Commission should start talking about what it wants this person to do as well as develop a list of activities/projects to be funded. It was suggested that the Commission develop a calendar of events and activities as a starting point. Perhaps from there, a niche for ServeNebraska can be found.
- **Marketing Support -- Cathy Plager**
Staff has met with a Public Information Officer from DHHS and received a template for soliciting applications for marketing support. By the July Commission meeting a Request for Applications will be sent out.
- **Succession Planning – Jamie Moore**
Jamie explained the succession plan the Executive Committee had chosen as the best fit for ServeNebraska Commission.
 - Term of office for Chair to begin rotation is two years
 - Term of office for vice chair is one year
 - Term for Chair-Elect is three years (one as chair-elect and two as chair)
 - Chair, Chair-Elect, or Vice Chair cannot serve more than one term consecutively
 - Elections are held every year

Motion #2

Committee Recommendation: The Executive Committee recommends that the Succession Plan presented be adopted as ServeNebraska's Succession Plan. Discussion on this plan occurred.

Vote: 14—Yes, 0—No, 0—Abstentions Recommendation unanimously carried. This will require a change to the bylaws and will require these changes to be sent to the full commission within 30 days of before the meeting. Effective date for the succession plan will be set at a later date.

- **Fundraising Efforts to Date – Cathy Plager**
ServeNebraska will be a part of the charitabalegivingfoundation.org website, Community Services Fund, Omaha Gives and Give to Lincoln fundraising efforts.

NEW BUSINESS—ACTION

- **2014 Administrative Budget (12 months)—Cathy Plager**
This budget was revised because the total 2014 Administration allocation for Nebraska is \$253,000. Earlier this year, the Commission was awarded a partial award of \$80,000. Cathy reviewed the individual budget line items of the revised budget.

Motion #3:

Motion: Commissioner Gregg Christensen moved to approve the revised 2014 Administration Grant 12-month budget as presented.

Second: Commissioner Denise Kollath seconded the motion.

Vote: 14—Yes, 0—No, 0—Abstentions Motion unanimously carried.

- **2014 Nominating Committee – Tanya Hansen**
 - Denise Kollath presented the officers nomination slate to the Commission as:

Chair – Nancy Faber
Vice-Chair – Matt Schulte and Lisa Willman

Motion #4: Commissioner Jerry Sellentine moved to accept the slate of nominees for officers.

Second: Commissioner Rose White seconded the motion.

Vote: 14—Yes, 0—No, 0—Abstentions Motion unanimously carried.

- Nominations were open from the Floor for Chair of the Commission.

Motion #5: Commissioner Gregg Christensen moved to close nominations from the floor for Chair of the Commission.

Second: Commissioner Jerry Sellentin seconded the motion.

Vote: 14—Yes, 0—No, 0—Abstentions Motion unanimously carried.

- o Nominations were open from the Floor for Vice-Chair of the Commission.

Motion #6: Commissioner Ron Sedlacek moved to close nominations from the floor for Vice-Chair of the Commission.

Second: Commissioner Jerry Sellentin seconded the motion.

Vote: 14—Yes, 0—No, 0—Abstentions Motion unanimously carried.

- o Election of Officers. A secret ballot was conducted.
- o Announcement of Elected Officers. The Nominations' Committee reported the results of the secret ballot election as follows:

13 votes received for Nancy Faber as Commission Chair
 7 votes received for Matthew Schulte as Commission Vice-Chair
 6 votes received for Lisa Willman as Commission Vice-Chair

There were no ineligible ballots and no ballots were rejected. Therefore, Nancy Faber was elected Commission Chair and Matt Schulte was elected as Commission Vice-Chair. These individuals will assume their duties July 25, 2014.

- o Annual Report/Meeting with the Governor—Meeting request has been submitted to the Governor's Office for a meeting to be scheduled for some time in July.
- o America's Service Commission Public Policy—Twenty years ago, the community service movement was founded on the basic principles set out in the Commission Guiding Principles. Americas Service Commissions (ASC) has asked that all commissions consider adopting these principles.

Motion #7: Commissioner Tami Baily moved to accept and adopt the Commission Guiding Principles.

Second: Commissioner Gerry Osborn seconded the motion.

Vote: 12—Yes, 0—No, 2—Abstentions Motion carried.

- o **Retiring Commissioner Recognition**
 Commissioners Keelan Chapman and Gerry Osborn were recognized with a personalized pen set and an admiralship in the Great Navy of the State of Nebraska. Commissioner Lois Wine was not present and her recognition gifts will be presented to her by the Commission Chair in person.

Commissioner Jamesena Moore was recognized for the two terms she served as Commission Chair with a special gift presented to her by Cathy Plager.

ANNOUNCEMENTS – Jamie Moore

- A partnership of AAA Travel, Nebraska Game & Parks, Goodwill Omaha Youthbuild AmeriCorps and ServeNebraska has been formed to renovate targeted recreational areas for those with disabilities.
- Symposium – Celebration of Service will be held at the Center for People in Need on May 8, 2014 in Lincoln. Commissioners are invited to attend this celebration.
- Next Commission Meeting: July 25 – Hostess & Location: Lisa Willman, Grand Island
- Commissioner Calendar: This calendar was handed out today. Commissioners are asked to submit any changes to Cathy Plager.
- Reminders
 - o Commission Meeting Hosts: Please arrange for conference call option
 - o 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 2:55 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: 04-25-2014

NAME	Attendance	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5	Motion 6	Motion 7
Commissioner Name	P = Present NP = Not Present NV = Non-Voting AB = Abstain	Motion to Approve Items on Consent Agenda.	Motion to approve the recommendation of the Executive Committee on Succession Planning	Motion to approve the 2014 Administration Grant 12-Month Budget	Motion to accept the Nomination Committee's slate of Officer Nominations	Motion to close nominations from the floor for the Chair.	Motion to close nominations from the floor for the Vice-Chair	Motion to adopt ASC Commission Guiding Principles
Bailey, Tami	P	Y	Y	Y	Y	Y	Y	Y
Chapman, Keelan	NP-Joined Late	Absent	Y	Y	Y	Y	Y	Y
Chavez, Kristine	P							
Christensen, Gregg	P	Y	Y	Y	Y	Y	Y	Y
Faber, Nancy	P	Y	Y	Y	Y	Y	Y	Y
Ganem, Sally	NP-EXC							
Hansen, Tanya	P & Via Phone	Y						
Kollath, Denise	P	Y	Y	Y	Y	Y	Y	AB
Moore, Jamie	P	Y	Y	Y	Y	Y	Y	Y
Osborn, Gerry	P	Y	Y	Y	Y	Y	Y	Y
Schulte, Matthew	P	Y	Y	Y	Y	Y	Y	Y
Sedlacek, Ron	NP-Joined Late	Absent	Y	Y	Y	Y	Y	Y
Sellentini, Jerry	P	Y	Y	Y	Y	Y	Y	AB
Warneke, Kevin	P—Via Phone	Absent	Y	Y	Y	Y	Y	Y
White, Rose	P	Y	Y	Y	Y	Y	Y	Y
Willman, Lisa	P	Y	Y	Y	Y	Y	Y	Y
Wine, Lois	NP-EXC							
Woods, Sara	P	Y	Y	Y	Y	Y	Y	Y
TOTAL	12							
Heriot, Jean *	NP-Joined Late							
Nash, Julie *	P							
CNCS Director, Vacant								

*Ex-Officio Non-voting Commissioners:

- 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: 13

NUMBER PRESENT by Teleconference: 1

*Ex-Officio Non-voting Commissioners: 1