

D.A.R.E. ALASKA BOARD OF DIRECTORS

	NAME	1/13/2009		4/14/2009		7/14/2009		10/13/2009		1/12/2010		4/13/2010		5/8/2010		7/13/2010		10/12/2010		1/11/2011		4/12/2011		7/19/2011	
		P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A
1	Jerry Covey President		E	X		X		X		X		X		X		X		X		X		X			
2	Alex Tatum Vice President	X		X		X		X			A	X		X		X		X			A		A		
3	Debbie Brewer Ed. Advisor/Secretary	X		X		X		X			E	X			E	X			E	X		X		X	
4	John Sperbeck Treasurer	X			E		A	X			E	X		X			E	X			A	X			
5	Naomi Sweetman State D.A.R.E. Coordinator	X		X		X		X		X		X		X		X		X		X		X		X	
6	Bob Sanders		A		E		A		A		E		E		E		E		A		A		A		
7	Tom Clemons		A	X			A		A	X		X			X		E	X			A	X			
8	Rob Lund ADOA Representative			X			A	X		X		X		X		A		A		A		A		A	
9	Will Ellis		E		E	X		X		X		X			E		E	X			A		A		
10	Capt. Andre Morgan Counter Drug Representative					N/A			A	X			E		E	X			E		A		A		
11	Gregory Browning	X		X		X		X		X			E	X			E	X			A	X			
12	Willis Lyford	X			E	X		X			E		X			E		A		A		A		A	
13	Thelea Savlick Youth Advisory																							N/A	
14	Susan Koch	X		X			E	X		X		X		X		X		X		X		X		X	
15	Dave Kaufman					X		X			E	X		X		X			E	X		X		X	
16	Reynold Udarbe																	N/A			A	X			

D.A.R.E. ALASKA, INC.
BOARD MEETING AGENDA

July 19, 2011

4:30 PM

BP Energy Center

Next to BP off of Benson Blvd (See Map Below)

I. Call to Order

II. Roll Call

III. Approval of the Agenda

IV. Approval of Minutes from previous meeting

V. Proposal

A. Vote for President

B. Vote for Secretary

VI. Reports

A. Executive Director – Naomi Sweetman

B. Financial Report – John Sperbeck

C. Committee Reports

1. Gaming Permit/PFD

2. Funding Committee

3. Education/Mission/Vision Committee

VII. Old Business

A. Board Nominations – We continue to need nominations for the board

VIII. New Business

IX. Items Introduced by Board Members

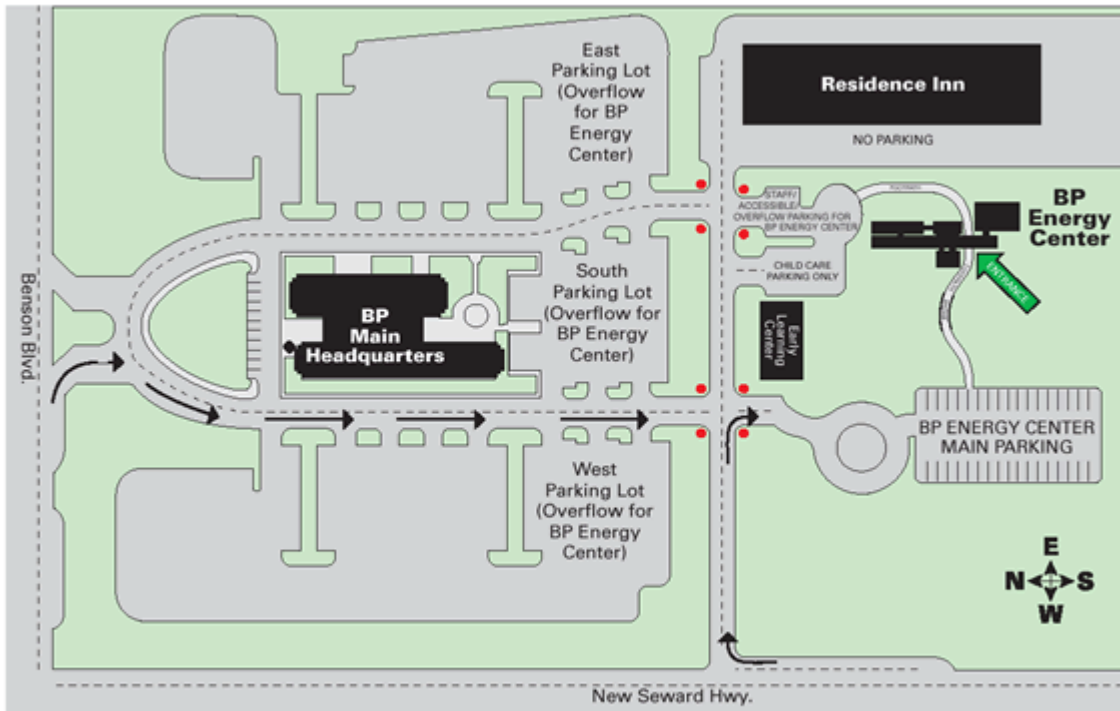
X. Adjourn

Next meeting: **October 11, 2011 at 4:30pm**

Location TBA

Teleconference in at 1-888-550-5602 at prompt enter 1538 4631#

Map to BP Energy Center
900 E. Benson Blvd., Anchorage, AK
(907) 743-4270



Directions: If northbound on New Seward Hwy., turn right into BP's southwest entrance. Turn right at the first stop sign into the BP Energy Center parking lot. Follow footpath through woods to building entrance.

If eastbound on Benson Blvd., turn right into BP's main entrance. Turn right and follow access road to 4-way stop. Continue through intersection into the BP Energy Center parking lot.

D.A.R.E. ALASKA, INC.
BOARD MEETING AGENDA

April 12, 2011

4:30 PM

BP Energy Center

Next to BP off of Benson Blvd

I. Call to Order

4:33 PM

II. Roll Call

Jerry Covey
Debbie Brewer
John Sperbeck
Tom Clemons
Greg Browning
Susan Koch
Dave Kaufman
Reynold Udarbe
Naomi Sweetman

Bob and Kathy Griffiths – guests

III. Approval of the Agenda

1st: Tom 2nd: Dave

IV. Approval of Minutes from previous meeting and special board meeting

1st: John 2nd: Susan -- Unanimous

I with and AACOP – errors corrected

V. Proposal

A. New Board Member Sveta Solovyova

Motion to accept: 1st: Tom 2nd: Susan

Question: unanimous approval

VI. Reports

A. Executive Director – Naomi Sweetman

- We have approval to partner with Ft. Richardson again this year for DOT

B. Financial Report – John Sperbeck

- Switched vendors (Accountability) for our bookkeeping per recommendation earlier and the transition is now complete

- No current update on gaming permit at the moment.

C. Committee Reports

1. Gaming Permit/PFD –Naomi Sweetman

- Just renewed the PFD eligibility for donations
-

2. Funding Committee

- Not met recently
- Account status in packets to review
- Have no revenue coming in at the moment; fortunately our expenses are also low
-

3. Education/Mission/Vision Committee

- Not met recently
-

VII. Old Business

A. Continued discussion of partnership with AACOP

- Tom shared discussion about AACOP and how we may form a partnership with them
- Goal is to prevent DARE from totally dissolving
- Shared it with his board members at AACOP and received support from them
- Also provides the backing of all the Chiefs of Police in the state
- Bob Griffith – Executive Director AACOP –
 - Provided us with a detailed joint management plan based on meetings and conversations with Naomi.
 - This joint venture will allow for activities that are no longer available to be managed by Naomi due to her current job description
 - They can provide this type of joint venture and management for about \$1200 / month.
 - Hosting and handling of the golf tournament will cost about \$3300.
- Discussion:
 - Cost—how would we pay for this. Very valuable, but we can't commit and then not be able to follow through.
 - Can we use gaming monies? Yes, from Bob
 - Can we find a way to pro-rate or join slowly so that we can continue and not be broke in the next 3 months?
 - Jerry and Naomi thought this would entail 1 day per month of AACOP time. Bob feels it is about 12 hours per month.

D.A.R.E. Alaska
Profit & Loss
June 2011

	<u>Jun 11</u>
Ordinary Income/Expense	
Income	
4000 · Contributed support	
4010 · Indiv/business contribution	25.00
Total 4000 · Contributed support	<u>25.00</u>
Total Income	25.00
Expense	
8100 · Non-personnel expenses	
8135 · Promotional Supplies	2,204.66
8150 · Telephone & Communications	31.06
Total 8100 · Non-personnel expenses	<u>2,235.72</u>
Total Expense	<u>2,235.72</u>
Net Ordinary Income	<u>-2,210.72</u>
Net Income	<u><u>-2,210.72</u></u>

D.A.R.E. Alaska
Balance Sheet
As of June 30, 2011

	<u>Jun 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Primary Cash in bank-operating	
1015 · Main Checking	
1020 · Unrestricted	3,278.68
Total 1015 · Main Checking	<u>3,278.68</u>
1090 · Temp. Restricted-Officer Funds	
1092 · Kodiak	-217.21
1093 · Huffman/Klatt/Oceanview	14.95
1094 · Homer	349.14
1095 · Anchor Point	518.58
1097 · Tok	317.97
1098 · Soldotna AST	522.51
1099 · Ft Greely	198.06
1100 · Fairview	-59.25
1101 · Kenai	69.27
1103 · Galena	709.97
Total 1090 · Temp. Restricted-Officer Funds	<u>2,423.99</u>
Total 1010 · Primary Cash in bank-operating	5,702.67
1011 · Gaming Account	214.41
Total Checking/Savings	<u>5,917.08</u>
Total Current Assets	<u>5,917.08</u>
TOTAL ASSETS	<u><u>5,917.08</u></u>
LIABILITIES & EQUITY	
Equity	
3001 · Opening Bal Equity	249.80
3010 · Unrestrict (retained earnings)	10,453.92
Net Income	-4,786.64
Total Equity	<u>5,917.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,917.08</u></u>

Executive Director's Report Board Meeting 7/19/11

April

Craig Douglas completed his probationary period and continues to do a very good job. The new accounting firm is on board with taking care of the finances and Doug Hansen was brought in to file the taxes for this year.

The board met with AACOP to continue discussion around sharing an executive director. There is currently not enough funding to provide payment for the executive director services. Activities continue around fundraising to bring in funds.

This writer began looking for grant opportunities. Negotiations are in process with JBER to again hold the DOT out on base.

May

Negotiations continued with JBER, location of lodging, training rooms and meal facilities continue to be a challenge. This writer continued to work with the representative to work out the various logistics. This writer continued to look for grant opportunities for DARE Alaska, Inc. Various board members continue to pursue other fundraising activities and seeking an operator for the gaming permit.

June

It became clear that lodging on JBER for the DOT would be a problem. This writer drafted a thank you letter for Colonel Evans and went out to BID to a hotel for the DOT which will be held Sept 26 – Oct 7, 2011. Colonel Evans worked through his staff and made it clear that base personnel would need to make the DOT happen on JBER. As a result, lodging, meals and training room facilities were located on JBER. This writer will cancel the BID to the hotels and obtain the necessary signatures for the MOU with JBER.

Fundraising efforts, grant seeking opportunities and gaming permit opportunities continue to be pursued.

**BYLAWS
OF
D.A.R.E. ALASKA
Revised 4/14/09**

ARTICLE 1. NAME

The organization shall be known as D.A.R.E. Alaska.

ARTICLE 2. LOCATION

The office of D.A.R.E. Alaska shall be located in Anchorage, Alaska.

ARTICLE 2. PREAMBLE

The members of D.A.R.E. Alaska share a common belief in the importance of drug prevention education as a critical means of reducing the abuse of drugs among youth in Alaska.

The members also believe children must be taught acceptable methods of resolving conflicts without resorting to violence.

The members seek to enhance drug and violence prevention education among the school children of Alaska by facilitating training of D.A.R.E. (Drug Abuse Resistance Education) officers in a manner prescribed by D.A.R.E. America.

ARTICLE 3. PURPOSE

D.A.R.E. Alaska shall exist as a non-profit corporation exclusively for charitable and educational purposes. It shall function within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations.

To this end, D.A.R.E. Alaska shall exist to:

- A. Further the development and implementation of the Drug Abuse Resistance Education program throughout the state of Alaska through the use of local D.A.R.E. units.
- B. Provide and administer D.A.R.E. America programs within the state of Alaska in accordance with the purpose, goals, and philosophy established and implemented from time to time by D.A.R.E. America.

- C. Provide supplemental funding for the D.A.R.E. program and training of individuals.
- D. Receive hold, and disburse gifts, contributions, bequests, devices, and other funds to accomplish the objectives of D.A.R.E. Alaska.

All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.

ARTICLE 4. MEMBERSHIP

Membership shall consist of the Board of Directors and General Membership.

Section 1: D.A.R.E. Membership shall be divided into two types, membership of the organization and membership of the Board of Directors. Directors shall be individuals who desire to support the reduction of illicit drug use and violence through the implementation of the D.A.R.E. program in schools in Alaska. Board members shall have voting rights as described in Article 5, Section 5. Board members must be willing to participate in the business of the organization, attend meetings, and contribute their knowledge, expertise and influence to support the D.A.R.E. program in Alaska. Members of the organization will follow the procedure approved by the Board of Directors.

Section 2: A general membership meeting will be held one time per year at the annual D.A.R.E. Officer In-Service on the first day (usually a Thursday) at noon.

- A. Special Meetings. Special meetings may be called by the Board of Directors. Notification will be provided to the general membership, by mail, not less than ten days before the meeting.
- B. Voting. The General Membership shall not be awarded voting rights.

ARTICLE 5. BOARD OF DIRECTORS MEETINGS

Section 1: Scheduled meetings. The Board of Directors shall meet at least quarterly on the second Tuesday of January, April, July, and October or as determined by the Executive Committee.

Section 2: Special meetings. Special meetings may be called by the President, the Executive Committee, or two thirds of the Directors.

Section 3: Notice. Notice of time and place of each meeting shall be given to each member, by mail, not less than ten days before the meeting.

Section 4: Quorum. A meeting must be attended by at least thirty-five percent of Board members before business can be transacted or motions made or passed.

Section 5: Voting. Each member of the Board of Directors except the State DARE Coordinator shall possess one vote in matters coming before the Board. All voting at meetings of the Board shall be by each member in person and voting by proxy shall not be allowed. Members attending meetings via teleconference shall be deemed present and eligible to vote.

ARTICLE 6. BOARD OF DIRECTORS

Section 1: Board role, size. The Board is responsible for the overall policy and direction of D.A.R.E. Alaska. As a minimum, the board shall consist of the following:

- A. The Alaska State D.A.R.E. Coordinator
- B. A representative of the Alaska Association of Chiefs of Police
- C. A representative of the Alaska D.A.R.E. Officers Association
- D. An educator
- E. A prominent representative from the Alaska business community
- F. The Alaskan student representative to D.A.R.E. America

Section 2: Executive Committee. There shall be five officers of the Board consisting of a President, Vice President, Secretary, Treasurer, and Executive Director. The President, Vice President, Secretary, and Treasurer shall be elected by a majority vote of the Board of Directors. No individual shall hold more than one elected office at any one time. The four officers shall appoint an Executive Director. The five officers, along with the Chairperson of each Standing Committee, shall make up the Executive Committee. The President, by virtue of his position, shall chair the Executive Committee. The Executive Committee shall manage the business affairs of the corporation. The Executive committee shall meet on the third Wednesday of each month.

Section 3: Term of office. Elected officers shall serve terms of two years. No officer shall be elected to serve in the same office for more than two consecutive terms. The Executive Director shall be appointed to a one-year term and is eligible for reappointment.

The President and Secretary shall be elected at a general meeting of the Board of Directors during odd numbered years. The Vice President and Treasurer shall be elected at a general meeting of the Board of Directors during even years. The first elected Vice President and Treasurer shall serve one-year terms to establish the rotation.

Section 4: Vacancies. Vacancies on the Executive Committee shall be filled by a vote of the majority of the remaining members of the Committee for the remainder of the term.

Section 5: Removal from Office. Any member of the Board of Directors may be removed from office by a two-thirds vote of the Board of Directors at any regular or special meeting of the Board of Directors. Notice of proposed removal of a director must be given to such director prior to the date of the meeting at which such removal is to be voted upon. Such notice to the director must state the cause for the proposed removal.

Section 6: Grounds for Removal. The Corporation is non-political and non-sectarian and any violation of these principals by any member of the Board of Directors or other representative of the organization is grounds for removal from affiliation with the D.A.R.E. program. Members who miss three meetings in one year may be removed from the Board of Directors.

Section 7: Standing Committees. The Board of Directors shall establish and maintain standing committees to consider issues and develop recommendations for the Board related to Bylaws, Education, Finance, Liaison, and Public Relations.

ARTICLE 7. DUTIES OF THE OFFICERS

President

The President of the Corporation shall supervise all activities of the corporation; execute all instruments in its behalf; preside over all meetings of the Board of Directors and Executive Committee; select a member of the Board of Directors to serve as Chairperson of each Committee; make reports to the members of the board and perform all duties usually inherent in such office or are properly required of the President by the bylaws. The President shall appoint all standing and special committees, serving as ex-officio member of each.

Vice President

The Vice President of the Corporation shall act for the President in his absence and perform such other duties as the President may direct. He shall be an authorized signatory on corporation checks requiring two signatures.

Secretary

The Secretary shall perform all recording duties as required for the operation of D.A.R.E. Alaska, have charge of D.A.R.E. Alaska minutes, sign all such instruments as require the Secretary's signature, and shall make such reports and perform such duties as are incidental to the office. The Secretary shall have responsibility for minutes of all General, Executive Committee, and Special Meetings of D.A.R.E. Alaska. The Secretary shall maintain custody of all records of D.A.R.E. Alaska, be responsible for assuring that notices for all meetings or

other designated events are issued, and perform such corresponding duties as are required for the operation of D.A.R.E. Alaska. The Secretary is an authorized signatory on corporation checks requiring two signatures.

Treasurer

The Treasurer of the Corporation shall receive and be accountable for all funds and materials, including in-kind donations belonging to the corporation; pay all obligations incurred by the Corporation when payment is authorized by the President; maintain bank accounts in depositories designated by the Board of Directors; oversee the preparation of an annual budget for consideration by the Board of Directors; ensure the preparation and filing of all necessary reports and returns for the corporation; and prepare an annual financial report for the Board of Directors.

Executive Director

The Executive Director shall be a consultant position paid on salaried bases with out-of-pocket expenses reimbursed. The Executive Director is responsible for the day-to-day operations of the corporation, work in coordination with the state D.A.R.E. Coordinator, and act as a consultant to the Alaska D.A.R.E. training center.

ARTICLE 8. POWER TO MAKE BYLAWS

Section 1: The Governing Board shall have the power to make and alter any bylaws including fixing and altering the number of members of the Executive Committee. However, the Governing Board shall not make or alter any bylaws fixing the qualifications or term of office of any member or members of the then existing Executive Committee.

Section 2: Waiving Policies of the Board. The Board, by a majority vote of those present at the meeting, shall have the power to override their own bylaws or policies.

ARTICLE 9. ADOPTION OF ARTICLES

These Articles shall be presented to a General Meeting for adoption. Upon approval by a majority of members present, they shall be considered adopted and placed in force.

ARTICLE 10. DISPOSITION OF NET PROCEEDS FROM GAMING

Upon the dissolution of D.A.R.E. Alaska, Incorporated, the disposition of net proceeds from charitable gaming conducted under AS 05.15, will go to a charitable organization as defined at AS 05.15.690(6) or another qualified organization that is authorized to conduct an activity under AS 05.15.

Bylaws adopted at Board of Directors meeting June 19, 2001.

Revised January 13, 2004

Proposal 04-003 Article 6 Section 7 Standing Committees

Proposal 04-004 Article 8 Power to Make Bylaws

Proposal 04-005 Article 8 Section 2 Waiving Policies

Proposal 04-007 Article 6 Section 6 Grounds for Removal

Revised January 10, 2005

Proposal 05-004 Article 5 Section 4 Quorum

Revised July 11, 2006

Proposal 06-004 Article 4, Membership

Revised December 04, 2006

Proposal 07-002 Article 10 Disposition of net proceeds from gaming activities

Revised April 14, 2009

Proposal 09-004 Proposed By-Law Changes

Article 5, Section 5, Voting

Article 6, Section 2, Executive Committee

Article 7, Section 5, Executive Director