



**SOUTHWEST ALASKA MUNICIPAL CONFERENCE
BOARD MEETING**

December 15, 2013 at 9:30 a.m.
Call-in information: 888.550.5602
Passcode: 2722 0305

AGENDA

- I. Call to Order** ----- **Lockett**
Meeting called to order at 9:42am.
- II. Roll Call** ----- **Varner**
Board: Layton Lockett, Shirley Marquardt, Paul Gronholdt, Dan O’Hara, Trevor Brown & Glen Gardner - Quorum established. Staff: Andy Varner and Erik Obrien
- III. Approval of Agenda** ----- **Lockett**
Board Member Lockett asked for a motion for Approval of Agenda. Motion called by O’Hara, 2nd by Gardner; with no objections agenda approved.
- IV. Consent Agenda** ----- **Lockett**
A. Draft Board minutes for November 15, 2013
Board Member Lockett asked for a motion to approve Consent Agenda. Motion to approve Consent Agenda called by Marquardt, 2nd by O’Hara; with no objections agenda approved.
- V. Governance Issues** ----- **Varner**
A. Executive Director Search Proposals
i. Tim Pearson
ii. Alaska Executive Search
Varner provided background on each of the ED Search Proposals entities. O’Hara pledged support for Tim Pearson’s ability to conduct ED search; also, suggested that the Board form a Board Committee to closely follow hiring process. Marquardt requested references from Proposers; also requested where funds to pay for Executive Search would come from. Varner explained there were sufficient funds in the Admin pool. Gronholdt suggested that the Board conduct Executive Search in-house. Varner explained that the directed action was for Staff to identify companies that could conduct Executive Search, such that the Board could make a decision at this meeting. Marquardt suggest that the Board should conduct in-house search to see what comes back. Gardner supported idea of saving \$10K by starting search in-house. Lockett agreed, with the reservation that this would place pressure on existing staff leading up to conference. Marquardt suggested that this should be a function of the full Board, rather than limited to a Committee of the Board. Gronholdt noted that he agreed with Marquardt on this issue. Varner acknowledged that he will circulate the current job description for Board Review. Board Member Lockett asked for a motion for Board to conduct in-house search of new

Executive Director; Gardner called a motion, 2nd by Brown; with no objections motion passes to for Board directed Executive Search.

B. 2014 Conference Update

Staff provided Conference update. Lockett queried whether we were still using Fed Reserve of SF to facilitate conference planning; Varner explained that we are not. Gronholdt expressed an interest in hearing from Senate Candidates as well. Varner asked Board for further input on inviting Senate Candidates as well as Gubernatorial Candidates. Lockett suggested it would be interesting to have both. O’Hara commented that expanding the pool of speakers would require a strong moderator (suggested Marquardt).

C. Comprehensive Economic Development Strategy (CEDS) – 2014 Re-Write

Varner explained the requirement for, importance of, and costs of CEDS Planning document; and for these reasons suggested that SWAMC hire contractor to facilitate re-write. In addition, that SWAMC use the Annual Conference as an opportunity to conduct SWOT analysis and conduct other feedback on strategic planning towards writing final document. Staff has solicited two proposals to help write CEDS Document; we estimate the cost to be in the range of \$30K. Varner also clarified that the stated purpose of EDA funding is to pay for staff salary or other contractual obligations to the organization, and for this reason, the money is perfectly suited for hiring a contractor to facilitate re-writing CEDS; money not allocated for these purposes has to be returned to EDA.

VI. Policy and Program Issues -----Varner

A. Update on SW Alaska Business Council

Staff provided update on first ever SWAMC Business Council, December 16th in Anchorage, representing 14, of 18 invited business leaders. Gronholdt offered that he was very pleased with outcome and hopeful this will be an ongoing event for SWAMC. Varner noted that there was interest in a follow-up meeting around Conference time.

VII. Financial Report -----Varner

A. November 2013 Financial Statements

Board Member Lockett asked for motion to approve November Minutes; O’Hara called a motion, 2nd by Brown; with no objections motion passes.

B. FY2013 Financial Review

C. Latest investments: CDs, AMLIP - \$450,000 Total

VIII. Staff Report ----- Staff

Varner gave his closing thoughts on the past 8 years he spent at SWAMC.

IX. Board Comments / Other Business

Marquardt & Lockett offered praise for Varner and wished him best with his new career.

X. Adjourn -----Lockett

Board meeting Adjourned at 10:54am.

Next Meeting

January 16, 2014 @ 9:30am.