



**SOUTHWEST ALASKA MUNICIPAL CONFERENCE  
BOARD MEETING**

February 20, 2014 @ 9:30am  
Call-in information: 888.550.5602  
Passcode: 2722 0305

**AGENDA**

- I. Call to Order** ----- **Ruby**  
Meeting called to order at 9:37 am.
  
- II. Roll Call** ----- **OBrien**  
Board: Layton Locket Michelle Ravenmoon, Glen Gardner Jr., Paul Gronholdt, Alice Ruby, Trevor Brown - Quorum established. Staff: Erik Obrien, Late: Shirley Marquardt, Dan Clarion; Visiting Member Carol Austerman
  
- III. Approval of Agenda** ----- **Ruby**  
Board Member Ruby asked for a motion for Approval of Agenda Locket moved to add discussion of Executive Director. Ruby moved to place executive director discussion as Item B under Governance Issues and keep as a standing item. Motion called by Brown, 2<sup>nd</sup> by Lockett; with no objection agenda approved.
  
- IV. Consent Agenda** ----- **Ruby**
  - A. Draft Board minutes for January 16, 2014  
Board Member Gardner asked to postpone approval of Consent Agenda until February meeting. No objections, approval of Consent Agenda postponed until February meeting.
  
- V. Governance Issues** ----- **OBrien**
  - A. Conference Objectives  
Obrien sent out conference objective document and provided background on the goals for the SWAMC Conference. Obrien noted the three reasons people attend the SWAMC conference: for fun, to receive information, and on the part of the SWAMC organization, to set direction for what the organization does.
    - a. Energy Workshop  
Obrien provided background on the energy workshop. The energy workshop will be run with help from Information Insights. He noted the main goals of the energy workshop: to explain the energy planning process, show where each of the regions is at, and to split into sub-regions so conference participants have a chance to give input on their individual regions. This period will be used to get resident feedback on the energy planning process: the priorities for the region, what's important, and things that need to be looked at.
    - b. Executive Director  
Lockett asked for an update on the executive director search. Ruby noted that they had established criteria for screening and had sent out the short list of candidates they

had screen to the board. Not all board members had been able to view the candidates. Shirley suggested postponing the discussion to later meetings. Lockett suggested inviting the short list candidates to the conference. Ruby supported the idea, to let the candidates become more familiar with the organization.

c. Policy Session

Obrien provided background on the policy meeting, stating the policy session meeting will be a discussion on the CEDS and getting policy feedback. Obrien suggested that this be done differently this year. Noting the business leaders will talk about why they come to SWAMC, why they're here, and the importance of having a strategic vision. This will lead into the CEDS discussion which will be led by Shelly. The plan is to use the Audience Response Technology to get individual feedback as well as breakout sessions for individual region discussions. Obrien noted that for the policy discussion resolutions should be pre-provided followed by a period for hearing members thoughts on resolutions. OBrien suggested that the resolution discussion be limited to what has already been submitted, while taking ideas for new resolutions in the meeting. OBrien opened the discussion to the Board for comments on conference items. Obrien asked for clarification on presentation of policy statements. Ruby supported maintaining the policy position because it explains in more detail what the statements are. Board discussed the purpose and differences between the policy statements and policy positions. Obrien proposes that the Board review the policy statements to ensure they accurately state the Boards intent and develop those into a larger policy statement for the CEDS document. Board member asserted that the value of the larger policy position document was maintained because of the scale of the region, having a clearly defined stance is important. Obrien proposed sharing a summation of the policy statements at the conference to catalyze discussion about resolution and clarification of policy. Ruby expressed discomfort over the condensed policy statements due to SWAMC originally existing as a municipal organization before it became an economic development district; she worried that the organization would be giving up something in exchange for the CEDS. Ruby was worried that generalizing the policy positions would cut out important language from the original document. Board members agreed. Ruby suggested keeping the larger policy position document while sharing the position statements. Board agreed that the policy statements should be left in the meeting packet.

d. Business Meeting

Ruby commented that it is important that Obrien note in the meeting that SWAMC is a Municipal Organization and are not just an ED and an ARDOR. OBrien notes that the purpose of the business meeting is we are looking for feedback from the business council on and suggested a letter to the membership from the board about what the business community thinks, and what the priorities of the region are. Ruby asked for clarification. Lockett suggests a letter to the legislator about the actions of SWAMC. Board agreed on a short letter from the board containing why we conducted the study, and the findings attached to be shared with membership with the findings of the Business Council and asking for suggestions.

Obrien provided overview of the agenda for the membership meeting. Obrien asked for clarification on previous meeting agenda items and approval of the minutes. Shirley notes that the approval of the consent agenda is mostly a governance thing. Obrien asks for approval on shortening agenda to approval of consent agenda and meeting minutes. Board agreed. Board discussed the election voting techniques. Obrien stated clicker voting is not viable. Lockett suggest a mini agenda on elections to clarify for groups. Ruby suggested we take it up in the pre conference board meeting. Obrien suggests conducting paper elections using vote cards. Gronholdt expressed nervousness with making sure the fairness of the elections is maintained. Lockett suggests that discussion be deferred to the pre-board meeting. Board agrees.

Obrien asked for clarification on the amount of information given in the financial review. Ruby stated that historically a single paged financial review is attached to the back of the agenda. Ruby emphasizes SWAMC's efforts for disclosure and transparency. Lockett agreed. Obrien asked if the board would continue to vote on the financial. Marquardt suggested a continued vote; including the one page write up in the back for members to view and take time in the meeting to ask if there are any questions. Board agrees that the vote on the financial report should be continued.

Obrien discussed using clickers to vote on resolutions, asking membership to approve or disapprove. He confirmed that each member would be given a clicker. Obrien asked how to effectively provide member submitted resolutions and provide drafting SWAMC resolutions. Ruby noted that historically resolutions are looked over by board members prior to the meeting. Obrien noted his plan for distinguishing between member and SWAMC resolutions. Marquardt noted possible resolutions to be discussed. Obrien asked if the board should consider AML and Chamber resolutions as well as member resolutions. Ruby supported SWAMC taking up the public safety issue as a resolution and suggested not taking all the AML and Chamber resolutions. Obrien read off the AML and Chamber resolution ideas. Ruby supported drafting the AML and Chamber resolutions for vote. Obrien asked for board member support on resolutions. Gardner asks to be sent the resolutions before they are printed. Board agreed review before membership meeting would be best.

- B. SWACM Executive Director Search  
Issue was not discussed.

**VI. Policy and Program Issues ----- OBrien**

- A. Energy Planning
- B. CEDS Update

**VII. Financial Report ----- OBrien**

- A. January 2014 Financial Statements  
Motion was made by Marquardt to table until next meeting, second by Ravenmoon.

**VIII. Staff Report ----- Staff**

Obrien noted staff has stayed busy with Conference, Energy Planning and CEDS Update

**IX. Board Comments / Other Business**

- Lockett suggested adding Discussing of SWAMC ED, and Ruby Further noted this should stay as a standing item until the position is completed.
- Member Clarion mentioned after the meeting had closed that he had been looking for the correct moment to say something, but was being conscious not to step on other board members toes.

**X. Adjourn ----- Ruby**

Lockett moved to adjourn meeting, Marquardt 2<sup>nd</sup>. Meeting adjourned at 10:57 am.

**Annual Conference Meeting Schedule:**

**Pre-Conference Meeting**

March 4<sup>th</sup>, Captain Cook, 4:00-6:00pm

**Membership Meeting:**

March 7<sup>th</sup>, Captain Cook, 10:30am-noon

**Post-Conference Meeting & New Board Welcome**

March 8<sup>th</sup>, Captain Cook 9:00-11:00am