



**SOUTHWEST ALASKA MUNICIPAL CONFERENCE
BOARD MEETING**

March 8, 2014 at 9:00 am
Club Room I (NW Elevator, Top Floor by Quarter Deck)
Hotel Captain Cook, Anchorage

AGENDA

- I. Call to Order Ruby**
Meeting called at 9:15

- II. Roll Call Board**
Layton Locket, Paul Gronholdt, Michelle Ravenmoon, Alice Ruby, Carol Austerman, Cynthia Berns, & Glenn Gardner; Quorum established. Guest Chuck McLallum

- III. Approval of Agenda Ruby**
Ruby suggests that under Governance Issues a discussion on CFA's is added to the agenda, Austerman moved to add to agenda, Lockett second. No objections item approved. Gronholdt moved that executive director search be added under executive session; Austerman second. No objections, approved. Agenda approved, Layton Approved, Ravenmoon second.

- IV. Governance Issues**
 - A. CFA**
 - Ruby asks if the board would like to look at CFA resolution at the present or schedule a separate meeting. Chuck McLallum emphasizes the importance of timeliness. Council scheduled a Fisheries Workshop to look at what is being explored in the rest of the country; however feedback has not been positive. If motion doesn't not move forward now then McLallum believes the motion will be dead, and the present motion is not sufficient. The Council is not asking SWAMC to endorse the CFA council; they want to be included for analysis so they can learn more about this option. He emphasizes that if SWAMC wants to pursue this then now is the time. Austerman notes that Kodiak has heard the same feedback, but asks if it is more appropriate for the board to do a letter or a resolution. Ruby notes that the board has the authority to adopt resolutions between meetings. Ruby asks if McLallum is asking SWAMC to be the group that proposes this to the council. McLallum notes that yes he is.
 - O'Brien notes that staff put together a grant to investigate alternative allocation methods that would better protect communities, looking at CFAs. He notes that the staff has substantial information of this.
 - Ruby hands out a rewritten resolution stating that SWAMC's support. Gronholdt suggests that the title of the rewritten resolution say consider and analyze. Austerman states that the city a borough was also supportive of the resolution. Gronholdt states that he held back in the membership meeting so as not to stumble over himself but he

knew that this was an option; he suggests a letter from the board rather than a failed motion. Austerman makes motion to approve resolution from the board; Burns second. No objection; motion carried.

B. Ratification of Board Elections ----- Ruby

Layton Lockett, Shirley Marquardt, Michelle Ravenmoon, Alice Ruby, Austerman, Burns, Gardner ratified. Gronholdt suggests writing a letter to Stutes and Brown thanking them for their service. Lockett moves to ratify board elections; Ravenmoon seconds. No objection; motion passed.

C. Election of Officers ----- Ruby

Ruby notes that she is happy to move up to replace Stutes; someone will need to move up as vice-chair, Lockett is second term chair. Gronholdt asks for a review of the last three years of officers; Aleutian to Kodiak, then to Bristol Bay up next year but will be moved up early. Austerman notes that per her discussion she would rather not be president and Kodiak is giving up a year, rotation will proceed as normal. Gronholdt asks for clarification on terms. Ruby notes the rotation is every two years but elections are every year. Obrien notes that Ruby, as mayor of Dillingham, represents a municipal seat. Ruby states that she will talk to Clarion. Gardner motioned to approve changes to officers, Lockett second; no objections, motion carried.

Ruby asks to make note about Executive committees.

D. Action on Resolutions ----- President

Paul Gronholdt moves to ratify all member resolutions, Glenn Gardner seconds. No objection, motion passed.

E. Annual Meeting Debrief ----- President

- Gronholdt mentioned the benefit of engaging the business council. Lockett suggested pulling business council members once or twice a year to understand what they want to work on. Obrien notes that SWAMC had worked with the business council at the business council meeting to engage them and extract information from them. Obrien agrees that a very specific objective is a priority to direct what the board hopes to achieve.
- Ruby notes that the annual meeting was great and admitted to confusion during the discussion of the CEDS. Ruby noted that she did not know that SWAMC was asking the Business Council for direct input. Ruby expressed concern over losing a fisheries section in the CEDS document; because fisheries is part of the identity of the Southwest region, the CEDS needs to have a specific fisheries section which addresses the priorities. She also expressed that she would like to see the Business council recommendations in the CEDS but not have it strictly be the CEDS. Obrien notes that they are having the Business Council provide a single component on informing the CEDS, but not outlining it. Austerman notes that the participants of the meeting other than the board were not informed on the policy statements before the meeting, so the rankings from the meeting were not entirely accurate due to lack of time. Lockett and Ravenmoon noted that there was confusion during voting. Ruby notes that in regards to the CEDS document, the results from the annual meeting will be considered as input but the information will be re-circulated to gain maximum impact.

- Lockett notes that although the clickers were useful, having them already on the tables was not proper governance, there was no protection from fraud. Lockett suggests that they be more secure next year so we can control access to voting. Berns notes that in the future a single person be registered as the voting person for each member to clear up confusion with voting and proxies. Obrien notes that history has shown that is best but not always practical. Lockett notes that it is not publicized that proxies are available, in the future that should be communicated better. Ruby notes that checking clickers out would resolve issues with members who are voting and keeping track of members. Obrien notes that the information be provide. Berns notes that she likes the idea of the information on proxy voting being provided in the registration packet. Lockett notes getting voting right is very important.
- Obrien commented that there is always confusion at the conference, but that becomes more difficult when people come in with partial information. Obrien notes that in future conferences he would be looking to be better organized and improving information. Ruby asks if there is any guidance or schedule. Obrien notes that much of the information was provided by Andy. Lockett stated that he enjoyed the Ignite! format. Gardner notes that he would like them to be slightly longer, ten to fifteen minutes. Lockett states that he would like them to go to a spot in the back to chat after their presentation. Ruby suggests adding a daily facilitator to assist in conducting the follow of presentations. Lockett suggests posting more information on the website; such as policy or a calendar, or a subcommittee of the board for the conference. Berns notes that the board have everything together before going to advocate in Juneau; holding a board meeting before going down to collect stance on issues

F. Dates for 2014 Annual Meeting -----Obrien

Ruby notes that November is AML and December is the NPC. Gronholdt moves that they hold the meeting sometime at the end of February; Ravenmoon seconds. Gronholdt confirms the last two weeks of February. Ruby notes that historically the meeting has been in February because of AML meeting. Obrien noted that he wanted to preemptively book the hotel to avoid booking conflicts. Austerman notes that there is sometimes coordination with energy week and finances closing out for getting legislators to the conference. Lockett asks if the Captain Cook is the best place to hold the conference as far as value. Ruby suggests looking into the Hilton quietly or the Egan Center. Gronholdt suggests moving the banquet to Thursday night. Obrien suggests scaling down the banquet. The motion is revised to late February, no objection; motion passed.

G. Calendaring/Board Meetings -----President

Ruby notes that currently board meetings happen at 9:30 am on the third Thursday, monthly using conference call, Obrien emails out meeting packets. Ruby asks if that time is still convenient. Obrien notes that Berns is in Anchorage and last year the board discussed if the meetings were monthly, polled, or every other month. Gronholdt notes that the statements last year still holds. Berns notes that it makes sense to leave the monthly meetings on the calendar and if there are not enough agenda items then meeting can be pushed back. Ruby notes that she could pre-review the agenda and then confirm if a meeting will be held.

H. Executive Director Search -----President

Lockett moves, Austerman seconds to go into executive session to discuss personal items. Gronholdt and Gardner out of session 10:30 to 10:40. Ruby notes that the board will use Tim Pierson to complete the review of the applicants and the target is to use the board to get a final decision by the April 17th Board meeting.

I. Board Correspondence-----President

No action

J. Bank Generated Check Issuance -----Staff

- Obrien provides background on past issues; Foraker issued checks. Obrien notes he has found a system for bank generated auto issuance check. Obrien notes that he has tested this system by sending two checks, one for seventeen dollars and another for one hundred dollars. Obrien notes that he would like to have the board explore the option of his use of the bank check system. He notes that there are problems with the system mainly that they can be no more than fifty thousand dollars. Ruby notes that she understands the current difficulty of issuing checks. Ruby notes that one of the conclusions she and Lockett had reached was that Obrien needs to include Foraker because of auditing and accounting procedures, but he has clearance to explore the option to ensure that there are checks and balances in the system. Lockett notes that he was going through the accounts a couple days ago and he recommends that anything using the check card be put on the credit card. Secondly, Lockett asks if Foraker processes payroll; if they are we are already paying for that service so it might be prudent to have Foraker process ACL transactions for SWAMC instead of bill pay. Gronholdt suggests that it may be appropriate in the next meeting to fine tune, with the accountants and staff, the proposal to bring more information to the board in March. Board concludes to bring information to the March meeting.
- Lockett recommend updating signatories on the SWAMC account. Obrien notes that he has been moving to shift accounts and statement online and asks for suggestions for the most efficient way to do this. Obrien notes that he has accounts with Ever Bank, StateFarm, Alaska USA. He notes that he will keep the board updated on the process. Gronholdt notes that the office should keep a record of every check that is signed. Lockett notes that the bank keeps a copy online for seven years but Foraker needs to be kept in the loop.

V. Board Comments

- Berns notes that she is happy to join the board and provided background about herself and stated that she looks forward to working with everyone.
- Austerman asked if there is a board orientation packet or if she could get copies of the bylaws for her and Berns.
- Obrien asked if everyone wanted access to all the SWAMC files.
- Ruby notes that they could post the bylaws and board minutes.
- Lockett suggested redirecting southwestalaska.org to the SWAMC website. Ruby asked if Obrien could reduce down the southwestalaska.org website.

VI. Adjourn

Meeting adjourned; Lockett moved, Garner second.

Next Board Meeting – March 20st @ 9.30 AM