



SOUTHWEST ALASKA MUNICIPAL CONFERENCE
BOARD OF DIRECTORS MEETING - DECEMBER 18, 2014

December 18, 2014 – 9:30am
MINUTES

I. Call to Order ----- Ruby

A. Roll Call ----- Griffin

- Meeting called to order at 9:40
- Teleconference: Alice Ruby, Michelle Ravenmoon, Cynthia Berns, Layton Lockett, Joe Sullivan, Glen Gardner
Quorum Established.

II. Approval of Agenda ----- Ruby

- Ruby called for a Motion to approve Agenda. Called, 1st, 2nd unlisted due to equipment failure¹.
Agenda Approved.

III. Consent Agenda ----- Ruby

- A. Meeting Minutes November 17, 2014**
- Board Minutes: Glen Move, Joe 2nd – Delay discussion of minutes. If the state ARDOR program now requires minutes to be submitted, the Board will want to provide a summary rather than a line by line report to reduce workload for staff. Motion approved unanimously.

A. Investment Options for SWAMC Reserve Funds -- Laura Bruce , Alaska Permanent Capital Mgmt (APCM)

- Presentation by Laura Bruce regarding investment options for SWAMC funds. Portfolio options described in PowerPoint presentation.
 - Bruce answers questions concerning different costs and benefits of options.
- Griffin: Suggested formation of a Finance Committee to enact investment changes.
- Ruby: No further questions. Thanked Bruce for presentation.
- Board discussed questions and concerns over financial policy, noted to transfer more financial documents to Griffin, who in turn said staff could look into financial policy.
- Sullivan: Called for move to start process of creating liquidity so SWAMC can take advantage of a tailored account. Instead of renewing CDs, work with Treasurer to liquidate assets. Lockett 2nd. No objections. Motion carried.

B. Governance & Policy----- Ruby

- A. November Financial Statement**
- Ruby states need to look into confusion over display of accounts receivable.
 - Board discusses plans to renew high profile members.
 - Ruby: Lockett moved to approve Budget Report. Sullivan 2nd. Financial report approved. No objections. Motion passed.
- B. FY15 (January - June) Budget Approval**
- Ruby states SWAMC should avoid drawing more out of reserves in future.
 - Sullivan: Move to approve budget as presented. Lockett 2nd. No discussion. No objections. Motion carried. Budget approved through June 30.
- C. Policy Review**
- a. Admin & Personnel Policy

¹ Due to a technical problem, the audio recordings for the December 18, 2014 meeting were lost and irretrievable.

- Lockett: Move to approve the Admin & Personnel Policy as presented. Joe 2nd. Motion carried. No objections. Motion carried.
 - Lockett: Motion to amend the previous motion, to delete one sentence on page 10, section C, that the position serves as the Interim Executive Director. Joe 2nd. Motion carried. No objections. Motion carried.
- b. Financial Policy
- Sullivan: Move to adopt financial policies as presented. Lockett second.
 - Board points out typos and asks staff to show financial policy changes to Foraker Group. Staff agrees to address these points.
 - Ruby confirms no further discussion. No objections. Motion carried. Financial Policy approved.

D. By-Law Review

- Ruby states Executive Committee is working on recommended changes to bylaws regarding the resolution process. Executive Committee will meet again after Christmas and bring something to the Board in January meeting. Timeline exists regarding when to get information to members, to ask for amendment to the bylaws.
- Sullivan states he will defer decision regarding bylaws. Highlight for staff that SWAMC is governed by Alaska Nonprofit Corporation Act. At Section 10.20.076 concerning a Quorum of members, specifying that a quorum cannot consist of less than 1/10th of members available to vote. Document is currently not written in accordance with ANCA. Suggests SWAMC look into quorum requirements. This will allow SWAMC to establish a quorum at a membership meeting.
- Sullivan moves to defer action on By-Laws. No further discussion. No objections. Motion carried.

C. Management & Program Issues ----- Griffin

A. Deposit Card/ Petty Cash

- Board discusses new ATM card. Conversation and any motions missed due to technical failure.

B. Policy Review - Admin & Personnel Policy

- Sullivan moves to defer action until January meeting. Lockett 2nd. No objections. Motion carried.

C. Board/Officer Rotation

- Conversation and any motions missed due to technical failure.

D. Staff Report -----Griffin/O'Brien

A. Staff Report

- Griffin states out-of-state applicant offered VISTA position, response by Monday. Also interviewing replacement office administrator candidates. In correspondence with potential speakers at the yearly conference.
- Ruby recommends SWAMC issue courteous and formal early invitations to legislators and staff agrees.
- Further conversation and any motions missed due to technical failure.

E. Board Comments / Other Business

- Ruby states Victoria Yancey, SWAMC office administrator, will be leaving SWAMC to be a legislative assistant to Rep.-Elect Louise Stutes.

F. Adjourn -----Ruby

- Adjourned at 11:30 AM.