



**SOUTHWEST ALASKA MUNICIPAL CONFERENCE
BOARD OF DIRECTORS - NOVEMBER MEETING**

November 17, 2014 – 11:00am
Bristol Bay Native Corporation, Board Room
111 W 16th, Anchorage, AK 99501

MINUTES

I. Call to Order -----Austerman

A. Roll Call ----- O'Brien

- Meeting Called to order 11:11 am
 - In Attendance: Layton Lockett, Shirley Marquardt, Paul Gronholdt, Michelle Ravenmoon, Carol Austerman, Glen Gardner Jr.
 - Teleconference: Alice Ruby, Cynthia Berns
- Quorum Established.

B. Approval of Agenda ----- Austerman

- Move up SWAMC Work Plan to be discussed under Consent Agenda
 - Introduction of Shirley Kelley of EDA
 - Ruby called for a Motion to approve amended Agenda, 1st Layton Lockett, 2nd Shirley Marquardt
- Amended Agenda Approved

II. Consent Agenda ----- Austerman

A. Meeting Minutes October 16, 2014

- Ruby called for a Motion to approve Consent Agenda, 1st Layton Lockett, 2nd Glen Gardner Jr.
- Consent Agenda, October 16 Minutes Approved

III. Management & Program Issues----- Griffin

SWAMC Work Plan & EDA Funding Opportunity

A. Work Plan

- Doug Griffin conveys that, via Shirley Kelly, SWAMC is considering applying for an EDA construction grant versus planning grants. Erik O'Brien confers with Griffin and outlines other possible uses for such a method.

B. Presentation by Shirley Kelly, EDA

- Kelly introduces her role with the EDA and highlights that there has not been a construction project with the EDA & SWAMC in the region since 2011. Kelly notes two non-construction projects from this timeframe: one on Adak, a hydropower assessment, and the BBNA's regional innovation strategy to do workforce development. Kelly states she is seeking a project in the SW region that will lead to economic development opportunities and gives an overview of the EDA's past work, along with project budgets, in the region. Kelly requests a list of 3 potential construction projects for the SW region and states that SW Alaska should receive a construction project once a year or every other year.
- Someone asks if the EDA has a target dollar amount in funding it is trying to reach.
- Kelly states that two million used to be a funding goal, but with recent cuts, one million would be a more realistic amount for funding.
- Speaker asks what was the time cycle for the next funding.
- Kelly answers that December is the end of one of four cycles per year, and that March or June would be the next cycle to aim for.
- Questioner asks if there is there a match requirement.

- Kelly explains there are 50%, 80%, and 100% match rates depending on who the EDA works with in the region (tribal, non-tribal).
 - Someone Asks if the Lake and Peninsula Borough contacted the EDA about the Chignik Bay dock project.
 - Kelly states that while they have made contact, she has not received the application, then answers a question on where to find community resources (EDA.gov), and finally iterates the funding cycles for the EDA and asks for SWAMC to keep her informed on region projects.
 - Kelly is available to contact via phone at 907-271-2722 or by email at skelly2@eda.gov.
- C. Further discussion of Work Plan:
- Griffin states that SWAMC is a “matchmaker” and information provider in its role. Asks board to consider directing SWAMC to amend work plan to reflect the opportunity for the EDA construction project, and states that it fits well with what SWAMC does already.
 - O’Brien states that the construction projects have opportunity, and that as long as it meets all project requirements, it might be worth pursuing.
 - Layton Lockett states that perhaps SWAMC should promote itself as a go-to organization for those seeking assistance from the EDA.
 - Someone asks about possibly getting the EDA to sponsor and speak at the conference.
- Staff consensus is that we do not need to change the work plan to incorporate working with EDA and that giving direction to the staff is adequate. SWAMC can include in conference planning whether the EDA will be present or not.

IV. Governance & Policy -----Austerman

- A. September & October Financial Statement
- Griffin states that SWAMC has taken the direction of investing recently, and that finances are solid.
 - O’Brien explains the presence of two financial statements for September. Discusses the influx of cash SWAMC has seen, especially from the ARDOR grant, and asks the board to consider what might be done with SWAMC funds. O’Brien states that membership enrollment is low and stresses the importance of continued member outreach, despite the expected rise in re-enrollment closer to the conference.
 - Lockett states that while SWAMC staff should look for less liquid investments, funds should be transferred to a savings account.
 - O’Brien asks for clarification on judging an investment’s level of risk.
 - Discussion that any investments should be low risk, considering the instability of outside funding.
 - Lockett suggests bringing in an investment broker.
- Austerman asked for a motion to approve the September Financial Statement, 1st made by Paul Gronholdt, 2nd by Glen Gardner. Austerman asked for a motion to approve the October Financial Statement, 1st made by Layton Lockett, 2nd by Michelle Ravenmoon. With no objections the motions pass, approving the September and October Financial Statements.
- B. FY15 Budget Discussion
- O’Brien states total budget contribution to personnel is \$179,432 with \$155 in direct cost and \$24 in fringes.
 - Discussion that conference revenue is the same as last year. States that a \$7,000-\$10,000 deficit is manageable, but a \$50,000 deficit would require a back-up plan. States that board will approve Doug Griffin’s budget at December meeting and that board will be ready to discuss funding and the EDA at that time as well.
 - O’Brien states that subcontracting with the EDA has been approved as an option, primarily in the short term.
- No action taken on FY15 Budget. Discussion served as a review for approving a future budget.
- C. Policy Review

a. Admin & Personnel Policy

- Griffin reviewed changes made to personnel policy.

Austerman asked for a motion to approve the new Admin & Personnel Policy, 1st made by Paul Gronholdt, 2nd by Layton Lockett. With no objections the motion passes, approving the new Administrative & Personnel Policies.

b. Financial Policy

- Griffin explains move to Bill-Pay and automatic fund transfers through Wells Fargo. States an increase in credit card limits. States SWAMC is attempting to avoid a fee by continually cutting checks for large amounts.
- O'Brien states that for checks between \$5,000 and \$10,000, there is one person who initiates the check and another person who confirms the check and they cannot be the same person.
- Lockett suggests a revision to board policy for issuing checks at this price.
- Explanation that full-time staff members have sign-off authority, but clarification should be added as to whom.
- O'Brien explains ATM debit card is used in place of petty cash. Explains difference between debit and strict ATM deposit card and suggests a revision to policy language for insurance purposes in the event of theft.
- Ruby asks why an ATM and credit card are in place when SWAMC is contracted with Foraker Shared Services to handle finances.
- O'Brien clarifies that these changes are concerned with saving time, not money, with administrative tasks.

Austerman asked for a motion to table the Financial Policy until December, 1st made by Paul Gronholdt, 2nd by Michelle Ravenmoon. With no objections the motion passes, tabling the Financial Policy approval until the December meeting.

D. Bylaw Review

- O'Brien states board will not approve bylaws until it goes before the membership.
- Griffin & O'Brien iterate SWAMC's goal to remain objective in the Southwest region.
- No changes to offices, minor changes to membership, membership meetings procedural policy unchanged. SWAMC has made little use of the proxy system. Consensus is to have staff go back and work on the proxy section to lay out the policy regarding using proxies.
- Board discusses merits of starting a fisheries committee, which could address any pressing issues. SWAMC would be a coordinator of discussion regarding fisheries issues, but not a handler of these issues.
- O'Brien asks if there is a venue where SWAMC can host a discussion of a potentially divisive nature such as these fisheries issues while being an objective organization. Stresses that SWAMC needs to remain informed on these issues.
- Should language in the bylaws be edited about the responsibility of these committees? Additional discussion revealed that this language is already included in the bylaws, and no further development is necessary, as long as SWAMC establishes a membership of a board member to each committee.

Austerman asked for a motion to table the bylaws until December, 1st made by Paul Gronholdt, 2nd made by Glen Gardner. With no objections the motion passes, tabling the bylaw approval until the December meeting.

E. Clean Water Act Exemption

Austerman asked for a motion to pass the Clean Water Act Exemption resolution. With no objections the motion passes, putting the resolution into effect. A second motion is made to add resolution 1502 to the agenda. Glen Gardner seconds.

F. Resolution 1502

- Board member asks for clarification on what 1502 is.

- Austerman @ 2:01:03: States the resolution gives specific members of SWAMC signatory rights to certain accounts

Austerman asked for a motion to pass Resolution 1502. With no objection, the motion passes, putting the resolution into effect.

V. Staff Report -----O'Brien

A. Recruitment and Membership

- Griffin: Reviews efforts to gain speakers. States BR&E training has gone underway. Efforts to recruit a new Office Administrator are underway, as well as bring in new STEM coordinator. Griffin and O'Brien traveled to Kodiak previous week and addressed the borough as well as city of Kodiak. Were unable to visit Port Lions and are rescheduling a Kodiak trip.
- O'Brien states SWAMC should look into more ways to spend excess funds, particularly through exploring opportunities with new Executive Pulse software and by becoming more familiar with current members

B. 2015 Conference

- Austerman asks for status update on conference committee
- Griffin: States a committee should meet soon to establish a more finalized conference schedule.
- O'Brien lists conference committee members.
- O'Brien asks for board to review sponsorship letter and conference logo.

Austerman asks for any closing remarks before moving to board comments. No one speaks, and so the meeting moves on.

VI. Board Comments / Other Business

A. Board Comments

- Ruby: States she has received questions on when SWAMC will update economic geography.
- O'Brien: Reminds board of staff travel scheduled in December.
- Austerman: Kodiak City & Borough Fisheries Work Group is putting together economic analysis data collection, and could potentially coordinate with SWAMC.

Austerman states next meeting is December 18.

VII. Adjourn ----- Ruby

Adjourn at 23:22 on recording 3 of minutes.