

# SWAMC Board of Directors Meeting

December 21, 2017 ~ Minutes

- I. **Call to Order:** ..... by President Skinner at 10:03 a.m.
  - A. **Roll Call**..... Griffin  
Rebecca Skinner, Alice Ruby, Cynthia Berns, Mary Swain, Frank Kelty, Glen Gardner who left meeting at 11:33 a.m.
- II. **Approval of Agenda** .....Skinner  
Kelty moves to approve, Ruby seconds, no objections, agenda approved with two amendments: MAKE local Hire Contractor removed from agenda and Proposed Resolutions for the Summit & Meeting added.
- III. **Consent Agenda** -----Skinner
  - A. BOD Meeting Minutes, November 13, 2017  
Gardner moves to approve, Ruby seconds, no objections, minutes approved with addition of missing information from Approval of Agenda.
- IV. **Public Comments – no public comments**
- V. **Governance & Policy** -----Skinner
  - A. October 2017 Financial Statement  
Gardner moves to approve, Ruby seconds, no objections, FS approved.
  - B. November 2017 Financial Statement  
Gardner moves to approve, Ruby seconds, no objections, FS approved.
- VI. **Management & Program Issues**..... Griffin
  - A. MAKE Contract Amendments, Adjust End Dates to April 30, 2018
    - a. Alaska Makerspace: February 28, 2018
    - b. Business Improvement Group: April 30, 2018. Per Griffin the term ‘sub-recipient’ should be ‘sub-contractual’ in the agreement.
    - c. Alaska Longline Fishermen’s Association: April 30, 2018
    - d. Dr. Laurence Gebhardt: April 30, 2018. Per Griffin the term ‘sub-recipient’ should be ‘sub-contractual’ in the agreement.

Board of Director members voted 6 – 0 to approve adjustment of end dates for items (a.) (b.), (c.) and (d.) to April 30, 2018.
  - B. MAKE Local Hire Contractor – REMOVED FROM AGENDA.....Griffin
  - C. MAKE Design Engineering Contractor: Kelty moves to approve, Gardner seconds, approved vote 6 – 0.
  - D. MAKE Sea Grant Consulting Subrecipient: Kelty moves to approve, Gardner seconds, approved vote 6 – 0.
  - E. Approval of Contract Extension for Executive Director: Ruby moves to approve, Kelty seconds, approved vote 6 – 0.
  - F. Authorization to apply for REDA Grant: Ruby moves to approve, Swain seconds, approved vote 6 – 0.
  - G. Strategic Planning: Skinner clarifies if the Board wants a strategic discussion before or after the March Conference, should SWAMC send out an RFP request not to exceed \$7,500 for a one day session before the 2018 Conference? Swain moves to approve, Ruby seconds, approved vote 6 – 0.
- VII. **Staff Report** ----- Griffin
  - A. MAKE MAC Meeting Notes – Obrien has new piece for the MAKE Advisory Committee, SWAMC seat up for renewal on Committee. Local hire initiative that A. Herrmann is working on is getting a good response.
  - B. Resolutions – Griffin reviews Resolutions that the Board wants to put before the Membership during the 2018 Conference.

- C. Broadband Meeting – Griffin says well attended. GCI did presentation about taking fiber optic to Dutch Harbour.

#### **VIII. Board Comments / Other Business**

Skinner asks that items not be put on agenda unless ready to be discussed and approved, and that Resolutions are very important and should be included on the agenda as items. Ruby asked about the refund to UAF in the October 2017 financials. Griffin explains that NIST said that UAF match could not be carried over to the next fiscal year, so it was refunded by UAF to SWAMC and funds returned to NIST. Kelty asked about the high balances on the SWAMC credit card. Dayton explains SWAMC uses the credit to pay payables such as rent, Foraker invoices, etc. Skinner suggests that the FS be pared down to a one page summary. The BOD meeting packets are too large for emailing. Ruby brought up a variety of subjects that she felt should be Resolutions at the 2018 Conference. Swain mentioned how large the packets are, possibly number pages and reference location of information from agenda in the packet.

**IX. Adjourn Time: President Skinner announces meeting adjourned at 11:43 a.m.**