



# SWAMC Board of Directors Meeting Minutes

December 17, 2020

- I. **Call to Order** ----- 9:05 am President Swain
  - A. **Roll Call** ----- Marquardt
    - yes Mary Swain, \_\_\_\_\_ Paul Gronholdt, yes Rebecca Skinner, \_\_\_\_\_ Myra Olsen, yes Alice Ruby, \_\_\_\_\_ Glen Gardner, yes Terry Haines, \_\_\_\_\_ Laura Delgado, yes Dennis Robinson, \_\_\_\_\_ Joe Sullivan, \_\_\_\_\_ Darren Muller
- II. **Approval of Agenda** ----- Swain
  - Ruby makes motion to approve, Robinson seconds, no objections, agenda approved.
- III. **Consent Agenda** ----- Swain
  - A. BOD Meeting Minutes – November 23, 2020
    - Robinson makes motion to approve, Ruby seconds, no objections, minutes approved.
- IV. **Governance & Policy** ----- Swain
  - A. *October 2020 Financial Statement/Accounting overview from Foraker* – Margarita Pelkhe, SWAMC’s accountant, went through the October financial statement and explained its elements. Board members discussed how to understand restricted versus unrestricted funds and settled on a revised table display showing a column for each as well as total. Board also discussed cash flow for the organization, so that staff has access to unrestricted as needed for operations. Robinson makes motion to approve, Haines seconds, no further discussion, no objections, FS approved.
  - B. *Conference Committee recommendations for Agenda, Timing, and Registration fees* – Marquardt provided Board members with an overview of the draft conference agenda, topic ideas, and timing considerations and requested feedback. Board members discussed what type of information to present at the virtual conference versus in-person (focusing more on substantive topics than fluff), as well as whether to split topics up between COVID and non-COVID related. Board members discussed whether to hold conference as more half days or fewer whole days, as well as registration and sponsorship fees. No votes taken.
  - C. *Naming the SWAMC Newsletter* – Board members decided to wait until January or the annual Membership Meeting to rename the SWAMC Newsletter, to encourage members’ input. No votes taken.
- V. **Management & Program Issues** ----- Marquardt
- VI. **Staff Report**----- Marquardt
  - Board members had Staff Report for review. Marquardt highlighted activities from the past month, including participation in the state’s ECHO vaccine calls, a progress update on SWAMC’s EDA Supplemental grant activities, and the status of CARES Act fisheries assistance funding.
- VII. **Board Comments / Other Business**
  - At 10:33 am, Board members and staff on call realized the Board lacked a quorum for the meeting, and reviewed SWAMC’s by-laws to confirm. Board discussed when to reschedule meeting to address agenda items needing a vote, namely new Board seat appointments.
- VIII. **Adjourn**----- meeting adjourned at 10:38 am by Vice President Swain



# SWAMC Board of Directors Meeting Minutes

December 23, 2020

- I. **Call to Order** ----- 9:02 am Vice President Gronholdt
- A. **Roll Call** ----- Marquardt
  - \_\_\_\_\_ Mary Swain, yes Paul Gronholdt, yes Rebecca Skinner, \_\_\_\_\_ Myra Olsen, yes Alice Ruby, yes Glen Gardner, yes Terry Haines, \_\_\_\_\_ Laura Delgado, yes Dennis Robinson, yes Joe Sullivan, \_\_\_\_\_ Darren Muller
- II. **Approval of Agenda** ----- Gronholdt
- III. **Consent Agenda** ----- Gronholdt
  - A. BOD Meeting Minutes – November 23, 2020  
Gardner makes motion to approve, Robinson seconds, no objections, minutes approved.
- IV. **Governance & Policy** ----- Gronholdt
  - A. *October 2020 Financial Statement* – Marquardt provided a brief overview of the explanations that accountant Pelkhe provided at the December 17<sup>th</sup> meeting. The financial statement will be revised next month to make the distinction between restricted and unrestricted funds easier to understand. Staff will be shifting EDA Planning grant from reimbursable to advance at the beginning of FY22 to resolve cash flow issues. Board members notes appreciation for being able to ask questions of accountant Pelkhe directly and suggested a similar overview once per quarter or so. Robinson makes motion to approve, Sullivan seconds, roll call vote taken, all in favor, FS approved.
  - B. *Appointment to Kodiak and Aleutian/Pribilof Board seats* – Marquardt provided an overview of the two applicants: Layton Lockett of the City of Adak for the Aleutian/Pribilof Municipal seat and Julie Kavanaugh of the Kodiak Island Borough for the Kodiak Municipal Seat. Board members discussed and confirmed that bylaws state municipal seat holders need not be elected officials, can be municipal employees. These applicants would be appointed temporarily until the Membership Meeting in March when the entire regional caucuses meet and vote to retain or put forth another name. Skinner makes motion to appoint Lockett to Aleutian/Pribilof Municipal seat and Kavanaugh to Kodiak Municipal Seat, Gardner seconds, roll call vote taken, all in favor, motion approved. Lockett and Kavanaugh’s tenure confirmed to begin at the end of today’s meeting. Skinner and Gardner are thanked for their service on the Board.
- V. **Management & Program Issues** ----- Marquardt
- VI. **Staff Report**----- Marquardt
- VII. **Board Comments / Other Business**
- VIII. **Adjourn**----- Gardner moves to adjourn, Sullivan seconds, meeting adjourned at 9:18 am by Vice President Gronholdt