

Executive Directors Report

BOD Meeting October 10th, 2018

Business Development

- **Small Business Resource Center:**
 - **Webinars:** Hosted “Starting a Business” webinar on October 4th and will be hosting Basic Bookkeeping for Entrepreneurs on October 31.

Program Development

- **#ShopSmall-** A letter was sent out last week for previous years vendors to ask if they would like to participate for 2018 #ShopSmall. To be held on November 24, 2018.

Community Development

- **CDS Accounts:** We have 5 active groups fiscally sponsored by SDC-CDS (Garden City Market, Skagway Marathon Club, Yuletide Committee, North Words Writers Symposium & Skagway Soccer Club). Both the Marathon and NWWWS events have happened and all accounts are paid and up to date.
 - **Mission Objective Outdoors** confirmed they will be accepting our fiscal sponsorship and should be established this week (10/8)

MOS

- **MOU-** The Mayor announced in the October 4th Assembly meeting, she will be requesting our assistance in the formation of a mixed use housing development.

Regional Collaboration

- The ED is working with the Yukon to improve trade and look at updating studies.

Miscellaneous Administrative Actions

- **Community Profile:** Complete other than getting a relative humidity
- **Economic Profile:** Part two of up-dating the 2008 economic profile by Mike Catsi, this is the report I hope to update throughout Q4.
- **Ferry Letter:** The Ferry Ad hoc committee met on Thursday October 4th. This meeting gave insight on the current situation and though DOT AMHS removed the funding request from the Alaska Legislature body, they will request for Federal fund for crew quarters. The ED has drafted a letter for review to be sent to DOT AMHS Director Shirley Marquardt and AMHS Reform Chair Robert Venables and AMHS reform Board.
- **Brochures & Rack Cards:**
 - **Made in Skagway** Rack cards have been designed but will not be ordered until next Spring once updated vendor information has been provided
 - **SDC** Brochure has had information included but has not had the design finalized
- **Trainings:** Participated in a grant writing 101 classes on September 19th. And continue with a “Building a Powerful Grants Strategy” on October 11th.
- **Social Networking:** I’ve utilized it to promote several things recently, such as:
 - Made in Skagway website/program
 - News articles of economic interest
 - Promote events, workshops & webinars

- **Website Maintenance:** The new SDC website is still under the works and most likely will be completed by the end of this year. The Executive director is currently working with a local photographer to get new graphics for the site which is the biggest time consumer.
 - **I have been updating out old website with new information, reorganizing where information is at and providing a location for meeting information per our MOU requirements.**
- **Financial:** All of our State and Federal taxes are up-to-date. MOU is in place and we have received funding for Q3 from MOS.
 - I have update SDC and SDC-CDS DUNs information to be accurate and so that we may update our federal SAMs account and be able to apply for grants.
- **Meeting tasks:**
 - Housing- A google docs has been created so we can collaborate better on our own time.
 - Internet- The User Agreement has been updated to address concerns raised in the last meeting.
 - ED contract/ work schedule/ absent days- changes and clarifications included in packet for meeting
 - Ferry- A Statewide Board meeting was held with a second one planned for November 13th. Letter attached. Letter should be sent to DOT and SE Conference
 - RFI- List of priorities to answer included for meeting discussion.
 - LEPC- ED reviewed, could not take on the extra travel and so did not apply
 - Deep-water Concrete dump- no new updates
 - <http://nsgl.gso.uri.edu/flsgp/flsgph11003.pdf>
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