

Skagway Development Corporation

Board of Director's Meeting Minutes

October 10th, 2018

- I. **Call to Order**
Tim called the meeting to order at 5:03 PM.
- II. **Roll Call**
Present: Cori Giacomazzi, Paul Taylor, Julene Brown (on phone), Tim Bourcy
Absent: Chris Ellis
Citizen Present: None
- III. **Approval of Minutes**
Paul moved to approve the minutes from September 18th regular board meeting. Cori Second. All in favor.
- IV. **Approval of Agenda**
Paul moved to approve the agenda for the October 10th regular board meeting. Cori Second. All in favor.
- V. **Finance Report**
See P&L Statement
- VI. **Director's Report**
See Director's report document for details.
- VII. **Communications to SDC**
No Communications
- VIII. **Unfinished Business**
No unfinished business
- IX. **New Business**
 - a) **Letter to AMHS regarding benefits of a locally trained crew for new Alaska Class Ferries and the future routes**
 - i. ED wrote a letter to Shirley Marquardt (Director of AMHS) that President Bourcy informed that it needed to be shortened as no one would read 5 pages. The ED also attended an MTAB meeting to listen in on the status of the marine fleet and the progress of crew quarters/ Alaska Class Ferries. Update highlights were they were not requesting funds from the State but rather the Federal Government and that it had not been decided what will happen with the Fairweather. The ED is working to show how the Upper Lynn Canal can contribute to the revenue stream of the AMHS in order to support the services of the ferry as a whole. President Bourcy wishes us to focus our letter on supporting what is currently under construction and for us to support AMHS and SE Conference to keep the system intact. Board member Julene supports strong language and taking a strong stance with grammar errors edited and words cut to improve clarity. The ED will go through and edit it and then send it to President Bourcy to be signed.
 1. Julene made the motion to approve the letter from SDC to AMHS, Second by Cori. All in favor.
 - b) **Annual Program of Works Per MOU**
 - i. We need to provide the MOS with a list of our annual program of works. Though there was no retreat this year to plan, SDC is busy with a number of projects. Cori clarifies that in the past the Board has gotten together for two days. President

Bourcy supports the ED to create a list of projects we are currently working on this year instead of a two-day workshop. The ED will make a consolidated list of current projects.

1. Paul made the motion to approve the ED to develop a list of current projects being pursued by SDC to be submitted to the MOS as our annual program of works. Cori Second. All in favor.

c) MOS Request for Information: Goal discussion

- i. Base on the List of priorities in the MOS RFI, The ED sees SDC as being able to best assist the MOS in the development of an industrial sector. The ED has reached out to AIDEA with the idea of developing a Comprehensive Economic Development Strategy (CEDS) that will guide future study and research or developing the industrial capabilities of Skagway. AIDEA supports these efforts and Mike Catsi has offered to be a resource for the development of a CEDS. The ED is requesting input from the board regarding what information to include the SDC's response to the RFI. President Bourcy suggested we also focus on border improvements as the current facilities are outdated and cannot handle what is coming. SDC needs to work with stakeholders to develop a plan and process on how we can make these needs a reality. The ED suggested that the CEDS could be a tool for the municipality to create a plan for the port and uplands. President Bourcy points out this may be a time to engage AIDEA to look at what opportunities are available. The ED would like to craft a response to the MOS's RFI, detailing how SDC can help.
 1. Chair entertains a motion to support the MOS RFI checklist of priorities by developing a response to show how SDC can assist and address priorities with specific look at border improvements and industrial zone development. Paul moved, Cori Second, all in favor.

d) Amendments to ED's contract/ approval of telecommunication travel

- i. Paul moved to approve the amendments of the ED's contract. Cori second. Julene recused herself from discussion of Kaitlyn's contract due to conflict of interest. All in favor.

X. Discussion Items

- Private internet user agreement
 - o The ED requested clarification on whether or not an individual bring their own laptop into the SBRC to work on a developing a business and, with their laptop, can they access SDC's internet. Cori, Paul and Tim agreed that yes we should allow this. With that, we do need to have something in place protecting SDC from user's who could possibly be hit by a virus. Julene questioned can the user agreement be the first thing that pops up when a user opens their internet browser that users need to okay and agree to with each use. Julene questions our role as a resource center and if we should be charging a fee to use the internet. The ED clarified that charging a small fee invests the individual to be efficient. The ED wanted us to clarify whether or not SDC offers the use of the SBRC and internet to an individual who is temporarily displaced from their previous location, and they need a temporary place to conduct business and utilize internet for their business. Tim agreed that as long as it is fee based, and the user signs an agreement that what they are doing is related to business, Tim doesn't have a problem. Cori included the individual must rent facility for meetings. Julene added that they should be ensuring that they are trying to make an effort to run their business and have a business location. Tim suggested setting up a cost sheet for those that are wanting to utilize the space.

XI. Board Comment

Reviewing the community profile, Tim suggested adding contact number to the transportation companies and changing the house image.

XII. Next Meeting Date/Time

Not Set

XIII. Adjournment

Paul motioned to Adjourn. Cori Seconded. 7:20pm