

# Skagway Development Corporation

## Board of Director's Meeting Minutes

April 9<sup>th</sup>, 2019

- I. **Call to Order**  
Cori called the meeting to order at 5:35PM
- II. **Roll Call**  
Present: Cori Giacomazzi, Julene Brown, Paul Taylor & Orion Hanson  
Absent: Tim Bourcy & Andrew Cremata  
Citizen Present: Michelle Pierce
- III. **Approval of Minutes**  
Julene moved to approve the minutes from the January 4<sup>th</sup>, 2019 regular board meeting. Paul Second. All in favor.
- IV. **Approval of Agenda**  
Paul moved to approve the agenda for the April 9<sup>th</sup>, 2019 Regular Board meeting. Julene Seconded.
  1. Amended the April 9<sup>th</sup> agenda under New Business g) Travel request for Southeast Conference and Yukon Chamber of Commerce Transportation Workshop. As well as a under New Business h) Training request to continue grant write training. Last under New Business i) Pay adjustment for Executive Director of \$927 from Salary to be reallocated to Health Insurance. Julene Moved, Paul Seconded. All in Favor
  2. Main Motion, 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**
  - a) None
- VIII. **Unfinished Business**
  - a) **Max & Victoria Dreyfus Foundation Grant**
    - i. The maximum awardable amount is \$20,000 and funds can be used towards operating costs. The Executive Director suggested we apply for the grant in the amount of \$10,800 to cover the rental cost of the SBRC. Julene asked if there was a matching portion required, the executive director indicated that there is not. Cori asked if the Chamber of Commerce is a qualifying entity for this grant. The Executive Director indicated that they are and Cori suggested we also send this grant opportunity over to the Chamber. The Executive Director is finalizing the grant application which is due by May 10<sup>th</sup>. No action taken.
- IX. **New Business**
  - a) **New Board Member**
    - i. Michelle Pierce is running to fill the vacant member-at-large position that is open until January 2020. Vote taken in Executive Session.
  - b) **Opening-Day Bar Sponsorship Resolution**
    - i. A resolution must be passed by the Board to be able to apply for a special event permit. Julene made the motion to approve the resolution to serve beer and wine at opening day. Paul Second. All in favor.

- c) **Executive Director 1-Year review**
  - i. Discussed within Executive Session.
- d) **Room Rental User Agreement**
  - i. This rental agreement is for individuals or groups renting the SBRC to conduct meetings. Cori asked if filing cabinets containing money or other entity information can be locked. The Executive Director confirmed that they can and will be. Cori also wanted to ensure a cleaning deposit or fee can be applied. Paul suggested a \$100 refundable cleaning or damage deposit. Michelle asked if the cleaning deposit would apply to any rental situation or just those renting for the whole or multiple days. Cori added that it would be for any rental situation. The Executive Director suggested that the clean-up be a charge rather than a deposit since we invoice individuals. Julene made the motion to accept the rental user agreement with the amended addition of “billing users for damage and cleaning fees”. Paul seconded. All in favor.
- e) **Board member voting schedule**
  - i. Currently all board seats are scheduled to expire on the same rotation. There is nothing in the SDC bylaws or policy and procedures about alternating terms amongst the different positions. Julene added that officer positions should be voted on every year but board membership terms should be staggered. Kaitlyn will create a chart showing the term for each member. No action taken.
- f) **Ad Hoc Committees: Housing, CEDS, Policy and Procedures, Creator Space**
  - i. With each project, a board member should be part of the team or an ad hoc committee should be established. Each board member will email an indication of what project they would like to be a part of. No action taken.
- g) **Travel Request: To 2019 Annual SE Conference & 2019 Yukon Chamber of Commerce Annual Transportation Workshop**
  - i. The Executive Director is requesting travel funds to attend Annual SE Conference and 2019 Yukon Chamber of Commerce’s Annual Transportation Workshop. Julene asked if there was still funding available in the FY19 budget for travel. The Executive Director confirmed that there is. Julene motioned to approval travel for the Executive Director to attend the 2019 Yukon Chamber of Commerce’s Annual Transportation Workshop in FY19 and SE Conference’s Annual meeting in FY20. Paul Second. All in Favor.
- h) **Training Request: Continue Grant Writing training through ASU’s Advanced Grant Development- Federal Proposal**
  - i. The Executive Director is requesting training funds to continue in Grant Write training with ASU’s advanced grant development- Federal Proposal Certificate Course. Julene motioned to approve training request. Michelle Seconded. All in Favor.
- i) **Executive Director Pay Adjustment**
  - i. The Executive Director requested to adjust her salary amount by reducing it by \$927.00 and increasing Corporate covered Health Insurance by \$927.00. This change is coming after the Executive Director received a final quote on how much Health Insurance will cost now that she is 26. Julene requested to excuse herself from this vote as there exists a conflict of interest since the Executive Director is her daughter. Paul motioned that the Executive Director’s Salary be reduced by \$927.00 and the Corporate’s contribution to Health Insurance increase by \$927.00. Michelle Seconded. All in Favor.

**X. Discussion Items**

**a) Future Funding/ FY20 Budget**

- i. The Executive Director explained that as of March 21, 2019 Resolution 19-14R was passed. This new resolution creates a separate funding program called the Community Grant Funds as well as a new applicable eligibility requirements and funding request process. The Executive Director informed the Board that there is still a lot of uncertainty about how this Resolution will affect SDC but in the worse-case scenario, SDC will only be eligible for funds up to 10% of the Fund amount and for a limit of 3-years for operating funding requests. This will mean that in 3 years SDC will have to be self-sustainable and for the next 3 years will have to come-up with an additional \$50,000+ in funding from an alternative source. Moving into the future, the Board will have to discuss ways to address this need to be more or completely self-sustainable. Cori asked if we could reach out to the Finance Chair to see if Resolution 19-14R affects SDC.

**b) Creator Space**

- i. One effort the Executive Director is proposing SDC could take to become self-sustainable while providing additional services and funding to the community is with the creation of a Growth and Creating Center. This is an idea the Executive Director would like to work with an ad hoc committee to develop. This idea runs similar to Artist Co-Ops or Artist Resource Networks. Orion questioned how the Co-Op would run to ensure an affordable, sustainable program. The Executive Director explained that how the facility will operate is being developed but the goal is to provide a service that can be self-sustainable and will be modeled off of other existing successful facilities. Cori added that we need to explore multiple avenues that could make SDC self-sustainable. Michelle commented that there are many needs within the community for facilities that local entrepreneurs can grow through. Cori suggested looking into the Artist Co-Op in Girdwood.

**XI. Executive Session**

**a) Voting on New Board Member**

**b) Executive Director 1-year Review**

**XII. Board Comment**

**XIII. Next Meeting Date/Time**

TBA

P&Z Work Session: April 16, 5:30pm, Assembly Chambers

**XIV. Adjournment**

Paul motioned to Adjourn. Julene Seconded. 7:45pm