

Skagway Development Corporation

Board of Director's Meeting Minutes

October 28th, 2019

- I. **Call to Order**
Cori call the meeting to order at 11:03am
- II. **Roll Call**
Present: Julene, Bruce, Michelle, Cori
Absent: Tim, Exofficios Dustin & Andrew
Citizen Present: Brad Ryan
- III. **Approval of Minutes**
 - a) September 23, 2019 Regular Meeting
 - i. Cori entertained a motion to approve the minutes of the September 23rd meeting. Julene moved, Bruce second. Yay- 4, Nay - 0.
- IV. **Approval of Agenda**
 - a) Bruce made the motion to approve the agenda for the October 28th meeting. Julene seconded.
 - i. Discussion: The Director requested an amendment to add "Made in Skagway, New Member Application" under new business. Bruce motioned we approve the amendment. Julene Second. Yay-4, Nay -0.
 - b) Bruce moved to approve the agenda as amended. Julene second. Yay-4, Nay -0
- V. **Finance Report**
 - a) Report shows a net loss of \$977.61 for year-to-date but we just received the FY20 Q2 appropriate of \$21,850 which will be deposited today, at which point SDC will have a net income of \$20,872.39.
 - i. Bruce asked if SDC put any money aside for retirement, health insurance, etc. Cori clarified that SDC does not offer retirement and that healthcare is processed under payroll.
- VI. **Director's Report**
 - a) Q3 Quarterly Report:
 - i. The Director Reported that: 7 individuals have come in for assistance, 7 people attended the second Lynda.com learning group session, the director is getting ready to leave and trying to get everything in order, Q3 report is in the meeting packet for approval, and MOS has requested grant writing assistance for the FY20 Recreational Trails Program grant.
- VII. **Communications to SDC**
 - a) **AMHS State Chamber Position Proposal**
 - i. SDC was forwarded a letter by Southeast Conference from the Cordova Chamber of Commerce requesting support for the state ferry system to be managed under a more manageable, revenue generating structure.
- VIII. **Unfinished Business**
 - a) **Renewal of Office Lease**
 - i. SDC has still not received a new lease. Rent has been paid to-date. Bruce asked if we were hoping for a multi-year lease. The director clarified that because our long-term funding is not stable, we cannot negotiate longer than a 2-year lease. Cori asked the director to look and see if a damage deposit was included when we first started leasing. Item tabled until next meeting.

b) Consideration of pursuing a Skagway Space

- i. The Skagway Space Ad Hoc committee has completed their initial development for the Skagway Space including goal, mission and feasibility of this project. The committee is now looking for approval from the board to further pursue this project, based on the formed goals and mission. Julene felt the mission statement was very much inline with a program this community could greatly benefit from. Bruce requested that as we hear what the concerns are and the committee meet to evaluate the constriction of each concern. Julene asked what the next steps are for this project. Cori explained that after board approval, the next step would be to approach other local entities to get feedback so that the ad hoc committee can work to better understand the concerns of the community and the feasibility of the project. If it is concluded this is a service and facility that could succeed, SDC will then formally pursue a land lease and building. Julene felt that enough had been developed to show other entities its potential and get constructive feedback.
- ii. Chair entertained a motion that the Skagway Space Ad Hoc Committee pursue the project through the development of partnerships with entities within the community. Julene moved, Michelle Second. Yay-4, Nay -0.

c) Amending Policy for Direct Deposit of Executive Director's Pay

- i. Julene made the motion to amend the policy for direct deposit of the executive director's pay. Bruce Second. Yay-4, Nay -0.

d) Lynda.com Renewal

- i. Cori asked if there has been any increase in user volume since the two Lynda.com learning groups have occurred. The Executive Director explained that not significantly, though the first group had no attendees and the second group occurred less than 2 weeks ago. Julene felt that getting these classes going this time of the year is ideal as folks have time to learn, and she would like to see it go another year. Cori agreed. Michelle felt that if the Lynda.com subscription is cheaper than bringing one person up to teach a single class on a single subject to a limited number of people, it is worth it to try for one more year and see if more folks take advantage. Bruce felt it's a great thing if people will use it. Bruce motioned the approval of \$2,500 for one more year of Lynda.com. Michelle second. Yay-4, Nay -0.

IX. New Business

a) Consideration of the USDA's recommendation for the Roadless Rule

- i. Consideration of SDC to submit a public comment to the USDA's recommendation for the Roadless Rule to the USDA on our position as an economic development entity within the Tongass. Bruce suggested that we mirror the wording or simply support the position the municipality took on this subject. Julene asked how this impacts Skagway's economy, how does it effect the cruise industry, and how much does it boost the local, regional, State or national economy if development such as logging were to occur. Bruce added that Skagway's economy is tourism and part of that is people coming to see the untouched beauty of the area. The director added that folks also come to Alaska based on what they see in TV shows, such as Tougher in Alaska, and that logging areas are part of the history that sells the area as a whole. Cori felt that as a publicly funded entity, it would be best to either support the city or stay mute. Bruce agreed and that based on the effects it could have on our main economy, taking the same stance as the MOS is inline with SDC's purpose. Julene made the motion to submit a public comment to the USDA that reflects the language of the MOS and supports option 1. Bruce second. Yay-4, Nay -0.

b) Consideration of the AMHS State Chamber Position Proposal

- i. Because the Municipality of Skagway is currently investigating what a ferry authority would mean, SDC took no action on this proposal until the McDowell Group report for the MOS is complete.

c) Recommending Skagway become a Certified Local Government

- i. Cori and Bruce both asked for clarification on the purpose of this program. The director explained that unless the MOS is a Certified Local Government, they are ineligible for certain federal grant funding for historic building maintenance. Cori questioned what Certified Local Government means. The director explained that it is simply a recognition the MOS would hold, similar to our recent recognition as a Purple Heart Community. The MOS has completed a majority of the steps already but there would be added on annual duties, including inventorying of structures and approving of submitted buildings. Next step would be asking our ex officio to present it to the Assembly to see if they are interested in designating it to a committee for review. Cori felt that it would be a benefit to the community since we sell our history as a big reason to come to Skagway and the current stock of structures that could take advantage of funding. The director explained that she is waiting to hear back from Judy Bittner with SHPO to ensure that no private property identified by the local government as significantly historical will be constrained in their ability to develop the property or alter the building. Julene felt that since there are no grants SDC is currently trying to pursue, that we should make the MOS aware of this program and that SDC feels it would be beneficial for the community. Brad offered that once all of SDC's questions are answered, to pass it to him and he will pass it to assembly for consideration. No action taken.

d) Consideration of MRV fees for final site plan computer diagram

- i. The Executive Director asked to consider this so that formal diagrams could be included in the packet to the Assembly in the strategic plan packet. This is not an item budgeted for and so SDC's budget would have to be amended with money coming out of savings. Michelle questioned why this is coming out of SDC's budget when this project is in collaboration with the MOS. Kaitlyn explained that SDC has been asked to prepare a strategic plan for the MOS of the property and this diagram would be an element of the strategic plan. Brad added that there are a lot of mixed opinions about the property and that until a plan is approved to move forward with, he would not suggest allocating a large amount of unbudgeted funds towards this project. Julene moved to approve the MRV fees for the final site plan computer diagram. Bruce second. Yay-0, Nay -4.

e) Made in Skagway

- i. Cori clarified that new members for the Made in Skagway program do not need to be approved by the board but are at the discretion of the Executive Director. No action taken by Board.

X. Discussion Items

a) Means of getting SDC to be self-sustainable

- i. The Executive Director requested this topic be discussed at every meeting so that we can come up with actionable items that will make SDC self-sustainable or less reliant upon the MOS.
 - 1. Customs Broker. Julene requested the Director look into the cost and time it takes to set-up and what you get paid to provide the services. Bruce asked if the director would have time to add this additional task. The director felt that it is a source to generate revenue that helps support Skagway's economy and local businesses. Bruce felt we need to further

this discussion and that SDC needs to evaluate the need for commercial trade across borders since so many relationships have been lost over the years with border restrictions. Cori suggested the Director look into this and bring back more information. Cori also recommended that this topic be discussed each meeting so that SDC continues to explore ways to be sustainable and supported.

2. Revolving loan fund. Bruce added that though he benefited from the former program, it is a very time-consuming program with not a lot of pay-off. The director added that in addition, there are already a number of revolving loan funds available in Alaska and Southeast in specific. Exploring the customs broker service makes more sense.
 3. Evaluating current offerings and services of SDC that should be provided at a fee. Cori suggested the director come-up with a fee schedule and a list of services we offer for free.
 4. Donations. Adding donation jar or online donation option.
- Board members will continue to explore revenue generating options for non-profits

XI. Board Comment

- a) No additional Board Comments

XII. Next Meeting Date/Time

- a) Monday, November 25 @ 11am

XIII. Adjournment of Regular Board meeting

XIV. Executive Session

XV. Adjournment

- a) Cori called this meeting to adjournment at 1:10pm.