

Aleutian Islands Waterways Safety Committee
Managing Board Meeting
Meeting Summary
September 4, 2019
9:30 – 10:30 AM
Webinar

Attendees:

Captain Buddy Custard, Secretary/Treasurer
Mayor Frank Kelty, President
Shirley Marquardt, Vice President
Peggy McLaughlin, WSC Representative

Ex Officio:

Aaron Poe, Aleutian Bering Sea Islands, LCC (ABSI)
CDR Justin W. Jacobs, U.S. Coast Guard, Sector Anchorage (USCG)
LT Bart Buessler, NOAA Office of Coast Survey
Bernie Nowicki, Alaska Department of Environmental Conservation (ADEC)
Miranda Westphal, Alaska Department of Fish & Game (ADF&G)

Others:

Tim Robertson, Nuka Research and Planning Group
Sara Nichols, Nuka Research and Planning Group

Call to Order

The tenth meeting of the AIWSC Managing Board was called to order at 9:36am by President Kelty.

Agenda Approval

Motion Marquardt, Custard to approve the agenda as presented. Motion passes with no objection.

Meeting Minutes of April 25, 2019

Motion Custard, Marquardt to approve the Minutes of April 25, 2019 as written. Motion passes with no objection.

Secretary/Treasurer Report

Approximately \$41,000 remains in the original grant and the new deadline for spending grant funds has been extended to December 31, 2020. Depending on the level of activity of the organization, additional funding may be warranted before the end of the grant period. The enclosed proposed budget factors in the expense of 2 in-person and 2 teleconferenced Committee meetings over the next year and 4 teleconferenced Managing Board meetings. There is still potential for the proposed Head Tax Fund

Initiative and NRDA funding. Marquardt acknowledged that Nuka Research has done great work keeping operational costs down while administering the grant funds. The group decided to revisit the budget discussion further along in the agenda when discussing the organization's funding structure.

Committee Chair Report

Ms. McLaughlin reported that Summer schedules have hindered Workgroups from getting together. Several outlying action items from the May meeting will be handled by the workgroup members before the next Committee meeting now that we are into the Fall.

Facilitators Report

Mr. Robertson reported that the petition to extend the deadline for the NFWF grant funds was approved and gave an overview of the [approved operating budget](#), noting that the Board will have the opportunity later in the agenda to formally approve and discuss the budget. He requested direction from the Board regarding the next HSC meeting and then Nuka Research will begin the planning to make it happen.

NHS Conference Report

Ms. Marquardt thanked the Board for approving the funds to send her to the Conference and Nuka Research for help arranging her travel. She gave an overview of [written report](#) submitted with the packet. The group discussed one major difference between the AIWSC and the Committees in the Gulf Coast and East Coast regions is how they are funded and supported. They are ad-hoc committees with no formality or structure and many do not have Harbor Safety Plans. They are funded by and supported by the Industry and Regulatory Agencies. Nor do they have the vast logistics and regional coverage that the Alaska safety committees deal with.

Committee Vacancies and Appointments

The Cargo Ships stakeholder seat is the only Primary vacancy and there has still not been any interested parties apply.

Nuka Research will review the Charter and set up a process for filling the seats that are expiring in December. This process should be initiated soon so that the Board can take action on seat appointments at the next meeting.

Funding Structure – Committee Contributions

The enclosed budget document has been approved by the granting agency – the Board can make changes in line items but cannot change the dollar amounts on the bottom line.

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| <p>Motion Custard, Marquardt to approve the budget as presented. Motion passes unanimously.</p> |
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The group decided that the discussion of implementing Committee Member Contributions would take an in-person meeting of the Board at a date before the end of the year. An action item for the next Board meeting will be how to quantify the

financial need and justify the request of seat holders. This will not be presented to the Committee until after the Board has fine-tuned the approach.

West Coast Harbor Safety Committee Summit

Mr. Robertson offered to attend the Summit as he will be in the area and it would only cost an additional \$350 in airfare plus hotel and meals for him to attend.

Motion McLaughlin, Marquardt to approve funding Tim Robertson's attendance to the West Coast Harbor Safety Committee Summit as a representative of the Aleutian Islands Waterways Safety Committee. Motion Passes unanimously.

Resolution 19-01 Establishing Checking Account

Motion Custard, McLaughlin to approve Resolution 19-01 establishing a checking account for the AIWSC Organization.

Motion Kelty, Marquardt amend the resolution to specify that any amount over \$5,000 will require the signature of two account signers. Amendment passes unanimously.

Voice vote on Main Motion passes unanimously.

Resolution 19-02 Authorizing Credit Card Payments

Motion Marquardt, McLaughlin to approve Resolution 19-02 authorizing credit card payments and a Paypal account for AIWSC contributions. Motion passes unanimously.

Next Committee Meeting

Poll members for a meeting date sometime in late October. This will be a teleconference meeting. For the next in-person HSC meeting it would be good to have a DOD presentation.

Next Board Meeting

This should be an in-person meeting to hold the Membership contribution discussion, appoint/renew expired Committee seats and hold annual Board elections.

Review Action Items

- **Sara will poll the Committee for a teleconference at the end of October**
- **Nuka Research will develop a process for addressing expiring HSC member seats and begin another round of advertising to solicit applicants**

- **Sara will review the Bylaws in advance of the next Board meeting to confirm what Board seats are expiring and verify that this is an election year for Officers**
- **Buddy and Peggy will reach out to DOD contacts to plan for a presentation at the next in-person Committee meeting**
- **Buddy and Tim will hold a funding call to develop a plan for Committee contributions and other options**
- **Tim will attend the WCHSC Summit to represent AIWSC**
- **Sara will poll the Board for a potential in-person meeting in Anchorage (12/2-12/10)**

Adjourn

**Motion McLaughlin, Custard for adjournment. Motion passes unanimously.
Meeting adjourned at 11:06am.**

Meeting Materials:

1. April 25 meeting summary
2. Membership Roster
3. NFWF Grant Budget Update
4. Expense Report
5. NHSC Conference Report
6. West Coast Harbor Safety Committee Summit Agenda
7. Resolution 19-01
8. Resolution 19-02
9. DRAFT AIWSC Agenda for next committee meeting