

**Aleutian Islands Waterways Safety Committee**  
**Managing Board Meeting**  
**Summary**  
**May 12, 2022**  
**Webinar**

**Attendees:**

Mayor Joe Bereskin, Board Member  
Shari Coleman, Secretary/Treasurer  
Captain Buddy Custard, Vice President  
Shirley Marquardt, President  
Peggy McLaughlin, WSC Chairwoman

**Ex Officio:**

LT Hadley Owen, NOAA Office of Coast Survey

**Others:**

Tim Robertson, Nuka Research and Planning Group  
Sierra Fletcher, Nuka Research and Planning Group

**Call to Order**

The annual meeting of the AIWSC Managing Board was called to order by President Shirley Marquardt at 1:30pm. Note that no annual meeting was held in 2021 due to the COVID-19 pandemic.

**Motion Marquardt, McLaughlin to approve the agenda as presented. Motion approved by non-objection.**

**Motion Marquardt, McLaughlin to approve the Minutes of December 3, 2020, as presented. Motion approved by non-objection.**

**Bank Account**

President Marquardt will meet with banker and make sure we have one account and change the mailing address to her office (temporarily). Mr. Robertson has sent President Marquardt, Kristine Schmitz contact. President Marquardt will also explore PayPal and Electronic Funds Transfer options.

**Selendang Ayu NRDA funding status**

No news to date. Mr. Robertson has sent out an update after hearing from Sara Allen.

**Director & Officer Insurance**

Mr. Robertson has resent the Board a quote for the insurance.

## **Elect Board Officers – Resolution 22-01**

**Motion McLaughlin, Custard to nominate Shirley Marquardt – President.**

**Motion Coleman, McLaughlin to nominate Buddy Custard – Vice President.**

**Motion McLaughlin, Marquardt to nominate Shari Coleman as Secretary/Treasurer.**

**Motion Marquardt, Custard to nominate Peggy McLaughlin as Harbor Safety Committee Chair.**

**All accepted the nominations with no objections. Board Officers approved.**

## **2022 Non-profit Tax Filing**

Ms. Coleman will look into filing taxes, and Mr. Robertson has asked Sara and Kristine if they know how to access the account.

## **2022 Budget – discussion & next steps**

**Motion Coleman, McLaughlin to approve the budget at \$40,000, reduced by removing all travels and reducing contingency. Motion approved by non-objection.**

## **DRAFT 2022 Contribution Letter**

Revisions were noted in meeting packet; remove “If you have already provided support as a member, we thank you.”, remove “becoming a member and/or”, remove “You can make a contribution to the Aleutian Islands Waterway Safety Committee by following this link or visiting our website at <https://www.aleutianislandswsc.org/>.” add “Checks can be mailed to AIWSC c/o Shirley Marquardt at {address to be provided by President Marquardt}.” Nuka will revised the letter and sent it to the Board for a final read, developed a list to send the letter to, and sent it to the Board for review and additions. President Marquardt sent a photo of her signature to add to the letter, and Nuka sent out letters addressed individually, via email.

## **AIWSC Accountant**

President Marquardt will develop an RFP, and Mr. Robertson has sent President Marquardt, Rhonda’s email. The Board plans to write a statement acknowledging the marriage status of Mr. and Mrs. Robertson.

## **Membership Committee and Workgroups**

### **Committee Appointments**

- *Review Committee Roster*
- *Outreach to Committee Seat Holders*

## **Next Steps and Action Items**

- President Marquardt will meet with banker and make sure we have one account and change the mailing address to her office (temporarily).
- President Marquardt will explore PayPal and Electronic Funds Transfer options.
- Mr. Robertson will send President Marquardt Kristine Schmitz contact – completed
- Mr. Robertson will send out Selendang NRDA update when he hears from Sara Allen - completed
- Mr. Robertson will resend Board insurance quote – completed
- Nuka Add a statement in meeting minutes that no Annual Meeting was held in 2021 due to COVID - completed
- Nuka will prepare Resolution of the election of Board Officers and send to Ms. Coleman to sign.
- Ms. Coleman will look into filing taxes.
- Nuka will revise the 2022 Budget and attach it to meeting summary - completed
- President Marquardt will develop an RFP for bookkeeping services, and the write a statement acknowledging the marriage status of Tim and Ronda Robertson, if Ronda is retained as a bookkeeper.
- Nuka will send a proposal for continued services as the AIWSC Facilitation Team.
- Nuka will revise contribution letter per direction and compile a list of recipients, then circulate to the Board for input, and send out by email to recipients – completed.
- Board will review Committee Roster and provide input on potential seat holders for vacancies.
- Nuka will work with Committee Chair to confirm continued interest in participation for members with expired seats and advertise seats expired or vacant.

## **Set Next Meeting**

The next Board meeting will be at the call of the chair.

## **Adjourn**

Motion Marquardt for adjournment. Motion approved by non-objection. Meeting adjourned at 2:51PM.

## **Meeting Materials:**

1. December 3, 2020, draft minutes
2. DRAFT Resolution 22-01 Officers
3. 2021 Budget
4. Current Roster
5. Draft Contribution Letter

## 2022 Approved Budget

	Personnel	Principal	Admin	Professional Services	Communications Meeting Expenses	Travel	Lodging	Meals	Sub-total
		\$ 135.00	\$ 75.00						
		Hours							
<b>Committee and Workgroup</b>	\$ 14,910	56	98		\$ 400.00	\$ -	\$ -	\$ -	\$ 15,310
<b>Board of Directors Support (4 teleconferences and coordination)</b>	\$ 4,740	24	20						\$ 4,740
<b>Communications - email contacts, website, external comms.</b>	\$ 3,780	8	36		\$ 200.00				\$ 3,980
<b>Non-profit Administration</b>	\$ 2,130	8	14	\$ 500.00	\$ 500.00				\$ 3,130
<b>Director &amp; Officer Insurance</b>				\$ 4,300.00					\$ 4,300
<b>Accounting/Bookkeeping</b>				\$ 6,000.00					\$ 6,000
<b>Contingency</b>				\$ 2,540.00					\$ 2,540
<b>Sub-total</b>	\$ 25,560	96	168	\$ 15,540.00	\$ 1,100.00	\$ -	\$ -	\$ -	
							<b>Total</b>		\$ 40,000