

**Cook Inlet Harbor Safety Committee  
Managing Board Meeting  
Meeting Summary  
April 13, 2018  
3:30PM  
Teleconference**

**Attendees:**

Captain Mark Nielsen – Member  
Mike Munger – Secretary/Treasurer  
Stephen Ribuffo – HSC Chair  
Captain Ron Ward – Vice President

**Other:**

Steve Catalano, Cook Inlet RCAC  
Tim Robertson, Nuka Research and Planning Group, LLC  
Sara Nichols, Nuka Research and Planning Group, LLC

The April 13, 2018, meeting of the CIHSC Managing Board of Directors was called to order at 3:31PM by Vice-President Ward.

**February 13, 2018 Meeting Summary**

**Motion Ribuffo, Nielsen to approve the Meeting Summary of February 13, 2018. Motion passes with no objection.**

**Secretary/Treasurer's Report**

Mr. Munger reported that very few contributions have been received this year. So far, the total contributions for 2018 are \$19,250, compared to 2017's \$22,500 total. The group discussed weak responses to the funding solicitations for the last two years. Board Members volunteered to personally reach out to the companies with outstanding contribution amounts to help generate a response. Alternatives to the current method were also discussed such as stratifying the contribution rate.

**Motion Munger, Nielsen that the Managing Board has decided to require all organizations participating in the Cook Inlet Harbor Safety Committee to pay dues beginning in 2019.**

**Motion Ward, Ribuffo to amend the motion to state that the CIHSC Managing Board has determined that in order for the Cook Inlet Harbor Safety Committee to be sustainable and continue, beginning in January 2019, voting seats will only be made available to those who have contributed to the organization. Voice Vote, Unanimous; Motion passes.**

This will be presented to the Committee during the Managing Board Report at the next HSC Meeting. Nuka Research was asked to include in the public packet, a Contribution Report detailing amounts donated 2016 through 2018. Mr. Robertson stated that in order for this motion to take effect in 2019, it will require a Bylaws change, and suggested that the Board have discussion with the Committee before doing so.

**Committee Chair Report**

Mr. Ribuffo reported that the upcoming HSC Meeting in Seward is a full agenda, that Safeguard Marine has donated the meeting room fee and the meeting will be followed by a demonstration of AVTEC's Ship Simulator. The vacancy of the HSP Workgroup Chair and the administration of the Winter Ice Guidelines are two important items that need will be addressed at the meeting.

### **Facilitator's Report**

Mr. Robertson reported that Nuka Research has been focusing more on the administration of the Workgroups since the Committee is having fewer meetings. All Workgroup Chairs have been contacted and notified of our willingness to help. In an attempt to engage the Navigation Workgroup, Nuka Research worked with Captain Garay to disseminate information to the workgroup members and set up a meeting. The AIS Report, Alaska ETS Training video, and a draft of the Kachemak Bay recommended ship track-line were posted on the internal website page for the workgroup to review.

The group discussed the Committee's problem with interest and engagement. Mr. Catalano stated that the Board needs to gauge what is important to the HSC members, know how to address it and communicate that this an important forum for them.

### **Winter Ice Guidelines Administration**

This is on the HSC Agenda for the Committee to discuss, and USCG will be there to help clarify exactly they want from the Committee.

### **Chair of Harbor Safety Plan Workgroup**

Steve Catalano was nominated by the group to take on the HSP Chair position. Mr. Catalano stated he would accept if voted in by the Committee

### **Work Group Mission/Tasking Process**

Mr. Robertson shared a table of Workgroup tasks Nuka Research compiled completed and outstanding tasks. He expressed his concern that none of the Workgroups have met all winter. The group discussed having a frank discussion at the HSC Meeting about how to energize the workgroups. The Facilitators are eager to support their meetings and provide technical assistance in editing their documents.

### **Review Action Items**

- Board Members will make personal contact with organizations who have not yet contributed for 2018
- Nuka Research will provide the HSC Members with a Contribution Report at the Seward Meeting
- The Managing Board Report at the HSC Meeting will include the Board's determination that 2019 will require contributions from all voting members if the CIHSC Organization is going to be able to continue

### **Set Next Meeting**

TBD

### **Adjourn**

<b>Motion Munger, Nielsen to adjourn. Motion passes with no objection. Meeting adjourned at 4:48 PM.</b>
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