

**Cook Inlet Harbor Safety Committee
Corporate Board Meeting**
4th November 2015
Aspen Hotel, Kenai

Meeting Summary

Attendees

Board Members:

Captain Ron Ward, Vice President
Captain Marc Bayer, Treasurer
Stephen Ribuffo

Ex-Officio and Invitees:

Tim Robertson
Mike Munger
Kristine Schmidt

Not in Attendance

Board Members:

Peter Micciche, President
Steve Catalano, Secretary

Ex-Officio:

LT Eugene Chung
Cmdr. Hector Cintron
Young Ha
John Kotula
Jerry Rombach

The fifth meeting of the Cook Inlet Harbor Safety Committee (Cook Inlet HSC) Managing Board (Board) was held in the Aspen Hotel conference room in Kenai, Alaska on the 4th of November 2015.

I. Call to Order

The meeting was called to order by the Vice President Captain Ron Ward at 10:00 AM.

II. Approval of Meeting Documents from 22 September

The Board reviewed and approved the meeting summary from 22nd of September prepared by Kristine Schmidt.

III. Old Business

a. *Articles of Incorporation*

The articles of incorporation have been approved by the State of Alaska and are posted under the Documents tab of the website.

b. *Modifications to Charter*

The Board discussed the need to make modifications to the Charter to conform with the Bylaws and Federal requirements for a non-profit eligible for a 501(c)(3) designation by the IRS. Kristine Schmidt will work with Tim Robertson to draft these revisions.

The Board discussed the need to clarify whom may serve as a chair of a work group. It is the intent of the Board that any ex-officio, primary, or alternate member of the CIHSC can be appointed by the Board to serve as a Chair or Vice-chair of a work group. In order to make this clarification, the Board unanimously passed a motion (moved: Stephen Ribuffo, second: Captain Marc Bayer) to modify Section 4.2.4 of the Charter as follows:

4.2.4. The Board of Directors appoints the Chair and Vice-chair of the HSC work groups from the ~~voting~~ membership.

c. *501(c)(3) application*

Kristine Schmidt is preparing the application for the 501(c)(3) designation by the IRS. The application should be submitted in the next two weeks and will take some time for review and approval.

d. *Review of expenditures to date*

Tim Robertson presented a summary of expenditures from 1 June 2015 through 20 October 2015 for the CIHSC. Expenditures categories include one-time expenses for startup and ongoing expenses for managing activities of the Board and Committee. The Board reviewed the expenses and discussed the need for ongoing support. In general, they agreed that some professional support was necessary at least until the Board and Committee had gained some experience. In general, it is the Board's desire to minimize the expenses by providing in-kind services from the directors and members.

e. *Budget*

The Board drafted the attached budget for the 2016 calendar year of \$30,000.00 and will present it to the CIHSC for consideration.

f. *Funding*

To date \$5,000.00 in cash donations have been received. Cook Inlet Regional Citizens Advisory Council (RCAC) has provided the service of Nuka Research and in-kind services of their staff. They do not seek reimbursement for these contributions. Cook Inlet RCAC has also secured the services of Malloy Schmidt for the formation of the corporation and the establishment of the 501(c)(3) designation by the IRS, for which they would like to be reimbursed. The Board discussed the idea of trying to raise funding for the 2016 budget through voluntary donations from Cook Inlet maritime organizations. The idea will be presented to the Committee at their next meeting.

g. *Allowing Call-in at HSC*

There have been several requests to provide teleconference access to the CIHSC meetings. The Board discussed this and remains opposed to providing teleconference access to Committee meetings.

IV. New Business

a. *Bank Account*

The Board Officers presented signed documents to open a bank account with Wells Fargo, which require a signature with any check or withdrawal.

b. *Minutes and Meeting Materials from Work Groups*

The Board discussed the meeting materials and work group process. They determined that work group meeting summaries should be posted on the public portion of the website, but meeting materials and deliberative documents should be private for work group members only. Work groups can then review and discuss documents that are sensitive and confidential. All recommendations or work products developed by a work group are required to be reviewed and approved by the full CIHSC before public release. The Board requests that each work group prepare a brief written report to be distributed before each CIHSC meeting.

c. *Nomination of Monty Morgan for the alternate seat on the CIHSC for LNG Carrier Operations*

The Board considered the nomination of Monty Morgan did not make the appointment. They instructed Tim Robertson to draft an email thanking Mr. Morgan for his interest in the position.

V. Review action items and set next meeting

The Board agreed to meet by teleconference at least two weeks prior to the winter meeting of the CIHSC.

VI. Adjourn

The meeting was adjourned at 12:15 PM.