



**STAFF REPORT  
JULY 16, 2015**

**ADMINISTRATIVE/FINANCE:**

Current assets are a little under one million dollars, earning a very small return on investment. The reduction from last month is largely attributable to about \$55,000 in contract funding invoiced but not yet paid from Alaska Energy Authority. Doug Griffin worked with Foraker Comptroller Gretchen Specht on fiscal year end accounting questions. As June related expenses and possible income roll in over the next few weeks the accounting for FY 15 is likely to change. Doug is still working to establish the Charles Schwab account with Alaska Permanent Capital Management and hopefully that will be executed during the week of July 13.

Key Bank (SSL -- AMLIP funds that are very liquid):	\$ 196,125
Key Bank Savings	\$ 260,538
Wells Fargo Checking	\$ 16,873
Wells Fargo Savings	\$ 505,699
Petty Cash	100
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<b>Total</b>	<b>\$979,335</b>

**PROJECTS/OLD BUSINESS:**

Regional Energy Planning:

- **Aleutian/Pribilofs:** Continued interviews to update energy plans in terms of action moving forward for cities in the Aleutian/Pribilof region.
- **Bristol Bay:** Responded to questions and made corrections from the Alaska Energy Authority regarding invoice for services rendered for Dillingham Energy Summit.
- **Kodiak:** With the absence of Laura Vaught and Erik O'Brien, very little has been done with this community. Before leaving for vacation, Vaught worked on filling out benchmarking forms, and will resume doing so now that she has returned.

Business Retention & Expansion

Currently, staff have interviewed 19 separate business owners and managers, and have plans to interview 4 more individuals within the next few weeks. This brings SWAMC close to meeting its ARDOR deliverable for FY16 – interview 40 businesses for BRE. The staff interviewed 10 business owners during their trip to Cold Bay and King Cove, and discovered workforce development opportunities within the region. Brianna Dym and Hope Broecker are planning visits to hub communities such as Unalaska and Dillingham to complete more interviews in addition to promoting the workforce development initiatives Broecker is developing.

Membership & Network

The first round of membership renewal requests was sent out July 2, and staff have received 11 renewal payments thus far. Staff plan to send out another membership request August 1, and then mail out a physical letter September 1, in addition to making personal phone calls to follow-up with non-renewing or potential new members. SWAMC has also acquired a new member, Vertical Harvest Hydroponics, a commercial group looking to build hydroponic containers in Southwest Alaska.

Workforce Development

During the staff visit to King Cove, Vista Volunteer Hope Broecker met with multiple individuals who expressed a need for a financial literacy program. Broecker plans to work with local volunteers and teachers to integrate Junior Achievement curriculum into King Cove. Broecker also continued outreach on Maritime Workforce Development alongside Julie Decker and Aggie Fouts.

Manufacturing Extension Partnership

Erik O'Brien prepared and submitted a response to NIST questions concerning MEP application in coordination with MEP partners. Staff met via teleconference with NIST officials, Sea Grant partners, and Southeast Conference. NIST officials

stated that they will contact SWAMC for further information sometime in August.

#### Alaska Permanent Capital Management

Doug Griffin worked with Amber Frizzell of Alaska Permanent Capital Management to establish Charles Schwab account for investment account.

#### Executive Director Vacation

Doug Griffin is planning to take personal leave for a vacation from October 12 – 23, 2015. He will call in for the regularly scheduled board meeting on October 15 if he is not in transit.

#### **NETWORKING/MEETINGS:**

- June 24 – Staff meet with Vertical Harvest Hydroponics to begin discussing outreach strategies to rural communities and new membership benefits.
- June 25 – O'Brien collaborates with Sea Grant and Southeast Conference to return answers to a list of questions provided by NIST officials overlooking the MEP application.
- June 30 – Griffin, O'Brien, and Dym meet via teleconference with NIST officials to discuss MEP application and answer any questions for clarification.
- June 30 – Broecker meets via teleconference with Rebecca Souza to discuss promoting a robotics program throughout Alaska.
- June 30 – Broecker meets via teleconference with Certer Newell to discuss mariculture community monitoring strategies.
- July 2 – Dym and Broecker meet with Linda Janes of Vertical Harvest Hydroponics and develop plan for community outreach in Cold Bay and King Cove.
- July 6 – Dym and Broecker fly out to Cold Bay and interview three local business owners and operators for BRE. Dym and Broecker also meet with acting Mayor Candace Shaack, and distribute information concerning Vertical Harvest Hydroponics.
- July 7 – Dym and Broecker fly out to King Cove and interview local business owners for BRE.
- July 8 – Dym and Broecker continue to conduct BRE interviews. Participate in local 4<sup>th</sup> of July festivities & Native Youth Olympics that had been rescheduled due to weather. Broecker photographs activities & Dym participates as guest judge for bicycle parade.
- July 9 – Dym and Broecker meet with King Cove Mayor Henry Mack and discuss BRE before flying back to Anchorage.
- July 13 – Dym meets with Danny Seybert with Pen Air and interviews him for BRE.