



STAFF REPORT
OCTOBER 29, 2015

ADMINISTRATIVE/FINANCE:

REPLACE.

Account Balances as of September 30, 2015:

Key Bank (SSL --Restricted):	\$ 231,316
Key Bank Savings -- AMLIP	\$ 160,543
Wells Fargo Checking	\$ 42,683
Wells Fargo Savings	\$ 100,698
Charles Schwab Investment Account	\$ 507,433
Petty Cash	\$ 100
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Total	\$ 1,007,587

PROJECTS/OLD BUSINESS:

Regional Energy Planning:

The majority of SWAMC's Energy Planning work in September and October has occurred for the Kodiak region because of the lapse between contracts for Bristol Bay and the Aleutians. The Aleutian Implementation scope of work has been approved by AEA and is in processing; BBNA is developing an Implementation scope that SWAMC will review and submit to AEA. The benchmarking effort started in Kodiak was given preliminary approval to be expanded throughout the SWAMC region (BBNA-AEA have a benchmarking project that SWAMC will likely now join)

- **Aleutian/Pribilofs:** Throughout September, SWAMC and Information Insights worked to finish the Phase II report for the Aleutians region. The report is finished and was sent to AEA for review. SWAMC submitted the new Phase III (Implementation) contract, which is being processed by AEA. Once the new contract is in place, we will begin on the process of contacting technical advisors at AEA and other organizations and gathering their feedback on the energy priorities of Aleutian communities.
- **Bristol Bay:** Throughout September, SWAMC and Information Insights worked together to finish the Phase II report for the Bristol Bay region. The report is finished and sent to AEA for review. BBNA is now writing out the scope and budget for Phase III (Implementation). Once the new contract is in place, we will begin on the process of contacting technical advisors at AEA and other organizations and gathering their feedback on the energy priorities of Bristol Bay communities. We also will work to create community-specific mini reports that are snapshots of the larger Phase II report, and send printed copies of those, the Phase II report itself, and the Community and Energy profiles to each community in the region.
- **Kodiak:** SWAMC hosted an Energy Committee meeting on September 22 in the City of Kodiak. Each community in the region was represented at the meeting either in person or via teleconference. It was a successful meeting where we were able to share the progress we made over the summer contacting technical advisors in each field about the communities' energy priorities. We compiled all of this information into a reporting format and shared this with the committee members at the meeting and gathered their feedback. We are working with Information Insights on the development of a central database to house this information and an Implementation Plan for communities to use to start work on their energy projects. We are also working with AEA to move the non-residential building benchmarking process forward, and developing a "How-to" guide to streamline this process as well. Given some advantages in the Kodiak Region, and success coordinating energy priorities, AEA continues to look to SWAMC for guidance on *what works* for regional energy planning.

Business Retention & Expansion

During the staff visit to Kodiak, SWAMC met with BRE partners Trevor Brown & Tyler Kornelis and trained them in utilizing the Executive Pulse database to upload collected Business Retention & Expansion surveys. Brianna Dym also conducted interviews with Kodiak businesses and trained Kornelis and Brown briefly in interview techniques and methods of

promoting the program. Dym also designed and distributed a brochure advertising the benefits to participating in the Business Retention & Expansion program. SWAMC also became the first group to publish a report related to BRE in Alaska that uses the report and graph generating software within Executive Pulse. The 4-page report gives a summary of BRE activity and highlights the most salient points of data for readers to focus on.

Membership & Network

SWAMC has 65 members for FY16. Of those 65, the following distinctions can be made:

- 23 municipal members (3 of which are the major boroughs)
- 27 associate members
- 13 non-profit members
- 2 reciprocal members

\$35,872.40 in membership dues have been collected thus far, with \$300 outstanding from Alaska Seafood Marketing Institute, who is in the process of submitting payment.

SWAMC has also successfully recruited a new municipal member: the city of Clark's Point.

Invoices were electronically sent out July 1, 2015 to specific email addresses. Some correspondents were corrected with feedback, meaning next year's email submission will work more smoothly. Staff also followed up with a physical letter mailed out at the beginning of August with a membership form and return envelope enclosed. This encouraged a large number of membership renewals as well. At the start of September, staff sent out Member Certificates to all of SWAMC's renewed membership for FY16. Staff have also begun following up with phone calls to the remaining 20 outstanding members. Membership is expected to reach last year's number of 84.

Workforce Development

At one of her workshops, Broecker partnered with Adrienne Christensen, the Tribe of Port Heiden's representative, to pursue a federal grant to develop a tribally-owned seafood processing plant in Port Heiden. Christensen has reached out to SWAMC for workforce development assistance and participated in a BRE interview. During the Food Hub meeting, Broecker met with Victoria Briggs, an agriculture leader in the Southwest Alaska community. Broecker also met Margo Reveilt, a successful shellfish grower in Ketchikan interested in supporting a Mariculture Initiative. Broecker also connected with volunteers from JEDC's Robotics Team. JEDC hopes to expand the program in Southwest Alaska and there may be an opportunity to participate at SWAMC's Annual Meeting.

Manufacturing Extension Partnership

SWAMC was identified as the recipient of the NIST-MEP grant, with primary partnership established with the Marine Advisory Program, Southeast Conference, and Anchorage Economic Development Corporation, collectively representing the Manufacturing Alaska Extension – MAKE Center. Success will be determined based on our ability to deliver services such that we reduce cost or improve the revenue of manufacturing entities (loosely defined). MAKE will provide primary services through MAP workshops, with the ARDORS conducting client outreach to understand the demand for services and framework for providing additional services. Additional services will likely come in the form of incremental assistance to existing businesses or projects with private sector partners to implement new processes that improve the opportunity for manufacturing businesses to exist.

Alaska Permanent Capital Management

Griffin worked with Amber Frizzell at APCM regarding the investment consultant's presentation to the Board at its upcoming Board Retreat.

Board Retreat Preparation

Griffin contacted area Legislators and the Governor's Office regarding participation at the Board Retreat. Other arrangements for a venue and meeting logistics were made with the assistance of Dym.

Aleutian Fiber -- Broadband Internet Improvement for Aleutians/Pribilof

Following the September 18 meeting Griffin investigated and made contract with proper representatives for the U.S. Air Force 611th Air Support Squadron that operate the Eareckson Air Station on Shemya and the U.S. Coast Guard 17th District regarding the initiation of an effort to improve broadband internet service to the Aleutian and Pribilof Islands.

NETWORKING/MEETINGS:

- September 3 – Dym interviews Millrock Resources for Business Retention & Expansion Program.
- September 11 – Dym teleconferences with Stephen SueWing about Business Retention & Expansion progress.
- September 12 – Broecker attends Administration for Native American Training.
- September 16 – SWAMC staff meet with Ellen Tyler for thank-you luncheon & discuss further involvement with Food Hub.
- September 18 -- Griffin, Obrien, and Board President Lockett attended the initial meeting of the "Aleutian Fiber" group to begin work on improving broadband internet service to the Aleutian and Pribilof Islands.
- September 18 -- Griffin, Obrien, and Dym talked with Tim Sullivan of the Alaska Railroad regarding his thoughts as a Board Member of the MEP that failed regarding mistakes to avoid in starting a new MEP.
- September 21 – Dym travels to Kodiak and meets with Tyler Kornelis and Trevor Brown for Business Retention & Expansion training.
- September 22 – Broecker attends 'Make It Alaska' to connect future small-scale manufacturers and network with "Make It Alaska" organization.
- September 22 – Griffin, Obrien, & Vaught travel to Kodiak. Staff attend Energy Committee Meeting at Koniag Building.
- September 23, 24, 25 – Staff attend Rural Forum in Kodiak.
- September 24 – participated in the first of many teleconferences and discussions with NIST, primarily Tab Wilkins.
- October 1 – SWAMC staff participate in NIST educational webinar for new Manufacturing Extension Partnerships and recently started MEP programs.
- September 29 – Obrien participated in NIST-MEP Webinar
- October 1 – Obrien participated in NIST-MEP Webinar
- October 1 – Griffin, Obrien met with Professional Growth systems to discuss the State's Strategic Economic Development strategy, particularly as it relates to manufacturing.
- October 2 – Broecker met with Junior Achievement's community outreach coordinator Peter Knappe to strategize Junior Achievement specifically an event in Kodiak by the end of Broecker's term.
- October 4-7 – SWAMC staff attend the International Economic Development Conference in Anchorage.
- October 5 – Griffin and Obrien met with Assistant Secretary (EDA Director) Jay Williams for a round table event to discuss technology, innovation and manufacturing in Alaska.
- October 5 – Lockett, Griffin, Obrien convened MAKE partners to discuss expectations of the new NIST grant.
- October 13: Broecker represented SWAMC at the Food Hub Workshop.
- October 14: Broecker met with Carol Wilson, Program director of one of Alaska's successful "Bridging" and workforce development program, EXCEL Alaska.
- October 15 – Obrien and Vaught hosted a teleconference with BBNA & II to discuss community mini reports, to accompany larger Regional Planning reports.
- October 16 – Dym meets with Jesse Huff with AEA and Katie Croft with REAP to discuss implementing energy efficiency curriculum & programs into rural Alaskan schools.
- October 19 – Broecker attends UAA Career Fair to represent VISTA Americorps & SWAMC. Engaged in workforce development activities by talking with high school students from all over Alaska.
- October 20 – Obrien participated in an ARDOR meeting to discuss legislative strategy.
- October 21 – Obrien participated in ASMI's All Hands on Deck meeting at the Egan Center
- October 23: Obrien, Broecker attended Alaska Process Industry Career s Consortium's annual conference to become part of the initiative more specially in the Alaska Maritime Workforce Development Plan.
- October 23 – Griffin, Obrien held a teleconference with TDX to discuss Adak Baseline Energy Study, as an amendment (\$50,000) to the Aleut Regional Energy Plan.
- October 23 – Staff hosted Peter Crimp, APIA, BBNA, KIB, II to discuss DoE's Request for Information to discuss funding mechanisms for continuation of the Southwest (Statewide) energy planning program.
- October 27th: Broecker and Obrien attend the STEM Mentoring Café where students engage with STEM professionals, an initiative by the Department of Energy.
- October 28 – Obrien Hosted Tab Wilkins to discuss details of the MAKE grant.