

ACTIONS ITEMS FROM April 25-27 VIC MEETING, KOTZEBUE

| Actions | Party Responsible | Timing |
|--|---|----------------------|
| Include VIC Meeting Minutes, Summary, YTD Expenditures, Progress Reports, and other materials in Assembly packages (deadline is two weeks before NAB Meeting) | VIC Coordinator | Before every meeting |
| VIC Coordinator to review and approve VIC Meeting Minutes before sharing with VIC Chairs | VIC Coordinator | After every meeting |
| Provide organized meeting packets at least a week before to VIC (alternates and primaries). Packages should be sent by hard copy and/or email (VIC Coordinator to start preparations two weeks before). | VIC Coordinator (with support from VIC staff) | Before every meeting |
| VIC Coordinator to provide electronic copies of the Written Procedures PowerPoint to the VIC | VIC Coordinator (with support from VIC staff) | Before May Meeting |
| Continue updating the progress review PowerPoint after each meeting | Grant Writer (with support from VIC Staff) | ONGOING |
| Get written clarification from the Assembly on how VIC and Borough make final decision on applications (including what happens when there is disagreement about projects that should receive funding) | VIC Coordinator (with support from VIC staff) | Before May Meeting |
| VIC staff to look at what legal and financial support is needed to fund projects in the Execution Stage | VIF Project Manager (with support from VIC Staff) | ONGOING |
| Consider quarterly reporting system (like 425 reporting system) for VIF funded Projects | Grant Writer (with support from VIC Staff) | Before May Meeting |
| Add to written procedures that VIC will review the annual Teck report from NAB at least 1 month before the deadline | Grant Writer (with support from VIC Staff) | Before May Meeting |
| Update application form (and add secondary contact) | Grant Writer (with support from VIC Staff) | Before May Meeting |
| Remaining Actions from March | | |
| Require definitions for some of the criteria such as what is meant by sustainable and other terminology for further defining | Everyone | COMPLETED |
| Add review of different VIF analysis tools for the next meeting agenda (might be beneficial to review three sample analysis tools) | Everyone | COMPLETED |
| Consider adding following criteria to applications: - Consider adding a funding limit or some wording related to the equality of funding or number of applications | Everyone | ONGOING DISCUSSION |
| Consider adding questions on categories of Projects/Program (education, infrastructure etc.) to application form | Everyone | ONGOING DISCUSSION |

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| Speak with Borough attorney regarding whether VIC can go into Executive Sessions for quarterly submission review (to protect privacy and limit arguing) | VIC Coordinator (with support from VIC Staff) | Before May Meeting |
| Consider creating a motion to define how funds will be fairly and equitably distributed | Everyone | COMPLETED |
| Provide draft annual report to the VIC for review | NAB | INCOMPLETE but Annual Report submitted to villages by 4/30/18 |
| Web page updated with VIF section with summaries, minutes, picture of commission, | Grantwriter | |
| Add a financial report to the next agenda | Coordinator | |
| Clarify whether the VIC could go into Executive session when reviewing grant applications | Project Coordinator | |
| Draft summary of April 25-27 meeting to the commission by April 30 | VIC Chair | |
| Updated email list for the VIC (primary/alternate) | Coordinator | |
| Letter to the villages on what VIC will not fund | Requests that benefit one Individual, to pay off debt, political donations or contributions to political campaigns, advocacy or lobbying groups, projects that discriminate on the basis of race, color, creed, gender, sexual orientation or national/ethnic origin or projects located outside of the Northwest Arcitic Borough | |