**Village Improvement Fund Commission**

**Work Shop Minutes**

Monday, February 5, 2018 – 1:00 P.M.

Nullagvik Hotel 2nd Floor Meeting Room – Kotzebue, AK

**CALL TO ORDER**

The meeting was called to order on February 5, 2017 at 1:11 pm.

**INVOCATION**

Commissioner Henry Horner provided the invocation.

**ROLL CALL**

Morgan Johnson - Ambler Shield Downey Jr (Alt.) – Ambler

Daisy Weinard (Alt.) – Deering Nelson Walker - Kiana Myra Wesley – Kivalina

Oral Hawley (Alt.) – Kivalina Henry Horner - Kobuk Billy Lee (Alt.) - Shungnak

Colleen Sheldon (Alt.) – Kobuk Marie Greene – Kotzebue Robbie Kirk – Noatak

Vincent Onalik (Alt.) - Noatak Tanya Ballot – Selawik

Raven Sheldon (Alt.) – Selawik Fred Sun – Shungnak

Commissioners absent at the time of roll call:

Stacey Jack – Noorvik Lee Ballot (Alt.) – Noorvik

Ethel Weber – Buckland Darlene Hadley (Alt.) – Buckland

Brad Reich (Alt.) – Kiana Roswell Schaeffer Sr. (Alt.) – Kotzebue

Alvin Iyatunguk – Deering

**A quorum was present to conduct business.**

Staff and Guests:

Stephanie Levy, TECK Janine Bedford, TECK

Grant Hildreth, VIF Coordinator Helena Hildreth, Deputy Borough Clerk

Hiram Walker, VIF Project Manager Nathan Kotch, Director of Governmental Affairs

Patrick Savok, Chief of Staff Carl Weisner, Assembly President

Chuck Greene, EDC Director Angie Sturm, Finance Director

Nathan Hadley Jr, Ex Officio Member Fritz Westlake, TECK

Casen Aliqsii Weisner Annabelle Alvite

Jason Jessup, KIC

**APPROVAL OF AGENDA**

Madam Chair Greene requested to add 1) annual Election of Chair/Vice Chair, 2) VIC 2018 Calendar, and 3) Grantwriter Position Update to Item F.

Madam Chair Greene requested to add Election for Chair/Vice Chair to Item F. Communication and Appearances.

Madam Chair Greene also requested to add the 2018 Village Improvement Commission Calendar after the Election.

Mr. Nathan Hadley reported that he is present as the Ex officio member of the committee. Madam Chair Greene welcomed Mr. Hadley to the VIC commission.

Vice Chair Nelson Walker requested an update on the Village Improvement Commissioners Grant Writer Position. Madam Chair Greene suggested that we discuss that onto Item F.

**Commissioner Tanya Ballot motioned, Commissioner Sun seconded to approve the agenda as amended. By unanimous consent of the commission the agenda was approved as amended.**

**APPROVAL OF MINUTES**

October 23-25, 2017 VIC Meeting Minutes

**Commissioner Sun motioned, Commission Horner seconded, to approve the October 23-25, 2017 VIC Meeting Minutes as presented. By unanimous consent of the commission the minutes were approved as presented.**

 **COMMUNICATION AND APPEARANCES**

Madam Chair Greene reported that annual election for Chair/Vice Chair needs to be conducted as we are at the start of the 2018 New Year.

**Commissioner Sun motioned that we continue with the original selection for Madam Chair Greene and Vice Chair Walker for the 2018 calendar year. Commissioner Onalik seconded the motion and requested unanimous consent. The motion passed unanimously**.

The commission then discussed future prospective VIC Meeting dates for calendar year 2018.

**Commissioner Sun motioned, Commissioner Kirk seconded to approve the 2018 VIC Meeting Calendar as follows: March 21-23, 2018; April 25-27, 2018 and May 23-25, 2018. The motioned passed unanimously.**

**COMMUNICATION AND APPEARANCES**

Commissioner Ballot requested to hear an update from the VIF Staff on what their accomplishments were on a day to day basis since the last VIC Commission meeting. Mr. Grant Hildreth, VIF Coordinator and Mr. Hiram Walker gave a brief update on their activities within the last month.

Mr. Nate Kotch briefly updated the commission on the Grant Writer position and that the borough staff have recently interviewed three applicants. He reported that it is up to Mayor Richards now to make the final decision.

Commissioner Weinard asked when can they present a project and Madam Chair Greene replied as soon as we have an approved criteria in place.

Mr. Nate Kotch provided a brief summary of ANTHC’s suggestion and presentation they made to the Assembly at the Assembly Retreat and the Assembly meeting. He advised that the VIC Commission can request ANTHC to make a presentation at the next VIC meeting.

**A ten minute break was taken at 2:01 pm**

**The meeting reconvened from break at 2:18 pm**

**REVIEW OF KEY POINTS FROM OCTOBER VIC MEETING**

Mr. Fritz Westlake, Ms. Janine Bedford and Ms. Stephanie Levy, TECK, discussed all key points via power point presentation on the Memorandum of Commitment between the Northwest Arctic Borough and Teck Alaska Incorporated, Payment in Lieu of Taxes Agreement, Roles and responsibilities of the Commissioner and the Potential sources of failure and how to manage them.

**Approval of Commissioners Code of Conduct, drafted during October VIC Meeting**

Commissioner Johnson recommended that at the village meeting a flash drive or smart board would be helpful in explaining our roles and projects to the community. Madam Chair Greene agreed and added that having our power point presentation be put on a flash drive would be ideal. Also a meeting summary is in place after every meeting so we can have something to share with our villages. Commissioner Sun requested that at every meeting a Commissioner Report should be added to the agenda.

Madam Chair Greene agreed and commented that she is writing notes for other agenda items to be on our meeting agenda and so far she has budget and commission report.

Commissioner Sun requested that we keep this code open for future amendments.

**Commissioner Kirk motioned, Commissioner Tanya Ballot seconded to approve the Commissioners Code of Conduct. By unanimous consent of the commission the motion passed unanimously.**

 A ten minute break was taken at 3:06 pm

The meeting reconvened from recess at 3:20 pm

**Northwest Arctic Borough Chapter 11.08 Village Improvement Commission**

The commission then divided into four smaller group sessions to define how the funds will be fairly distributed. Afterwards each group shared their discussion with one another.

The commission was given an assignment to figure out which model would fairly distribute $100 across the region.

The meeting for Day One recessed at 4:33 pm.

**Village Improvement Fund Commission**

**Work Shop Minutes**

Tuesday, February 6, 2018 – 8:30 A.M.

Nullagvik Hotel 2nd Floor Meeting Room – Kotzebue, AK

**CALL TO ORDER and OPENING PRAYER**

The meeting reconvened from recess from Day One and Madam Chair Greene called the VIF Commission Work Shop to order on February 6, 2018 at 8:30 AM. Mr. Hiram Walker provided the invocation.

**Commissioners present at the time of roll call:**

Morgan Johnson - Ambler Nelson Walker - Kiana

Myra Wesley - Kivalina Henry Horner - Kobuk

Marie Greene - Kotzebue Fred Sun – Shungnak

Vincent Onalik (Alt.) - Noatak Billy Lee (Alt.) - Shungnak

Daisy Weinard- Deering Stacey Jack – Noorvik

Robbie Kirk (Alt) – Noatak Darlene Hadley (Alt.) – Buckland

Tanya Ballot – Selawik Raven Sheldon (Alt.) – Selawik

Shield Downey (Alt.) – Ambler Colleen Sheldon (Alt.) – Kobuk

Oral Hawley (Alt.) – Kivalina Nathan Hadley Jr. Ex-Officio

**Staff and guests present:**

Grant Hildreth, VIF Coordinator Hiram Walker, VIF Projects Manager

Patrick Savok, Chief of Staff Helena Hildreth, Deputy Borough Clerk

Nathan Kotch, Dir. of Government Affairs

Angie Sturm, Finance Director Stephanie Levy, Teck

Blake Phillips, APCM Director of Institutional Sales

Joe Baia, Wells Fargo Banks Janine Bedford, Teck

Fritz Westlake, Teck

**Exercise – resume previous day agenda**

**Smaller Group Session to decide to define how the funds will be fairly distributed**

**The commissioners then shared their ideas on how they would fairly distribute the funds.**

**A ten minute break was taken at 9:30 AM.**

**The meeting reconvened from break at 9:42 AM.**

**Smaller group sessions to decide on what to communicate at home**

**The commissioners then shared their ideas on how they would pass on communication for projects that can be successful.**

Ms. Levy recommend that the commission vote on project based and having the villages set aside funds to invest or to go project based.

Option one

Project oriented, Projects evaluate

Option two

Most Moneys go to project

But some monies set aside for the long-term and distributed equally by village.

Ms. Levy commented that based on what was shared, are we all in agreement on setting a deadline on prioritizing needs or do we need more clarification? Ms. Levy reported that she would put it up on the board for those that need further clarification.

Mr. Sun asked why can’t we do both on deciding on projects coming and putting a little aside for investment?

Commissioner Johnson commented that he feels it is premature by setting up a deadline for communities to prioritize their needs and we should not put a rush on our communities because needs can change. Commissioner Downey agreed and added that we don’t even have a Grant writer yet on board.

Commissioner Weinard commented that her village has had their priority list ready since Ms. Paulette Schuerch advised them last summer to start getting their priorities in order.

Commissioner Onalik recommended that we should concentrate on the project.

**The commission voted by a majority and selected Option One as the preference for making the funds available for the villages.**

**A lunch break was taken at 12 Noon**

**The meeting reconvened from lunch at 1:00 PM.**

**The commission broke into four groups to discuss the criteria.**

**The group shared the fourteen criteria that the commission came up with.**

**The commission continued with sharing the criteria.**

Presentation regarding Sustainability Fund Performance

Mr. Blake Phillips, APCM Director of Institutional Sales made a portfolio review presentation on the Northwest Arctic Borough Village Improvement Fund.

**A ten minute break was taken at 2:50 PM**

**The meeting reconvened from break at 3:02 PM**

Mr. Joe Baia, Wells Fargo Branch Manager, shared Wells Fargo services.

Ms. Angie Sturm, Borough Treasurer, Finance Director, provided an overview of the Village Improvement Fund budget and highlighted the expenditures and revenue account as of January 31, 2018.

**ADJOURNMENT**

**The commission meeting recessed at 4:10 pm until February 7, 2018 at 8:30 am.**

**Village Improvement Fund Commission**

**Work Shop Minutes**

Wednesday, February 7, 2018 – 8:30 A.M.

Nullagvik Hotel 2nd Floor Meeting Room – Kotzebue, AK

**CALL TO ORDER and OPENING PRAYER**

The meeting reconvened from recess from Day Two and Madam Chair Greene called the VIF Commission Work Shop to order on February 7, 2018 at 8:30 AM. Mr. Hiram Walker provided the invocation.

**Commissioners present at the time of roll call:**

Morgan Johnson - Ambler Shield Downey Jr. (Alt.) – Ambler

Nelson Walker – Kiana Daisy Weinard (Alt.) - Deering

Myra Wesley - Kivalina Henry Horner - Kobuk

Marie Greene - Kotzebue Fred Sun - Shungnak

Vincent Onalik (Alt.) – Noatak Alvin Iyatunguk Sr. – Deering

Stacey Jack – Noorvik Robbie Kirk – Noatak

Darlene Hadley (Alt.) – Buckland Oral Hawley (Alt.) – Kivalina

Raven Sheldon (Alt.) – Selawik Colleen Sheldon (Alt.) – Kobuk

Nathan Hadley Jr. – Ex Officio

**Staff and guests present:**

Grant Hildreth, VIF Coordinator Hiram Walker, VIF Projects Manager

Patrick Savok, Chief of Staff Helena Hildreth, Deputy Borough Clerk

Nathan Kotch, Dir. of Government Affairs

Angie Sturm, Finance Director Dicki Moto, Deputy Director Public Services

Jason Jessup, KIC Lands Dir. Lance Miller, NANA

Janine Bedford, Teck Stephanie Levy, Teck

Carl Weisner Casen Aliqsii Weisner

Jackson Snyder, Arctic Circle Search & Rescue

Mr. Lance Miller, NANA, provided a brief update on the Red Dog Mine and other mining activities in the region.

Community Investment Fund

Ms. Stephanie Levy gave an update on Tecks donation account and the group went over the eligible/ineligible criteria for projects. The commission went over criteria the VIF would deny projects:

1. Projects that benefit one person
2. Want versus Need/sustainability
3. Debts (funding for debts)
4. Political donations/lobbying
5. Organizations that discriminate
6. Fund projects not in region

Ms. Bedford briefly reviewed the community engagement process by discussing meaningful input from the commissioners. She presented a power point presentation to address what the commissioners would bring back to the communities.

A ten minute break was taken at 9:22 AM.

Reconvene from break at 9:38 AM.

The commission briefly touched on regular communication tools with the communities, community meeting schedule, door prizes, budget discussion, expectation from the community, commissioners’ roles and responsibilities, getting the priority list in order, application timeline process and reporting back to the VIF.

Ms. Levy recommended that the commission will adopt all the written procedures and prioritize the draft criteria and start building the next budget and drafting an application.

Commissioner Hadley thanked the VIF staff for sending her the meeting information and she requests that both the Primary and Alternate Member receive all the packet information. The majority of the commission voted for the Primary and Alternate Commission Members to attend the next VIC Commission meeting in March.

Closing Comments

Commissioner Wesley commented that she feels honored to be a part of this commission.

Commissioner Weinard commented about the stipend and is looking forward to the next meeting.

Commissioner Hawley thanked the commission for coming together as a community.

Mr. Hadley is thankful that he is the Ex-Officio Member and added that it is good to see the commission working together because the VIF will be here for a long time.

Commissioner Downey thanked the commission for their input and there was good exchange in this meeting.

Commissioner Johnson thanked everyone for showing up to the meeting and we still have a lot of ground work ahead of us.

Commissioner Walker thanked TECK for assisting the commission in moving forward with the foundation of this commission. He thanked Ms. Sturm for her hard work working on the budget.

Commissioner Hadley is excited for the future of this commission and for our communities in terms of employment.

Commissioner Sheldon is thankful for the management of the VIC budget and it will be helpful for our communities economically.

Commissioner Jack stated that she has learned a lot at this meeting and is excited to pass on the information to her community.

Commissioner Sun reported that he met with the City and IRA Councils in his village and they are up to date with what is going on with the commission. He also set up the community meeting date.

Commissioner Onalik thanked everyone for a good meeting and that we covered a lot which is good.

Commissioner Horner thanked the borough staff for their assistance in preparation for this meeting and this startup phase with this commission is exciting moving forward.

Commissioner Kirk commented about our policy that is set and thanked everyone in administration for their assistance.

Commissioner Ballot commented about the importance of being accountable and our staff too; and, that at the next meeting she requested the VIF Staff’s job descriptions be made available. She commented that she likes to see success.

Commissioner Sheldon thanked everyone for their hard work in preparation for this meeting. He commented that information is key and the importance of the Borough website having all the information for our communities.

Commissioner Lee commented that he appreciates the leadership in this room and it goes to show how much you are engaged in your community. He thanked TECK for their support during this process.

President Weisner commented that he appreciates the Commissions’ work and he is in support of both the Primary and Alternate membership on this commission and the representation it has fir every one of our villages.

Ms. Levy, TECK, commented that is an honor to participate in this meeting and she is excited about the progress.

Ms. Bedford, TECK, commented that the progress made for the last couple days is amazing.

Mr. Jessup commented that the commission is doing a fabulous job so far.

Mr. Hiram Walker, VIF Project Manager, commented that the commission is doing good job as far as the budget is concerned.

Ms. Sturm commented about the importance of policy that is in place, especially in regards to the budget.

Mr. Kotch, Director of Government Affairs, encouraged by the discussions that commission has had in the last couple days. He commented that the administration supports this commission and that they have to bring this information to the assembly also. He also supports both the primary and alternate member at the next meeting because he feels everyone should be involved in the criteria process.

Mr. Grant Hildreth, VIF Coordinator, commented that the commission has some good ideas coming forward and he thanked everyone at the borough for their assistance in preparation for this meeting. He looks forward to the next meeting.

Ms. Helena Hildreth, Deputy Borough Clerk, commented that it is good to everyone again and today is her youngest daughter’s birthday.

Madam Chair Greene is proud for our accomplishments we have made so far and thanked the commission for their openness and it does make a difference as we make decisions. We have followed our code of conduct and thanked the commissioners for their cooperation. The next meeting date is March 21-23, 2018. Lastly, she also commented about ongoing agenda items each time we meet and encouraged safe travels back home.

Closing Prayer

Commissioner Colleen Sheldon provided the closing invocation.

Adjournment

With no other business to discuss, the meeting adjourned at 12:05 pm.