

**Prince William Sound Regional Citizens' Advisory Council
Special Board of Directors Meeting Minutes
March 27, 2024**

Members Present: Robert Archibald, Amanda Bauer, Robert Beedle, Mike Bender, Nick Crump, Ben Cutrell, Wayne Donaldson, Mako Haggerty, Jim Herbert, Dave Janka, Dorothy Moore, Bob Shavelson, Angela Totemoff, Michael Vigil, Aimee Williams, Kirk Zinck

Members Absent: Mike Brittain, Luke Hasenbank, Elijah Jackson, Melvin Malchoff

Staff Present: Jennifer Fleming, Donna Schantz, Joe Lally, Ashlee Hamilton, Brooke Taylor, Nelli Vanderburg

Others Present: Lisa Fox (DOI)

Call to Order

President Archibald called the meeting to order at 10:30 a.m. A roll call was taken. The following 15 directors were present, representing a quorum for the conduct of business: Archibald, Bauer, Beedle, Bender, Crump, Cutrell, Donaldson, Haggerty, Herbert, Janka, Moore, Shavelson, Totemoff, Vigil, and Zinck.

Approve Agenda

Herbert moved to approve the agenda as presented. Moore seconded. Archibald asked for amendments/objections; hearing none, the agenda was approved as presented.

Public & Opening Comments

Archibald asked for opening comments; there were none.

Approval of Out-of-State Travel to Washington, DC for Legislative Visits

Lally explained that the Board is asked to approve out-of-state travel for Directors [Dorothy Moore](#) and [Robert Beedle](#) to travel to Washington, D.C., to participate in the 2024 legislative visits. If approved, staff members Donna Schantz and Joe Lally will also be attending. The Legislative Affairs Committee discussed this upcoming trip at its March 14, 2024 meeting, and endorse sending this group of four. Funding for this travel is in the approved FY2024 budget.

Vigil moved to approve out-of-state travel for Directors Dorothy Moore and Robert Beedle to conduct annual legislative outreach visits in Washington, D.C., May 6-10, 2024, in the approximate amount of \$5,114, per traveler. Zinck seconded. Archibald asked for discussion/objection; hearing none, the travel was approved.

Approval of In-State Travel to Valdez for Tsunami Workshop

Lally explained that staff is seeking Board approval of in-state travel to Valdez for Directors [Robert Archibald](#), [Jim Herbert](#), and [Dave Janka](#), along with POVTS member [Max Mitchell](#) to attend the upcoming Tsunami Workshop being held June 3-4, 2024. Council travel policies state that Board members may undertake and be reimbursed for in-state travel for conventions and symposiums offered to all Board members. While this opportunity was offered to all volunteers, it was not budgeted for in the approved FY2024 budget. Therefore, staff is seeking Board approval of this travel and corresponding budget transfer in the amount of \$9,300.

Moore moved to approve in-state travel for Robert Archibald, Jim Herbert, Dave Janka, and Max Mitchell to attend the Tsunami Workshop in Valdez, June 3-4, 2024, in an approximate amount of \$2,325 per traveler; and approve a budget modification adding \$9,300 to project 8025 from the contingency fund for this travel. Bender seconded. Archibald asked for discussion/objection; hearing none, the travel was approved.

White Paper Acceptance – Miscommunication in Maritime Contexts

Lally explained that staff and the POVTS Committee are seeking Board acceptance of the draft white paper titled "[Miscommunication in Maritime Contexts](#)" by Dr. Nicole Ziegler of Sky Island Language Research, LLC. This white paper, a literature review on the topic, is the first phase of the project deliverable as outlined in contract 8520. It establishes the causes and contributing factors of maritime miscommunication by reviewing and synthesizing previous research. Its findings demonstrate that despite various actions to improve instruction and reduce miscommunication accidents due to miscommunication are increasing, underscoring the need for further research.

Lally explained that it is important to note that, if accepted, this literature review will not immediately be placed on PWSRCAC website as Dr. Ziegler will seek publication in an industry journal. Dr. Ziegler expressed concern with this preliminary work being reproduced by one of her competitors. Cutrell asked if it was standard practice to hold off on sharing our report publicly and if we do wait, how long until we can share the information. Lally responded that Dr. Ziegler will get the work completed as quickly as possible on the publication. He added that while not common, it is not the first time we have held off on making a report immediately available to the public.

Beedle stated that it was hard to read for a communication report. Is she working on the final report? When will it be available? Lally stated she is working on Phase 2, but it will not be ready for the May 2024 Board meeting deadline.

Totemoff asked who the target audience for this report would be. Lally anticipates that once phase two is completed, the Council will share it with SWAPA, the U.S. Coast Guard, the Response Planning Group, and the regulatory agencies that are involved in decision making for foreign flagged tankers transiting in our region.

Aimee Williams joined the meeting at 10:50 a.m.

Beedle moved to accept the white paper titled "Miscommunication in Maritime Contexts" by Dr. Nicole Ziegler as meeting phase one of contract 8520.23.01 and allow Dr. Ziegler to seek professional publication of the paper. Herbert seconded. Archibald asked for objection; hearing none, the white paper is approved.

Approval of IRS Form 990

Hamilton explained that staff and the Finance Committee are seeking Board acceptance of the [draft IRS Form 990 for the 2023 fiscal year](#). Because of its tax-exempt status, PWSRCAC is required to submit a Form 990 annually, which provides financial and other information to the Internal Revenue Service (IRS). Once submitted, the Form 990 becomes public information. Failure to file the form in a timely and accurate manner may result in the loss of PWSRCAC's tax-exempt status. The Finance Committee reviewed the draft IRS Form 990 for FY2023 in detail at its February 7, 2024 meeting and recommends Board approval.

Herbert moved to authorize the Executive Director to sign the Form 990 on behalf of PWSRCAC and submit it to the IRS on or before May 15, 2024. Haggerty seconded. Archibald asked for discussion or objection; hearing none, the IRS Form 990 was accepted.

Information item - Draft One-Page Strategic Plan Update

Schantz explained that the purpose of this information item was to update the Board on the progress made to the draft one-page strategic plan before it's brought to the Board for approval in May. Schantz reminded the group that at the January 2024 Strategic Planning Workshop, contractor Agnew::Beck presented and reviewed the proposed revisions to the Council's one-page strategic plan. In response to those changes, the Board recommended standing up a Strategic Planning Committee to review the changes and bring a final version of the plan to the Board for approval. The Strategic Planning Committee and staff have met and drafted a [streamlined one-page strategic plan](#), which includes components from the original one-page strategic plan as well as revisions from Agnew::Beck. Schantz added that staff and the Strategic Planning Committee are comfortable with the revisions made so far, and wanted to bring this updated draft version before the Board to update them on the progress. She noted additional refinements may be made to the plan before it is brought to the Board for approval in May. Schantz added that this is an opportunity for Board members not on the Strategic Planning Committee to weigh in on the plan and the amendments made thus far, or to volunteer to join the committee to help refine this further.

Herbert, a member of the Strategic Planning Committee, explained that from his perspective, the product that was delivered from Agnew::Beck at the January Board meeting was incomplete. He felt their one-page plan included some new ideas as a result of the workshop in September, but his personal perspective was to blend the new ideas with the foundation we already had. He believes this new product achieves that.

Archibald asked if anyone had any other thoughts or comments on the streamlined one-page strategic plan. Hearing none, staff will continue working with the committee to refine the plan and bring it to the Board in May for approval.

Executive Session to deliver Executive Director annual evaluation

Cutrell moved to go into executive session to discuss and deliver the Executive Director's annual evaluation. Moore seconded.

The Board entered into executive session at 11:05 a.m. The executive session ended at 12:15 p.m.

Report on Executive Session

Archibald reported that the results of the Executive Director's evaluation survey were reviewed and discussed, and that Schantz received a very favorable evaluation.

Totemoff moved to extend the Executive Director's contract for one year and authorized a one-time bonus of \$2,500. Williams seconded. Archibald asked for discussion.

Totemoff thanked Schantz for her leadership for the Council adding she sets the bar very high moving the mission of the Council forward.

Archibald asked for objection; hearing none, the action was approved.

Closing Comments

Archibald asked for closing comments. There were none.

Adjourn

Cutrell moved to adjourn. The meeting adjourned at 12:20 p.m.