

Briefing for PWSRCAC Board of Directors – May 2021

ACTION ITEM

Sponsor: Donna Schantz and Administration

Project number and name or topic: Scheduling for PWSRCAC September 2021 Board of Directors Meeting

1. **Description of agenda item:** Staff is seeking Board direction on how to proceed with the upcoming September 16-17, 2021 Board meeting that is set to take place in Seward. If it is decided that the September meeting will occur virtually, the Board is asked to shift the rotation of the annual community meeting so that the September 2022 meeting is held in Seward. Finally, the Board is also asked to delegate authority to the Executive Committee to make decisions on whether to hold future in-person events virtually. The future events in question at this time include Science Night, the Volunteer Workshop, and the holiday party set to take place in Anchorage on December 2-3, 2021, and the January 27-28, 2022 Board meeting that is also set to take place in Anchorage. A decision on the December 2021 and January 2022 events needs to be made early in order to avoid cancellation penalties.

2. **Why is this item important to PWSRCAC:** The health and safety of PWSRCAC staff and volunteers is a top priority. Of particular concern is the ability to adequately satisfy recommendations including to stay a minimum of six feet apart from non-household members, wearing a face covering when in public, adequately sanitizing and disinfecting commonly touched surfaces, as well as being mindful and respectful to those that are most vulnerable to the virus, including Alaska's senior population and those with existing health conditions. These restrictions and recommendations apply even if an individual is vaccinated. Additionally, in order to meet in person, decisions would need to be made such as who will sit at the main table in order to maintain social distancing, the purchase of additional microphones to accommodate social distancing and so that microphones are not shared, how to safely serve food, and who will enforce the wearing of masks. The public reception for Seward has already been removed from the proposed FY2022 budget due to safety concerns and public access to our meeting if held in person may need to be restricted. We typically host an in-school education event in conjunction with our September meeting and it is unknown if the school will allow this event to take place. Furthermore, recognizing that many people are still not comfortable traveling and being around large groups of people, it is anticipated that if the meeting were to be held in person, there would be a number of people that would not travel. This would result in a hybrid in-person/virtual meeting and staff has been made aware of challenges other organizations have faced while hosting hybrid meetings. The general view seems to be, for now, that it is better to be virtual than to host a hybrid meeting, as it is hard to manage the meeting so that both in-person and virtual participants are kept engaged (it is different than hosting an in-person meeting with just a few people on teleconference). It may also be a disservice to the community of Seward to meet there if only a limited number of people will attend and the public events that we typically sponsor in the community cannot happen.

3. **Previous actions taken by the Board on this item:**

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<u>Meeting</u>	<u>Date</u>	<u>Action</u>
XCOM	3/30/20	Authorized a deviation from the Board approved regular meeting schedule by holding the May 7-8, 2020 PWSRCAC Board meeting remotely through video and teleconference.
XCOM	4/30/20	XCOM approved Temporary Travel Restrictions, including but not limited to the wavier of policies 700.06 (VMT Familiarization), 721.02 (Board Travel Under Own Authority), and Policy 721.03 (Volunteer Travel Under Own Authority) until further notice.
XCOM	7/2/20	Authorized a deviation from the Board approved regular meeting schedule by holding the September 17-18, 2020 PWSRCAC Board meeting remotely through video and teleconference, and to shift the rotation of the annual community meeting so that the September 2021 meeting is held in Seward.
Board	9/17/20	Approved the cancellation of all the December 2020 in-person events (Science Night, Volunteer Workshop, and Volunteer Party) and the in-person January 2021 Board meeting because of COVID-19 and COVID-19 restrictions; staff to work on holding these events virtually.
Board	9/17/20	Adopted the proposed amendment to Section 3.8 of the PWSRCAC Bylaws titled "Meeting by Telephone or Videoconference."
Board	1/28/21	Authorized a deviation from the Board-approved regular meeting schedule by holding the May 6-7, 2021 PWSRCAC Board meeting and associated events remotely through video and teleconference because of COVID-19 and COVID-19 restrictions.
XCOM	4/27/21	Rescinded the temporary travel restrictions approved on April 30, 2020, with the following exceptions and guidance: a) the suspension of in-person meetings remains in effect until lifted by the Board or XCOM; and b) individual Board or committee member travel to conferences, business meetings, trainings, or other Council related business will be approved by the Board or XCOM on a case by case basis, with careful consideration given to the individual circumstances of each request and the most recent and relevant CDC, state, and local travel advisories and mandates.
XCOM	4/27/21	Approved a recommendation to the Board to hold the September 2021 Board meeting virtually, along with a request that the Board delegate authority to the Executive Committee to make decisions regarding future in-person Council events.

4. **Summary of policy, issues, support or opposition:** Per Council bylaws, the date and location of meetings are set by Board resolution. Any deviation from the schedule set by the resolution requires Board or Executive Committee action.

5. **Committee Recommendation:** At their meeting on April 27, 2021, the Executive Committee passed a recommendation to the Board that the September 2021 Board meeting be held virtually, along with a request that the Board delegate authority to the Executive Committee to make decisions regarding future in-person Council events.

6. **Relationship to LRP and Budget:** Costs associated with the September Board meeting are largely attributed to meeting space, meals, and travel for the staff and volunteers. Holding the September Board meeting virtually via Zoom would result in a cost savings of approximately \$25,000 in the FY2022 budget.

7. **Action Requested of the Board of Directors:**

- a) Authorize a deviation from the Board approved regular meeting schedule by holding the September 16-17, 2021 PWSRCAC Board meeting through video and teleconference, shifting the rotation of the annual community meeting so that the September 2022 meeting is held in Seward.
- b) Delegate authority to the Executive Committee to make decisions regarding future in-person Council events.

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8. **Alternatives:** The Board could choose to hold the September 2021 meeting in-person in Seward, and/or that decisions regarding whether to hold future events such as Science Night, the Volunteer Workshop, the holiday party, and the January 2022 Board meeting be brought to the full Board instead of delegated to the Executive Committee.
9. **Attachments:** None.

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