



## Board of Delegates Meeting

Wednesday, January 15th, 6pm-8pm

**In Person:** FCC Conference Room

**Zoom Meeting:** <https://us06web.zoom.us/j/89600528663> | Meeting ID: 896 0052 8663

### Part I – The Board Meeting

| ACTION  | ESTIMATED TIME       |
|---|----------------------|
| <b>1. Meeting Opening</b> – Chair Edgington<br>1.1. Call to order & introductions     | 10 minutes           |
| <b>2. Consent Agenda</b><br>2.1. Approval of Agenda<br>2.2. Approval of Minutes       | 5 minutes            |
| <b>3. Education Topic</b> – Staff<br>3.1 2024 MOA Grant Annual Report                 | 10 minutes           |
| <b>4. Discussion Topic</b> – Executive Committee<br>4.1 Retention Policy Introduction | 10 minutes           |
| <b>5. Discussion Topic</b> – Executive Committee<br>5.1 2025 Meeting Dates            | 10 minutes           |
| <b>6. Comment Period</b>  | <i>If Applicable</i> |
| <b>7. Move to second agenda</b>   | --                   |

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**Community Councils Center** 1057 West Fireweed Lane, Suite 100, Anchorage, AK 99503

Abbott Loop | Airport Heights | Basher | Bayshore – Klatt | Bear Valley | Birchwood | Campbell Park | Chugiak | Downtown | Eagle River  
 Eagle River Valley | Fairview | Girdwood | Glen Alps | Government Hill | Hillside Huffman – O'Malley | Midtown | Mountain View  
 North Star | Northeast | Old Seward – Oceanview | Portage Valley | Rabbit Creek | Rogers Park | Russian Jack Park | Sand Lake  
 Scenic Foothills | South Addition | South Fork | Spenard | Taku – Campbell | Tudor Area | Turnagain | Turnagain Arm | University Area



## Part II – The Coalition Meeting

| ACTION   | ESTIMATED TIME   |
|--|--|
| <b>1. Meeting Opening</b> – Chair Edgington  | --   |
| <b>2. Education Topic</b><br>3.1 Council Updates – Rabbit Creek thru University Area<br><i><b>Council Updates:</b> Rabbit Creek, Rogers Park, Russian Jack, Sand Lake, Scenic Foothills, South Addition, South Fork, Spenard, Taku Campbell, Tudor Area, Turnagain, Turnagain Arm, University Area</i> | 15 minutes<br><i>(1 minute per council, then time for other councils with urgent business)</i> |
| <b>3. Education Topic</b> – Representative Reports<br>3.1. Mayor – Marie Husa<br>3.2. Assembly – Christopher Constant, Chair<br>3.3. School Board – Andy Hollman, President  | 20 minutes<br><i>(5 min each with time for questions)</i>                                      |
| <b>4. Education Topic</b><br>4.1. Property Assessments – Jack Gadamus, MOA<br>Municipal Assessor   | 20 minutes   |
| <b>5. Comment Period</b>   | <i>If Applicable</i>   |
| <b>6. Adjourn</b>  | --   |

## Board of Delegates Agenda Explainer

Welcome to the November 2024 Agenda! To better help facilitate the Board of Delegates meeting in an efficient manner, the agenda has been re-organized over the last few months. We wanted to take a moment to explain some of the changes. Attached you will also find a quick reference for Robert's Rules.

- THE BOARD MEETING VS. THE COALITION MEETING
  - **Purpose:** To clarify what is being discussed during different parts of the meeting and what role the delegates hold during that time.
  - **The Board Meeting:** where delegates learn and discuss the business of the non profit known as the Federation of Community Councils. Delegates act within their role as non profit board members.
  - **The Coalition Meeting:** where delegates learn and discuss the work of Community Councils. Delegates act as representatives of their Community Councils.
- ESTIMATED TIME
  - **Purpose:** To ensure the meeting runs efficiently and to respect the time of all present.
  - **How It Works:** The Chair will keep time of each section and respectfully remind delegates and presenters when the time allotted has been reached.
- CONSENT AGENDA
  - **Purpose:** To streamline meetings by consolidating routine items that don't require debate into a single agenda item for efficient approval.
  - **How It Works:** Before the meeting, all members should be familiar with the items on the consent calendar, and if anyone has an objection to any item, they can request to have it removed from the consent agenda and discussed separately.
  - **Approval Process:** The chair will ask if there are any objections to approving all items on the consent calendar as a group; if no objections are raised, the entire consent agenda is considered approved with a single vote.
  - **Request To Pull An Item:** If a member feels a question cannot be adequately answered within the consent agenda format, they can request to have that specific item removed from the consent agenda for separate discussion.
  - **No Need For A Motion:** Typically, simply stating the desire to remove an item is sufficient to have it pulled from the consent agenda.
- EDUCATION TOPIC VS. DECISION TOPIC VS DISCUSSION TOPIC

- **Purpose:** To help delegates understand the objective of the topic and properly prepare.
  - **Education Topic:** To inform participants about a topic, often including background details and relevant data. *Example – reports from Municipal branches such as the Mayor’s Office, the Assembly, and ASD*
  - **Discussion Topic:** To introduce a new item OR openly exchange perspectives, brainstorm ideas, and explore different angles on a topic. *Example – a introducing new policy for the FCC.*
  - **Decision Topic:** To reach a conclusion or choose a course of action on a specific issue. *Example – final discussion and ratification of a new policy for the FCC.*
- COUNCIL UPDATES
- **Purpose:** To efficiently hear updates from councils so that none are excluded without monopolizing the entirety of the meeting.
  - **How It Works:** 11-13 Councils each meeting will have 1 minute to report on what is happening in their council. Any remaining time will be open floor for additional councils to report on any urgent business. Councils will get to report 3 – 4 times annually.
  - **Breakdown:** The bottom of the agenda will show which councils are reporting for that meeting.
    - ◇ Group A (A thru F): *Abbott Loop, Airport Heights, Basher, Bayshore/Klatt, Bear Valley, Birchwood, Campbell Park, Chugiak, Downtown, Eagle River, Eagle River Valley, Eklutna Valley, Fairview*
    - ◇ Group B (G thru P): *Girdwood, Glen Alps, Government Hill, Hillside, Huffman/O’Malley, Midtown, Mountain View, North Star, Northeast, Old Seward/Oceanview, Portage Valley*
    - ◇ Group C (R thru Z): *Rabbit Creek, Rogers Park, Russian Jack, Sand Lake, Scenic Foothills, South Addition, South Fork, Spenard, Taku/Campbell, Tudor Area, Turnagain, Turnagain Arm, University Area*

# Parliamentary Procedure

A Reference Guide to Moving the Meeting Along *(without going outside to settle the question)*

| TO DO THIS*                                      | YOU SAY THIS                            | May You Interrupt the Speaker? | Do You Need a Second? | Is the Motion Debatable? | What Vote is Required? |
|--|---|--------------------------------|-----------------------|--------------------------|------------------------|
| Adjourn the meeting                              | I move that we adjourn                  | No                             | Yes                   | No                       | Majority               |
| Recess the meeting                               | I move that we recess until...          | No                             | Yes                   | No                       | Majority               |
| Suspend further consideration of the item        | I move we table it                      | No                             | Yes                   | No                       | Majority               |
| End debate ("Ask the question")                  | I move the previous question            | No                             | Yes                   | No                       | 2/3 Vote               |
| Postpone consideration of item                   | I move we postpone this matter until... | No                             | Yes                   | Yes                      | Majority               |
| Have something studied further                   | I move we refer this to committee       | No                             | Yes                   | Yes                      | Majority               |
| Introduce business (a primary motion)            | I move that...                          | No                             | Yes                   | Yes                      | Majority               |
| Object to procedure or to personal affront       | Point of Order                          | Yes                            | No                    | No                       | No vote; Chair decides |
| Request information                              | Point of information                    | Yes                            | No                    | No                       | No vote                |
| Ask for a count to verify voice vote             | I call for a division of the house      | No                             | No                    | No                       | No vote                |
| Take up a matter previously tabled               | I move to take from the table...        | No                             | Yes                   | No                       | Majority               |
| Reconsider something already acted on            | I move we reconsider action on...       | No                             | Yes                   | Yes                      | Majority               |
| Consider item not on agenda                      | I move we suspend the rules and...      | No                             | Yes                   | No                       | 2/3 Vote               |
| Cote on a ruling by the chair                    | I appeal the chair's decision           | No                             | Yes                   | Yes                      | Majority               |
| Limit # of speeches per member in a motion       | I move members be limited to            | No                             | Yes                   | No                       | 2/3 Vote               |
| Complain about the room temperature, noise, etc. | Point of privilege                      | Yes                            | No                    | No                       | No Vote                |

\*Items in red text are not amendable

**Federation of Community Councils  
Board of Delegates Meeting**

Wednesday, December 18, 2024 | Hybrid  
Draft Minutes

**PART I – THE BOARD MEETING**

- 1. Call to Order and Establish Quorum:** Mike Edgington, Chair
- a. The meeting was called to order at 6:05 p.m.

*Zoom meeting being recorded, including the "Chat". There is no expectation of privacy.*

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**FCC Delegates in attendance (19)**

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Abbott Loop - Lizzie Newell           | Mountain View – Daniel George       |
| Airport Heights – <i>Not Present</i>  | North Star – Penny Gage             |
| Basher – <i>Not Present</i>           | Northeast – Monica Schwingendorf    |
| Bayshore/Klatt – <i>Not Present</i>   | Old Seward/Oceanview – Gary Meaders |
| Bear Valley – Kaitlyn Jackson         | Portage Valley – <i>Not Present</i> |
| Birchwood – <i>Not Present</i>        | Rabbit Creek – <i>Not Present</i>   |
| Campbell Park - <i>Not Present</i>    | Rogers Park – <i>Not Present</i>    |
| Chugiak – <i>Not Present</i>          | Russian Jack – Kathleen Plunkett    |
| Downtown – <i>Not Present</i>         | Sand Lake – Evan Leaf               |
| Eagle River – Cliff Cook              | Scenic Foothills – Patrick LeMay    |
| Eagle River Valley – Joy Webb         | South Addition – John Thurber       |
| Eklutna Valley – <i>Not Present</i>   | South Fork – <i>Not Present</i>     |
| Fairview – <i>Not Present</i>         | Spenard – Sarah Preskitt            |
| Girdwood (GBOS) – Mike Edgington      | Taku-Campbell – <i>Not Present</i>  |
| Glen Alps – <i>Not Present</i>        | Tudor – <i>Not Present</i>          |
| Government Hill – Bob French          | Turnagain - Cathy Gleason           |
| Hillside – Bruce Vergason             | Turnagain Arm – Michael Packard     |
| Huffman/O'Malley – <i>Not Present</i> | University Area – Steve Callaghan   |
| Midtown – <i>Not Present</i>          |                                     |

**Others in attendance:**

FCC Arianna Bellizzi, Executive Director  
FCC Ali Rambo, Office Administrator  
Barbara Jones, Representative of the Mayor's Office  
Anna Bosin, Alaska Department of Transportation & Public Facilities  
Brad Coy, Traffic Department Director / Municipal Traffic Engineer

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**2. Consent Agenda**

- a. **Approval of Agenda**
- b. **Approval of Minutes**
- c. **Approval of Staff Report**
  - i. Motion to approve consent agenda made by Daniel George, seconded by Michael Packard, unanimously approved by consent.

- ii. Quorum attained when Evan Leaf, Sand Lake, arrived.

**3. Decision Topic:** Treasurer LeMay

**a. Treasurer Report – 2024 Budget**

- i. The meeting involved a discussion about the 2024 budget and potential spending on various items such as a new printer, additional owls, and other supplies.
- ii. The board approved the motion to move unspent funds from personnel to contractual services and supplies.
- iii. The motion to spend any remaining excess funds from the 2024 budget on improved technical supplies / supplies for the office was made & amended by Kathleen Plunkett & Evan Leaf seconded. The motion passed unanimously by consent.

**b. 2025 Budget Update**

- i. Executive Session began at 6:23pm & ended at 7pm
- ii. The decision was made to move forward with funding the staff position for the year of 2025, with the understanding that this would be covered by corporate funds until full municipal funding was received. The board also discussed the potential impact on the organization's reserves and the need for a strategic plan to upgrade the money.
- iii. The motion to commit & fund both staff positions at full time for 2025 was made by Daniel George & seconded by Michael Packard. The motion passed unanimously by consent.

**4. Decision Topic:** Privacy Policy

- a. The privacy policy was discussed to clarify the organization's handling of information and to ensure compliance with federal and state laws.
  - i. The privacy policy was ratified without any objections. The motion was made by Evan Leaf & seconded by Bob French.
  - ii. An idea was presented to use a program such as Google Groups, to help limit the amount of phishing emails.

**5. Decision Topic:** Resolution 2024-03

- a. A resolution was discussed to thank the Assembly for their support through 2024.
  - i. The motion to pass the Resolution was made by Sarah Preskitt & seconded by Michael Packard. The Resolution was passed unanimously by consent.

**6. Discussion Topic:** Retention Policy Introduction

- a. This was tabled for this meeting due to time constraints.

**PART II – FCC COMMUNITY COUNCIL COLLABORATION MEETING**

**1. Meeting Opener:** Chair Edgington

## 2. Education Topic

- a. **Council Updates:** Girdwood through Portage Valley
  - i. **Girdwood** – Girdwood is working on a Comprehensive Plan for next year, & a resolution for no changes to the Girdwood Community Council Boundaries.
  - ii. **Government Hill** – No meeting in December – Elections will be happening at the January Meeting.
  - iii. **Mountain View** – Talks have continued about homelessness, & the annual potluck held at the library was a success
  - iv. **North Star** – Graham Downey spoke on housing at the last meeting. There was lots of discussion on the Midtown District Plan. They have lots of new members, & they're focusing on making meetings welcoming & understandable. They're prepping to send out postcards to residents within their CC boundaries to encourage more people to join in on the meetings.
  - v. **Northeast** – Special meeting last week was focused on the ASD rightsizing, Nunaka Valley elementary School is still set to shut down at the end of the year.
  - vi. **Oceanview / Old Seward** – Shifted their meeting dates & have since seen an increase in turn out to the meeting.

## 3. Education Topic

- a. **Mayor's office:** Barbara Jones, Deputy Chief of Staff
  - i. Barbara Jones (Mayor's Office) to provide a plan for attending different community council meetings at the January FCC meeting.
- b. **Assembly:** Christopher Constant, Chair
  - i. Not Present at this meeting
- c. **School Board:** Andy Holleman, President
  - i. Not Present at this meeting

## 4. Education Topic

- a. **Pedestrian Safety:** AK DOT & PF and MOA Planning
  - i. This section of the meeting focused on pedestrian safety and the Vision 0 initiative, aiming to reduce pedestrian fatalities in Anchorage. Ideas were presented that aim to slow drivers down & allow for more reaction time.
  - ii. The discussion highlighted the need for a comprehensive approach, involving infrastructure, enforcement, education, and public buy-in.
  - iii. There were concerns raised with signage needing updating in several council areas, & the concern was noted by AK DOT & PF to be assessed at a later date.

## 5. Comment Period – None

## 6. Adjourn – Meeting was adjourned at 8:22 pm.



Minutes respectfully submitted by Alison Rambo.

\_\_\_\_\_  
FCC Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
FCC Secretary

\_\_\_\_\_  
Date

**Annual Report**  
**Federation of Community Councils, Inc.**  
Report Year: 2024

1. **List and briefly describe major activities and major services provided by the FCC during the year including the following functions within the scope of services (attach additional pages if necessary).**

a. **Minutes and attendance records for each Grantee Board of Delegates meeting.**

Minutes: <https://www.communitycouncils.org/servlet/content/51.html>

Attendance: Appendix A

b. **An update on the following technical services provided to the councils and public:**

i. **Continued development and maintenance of website for ease of use and access.**

The Federation was able to use undesignated funds from gaps in staffing and funds from the 2023 budget to fund a full website update. Starting in July, staff worked with a vendor to create a new logo. Staff also ran an improvement survey that received 92 responses. The survey included questions about public usage, features, and visuals; as well as a section for Council Officers who upload information and wish to add in their experience.

In October, with the new brand guidelines and website feedback, staff worked with the website manager to create a new look and flow to the website. At the time of this report, the vendor is working on creating the new website and migrating information/documentation. It is expected that by February 2025, the website will be ready for launch – which will also include multiple training resources for Councils who wish to manage their own webpage.

ii. **Printing services for the council(s) and public on information about the involvement of citizens in the governmental process at the neighborhood levels.**

2024 included standard printing operations for Councils. Upon request, staff print out agendas, newsletters, minutes, and more. Staff were also able to use undesignated funds to purchase a new printer, which is set to arrive in January 2025.

As part of the Training Grant, additional printings regarding training and outreach were completed. This is outlined in Section 5 below.

iii. **Mailing services (as budget allows) on council newsletters.**

Mailers were sent on behalf of Spenard Community Council, North Star Community Council, Bear Valley Community Council, and South

Addition Community Council.

**iv. Other technical assistance as required to help councils produce documents.**

Federation staff continued supporting virtual meetings through management of multiple Zoom accounts.

In 2023, two OWL conferencing equipment were purchased. These OWLs are a combination camera and microphone, with built in computer to easily connect to Zoom. OWLs help large meetings have better visibility through a 360 camera and microphone. The FCC began to use them in FCC Board meetings and assist Councils in borrowing the equipment. At the end of 2024, 3 more OWLs were purchased and will be implemented into the borrowing program in 2025.

Additionally, recording and A/V equipment was purchased to assist in future training recordings.

**v. On-going training for council members and officers.**

See Appendix B for full breakdown of the use of the Training Grant.

**2. Provide a current list of the Grantee Board of Delegates and location on website where information is available to the public.**

List of Board of Delegates:

[https://www.communitycouncils.org/servlet/content/fcc\\_delegates\\_.html](https://www.communitycouncils.org/servlet/content/fcc_delegates_.html)

**3. Provide a current list of community council contacts and location on website where information is available to the public.**

Community Council Contacts:

<https://www.communitycouncils.org/servlet/content/1552.html>

**4. Number of notifications (and sample notifications) distributed to councils and the public of public hearings and meetings through Grantee's email distribution lists.**

Staff sent 632 notifications to approx. 7500 email addresses in 2024. See Appendix C for sample notifications.

See Appendix D for a comparison of 2023 and 2024 in subscribers and open-rate.

**5. Any updates to files of each community council's activities (Note: Grantee will request this information but is not responsible for a failure of any council to provide the same):**

- a. Request minutes of each council's meetings and other relevant records relating to council's activities, including current officers, history, bylaws, policies, resolutions, correspondence, etc.
- b. Maintain paper files in a systematic manner.
- c. Provide the location where this information is located on the Grantee's website.

See website [www.communitycouncils.org](http://www.communitycouncils.org) to find all available agendas, minutes, and documentation that was sent to the FCC.

**6. Information on reasonable office hours to answer questions and provide information on community councils at an established office.**

The Community Councils Center has maintained its hours. Office staff are available via phone & email Monday through Friday, 9:00am to 5:00pm. It is open for walk-ins Monday through Thursday, 12:00pm to 5:00pm, and outside those hours by appointment. The office is also closed on Municipal Holidays.

**7. Miscellaneous provisions: Any additional activities performed at the request of the Grantee Board of Delegates or Executive Committee.**

A committee of the Board created and hired the Executive Director.

An audit of the 2023 budget was completed, funded by undesignated funds remaining in the 2023 budget. See Appendix E for results from the audit.

Federation Board meetings are now recorded.

The Facebook for the Federation was re-activated, and additional social media was added including YouTube and Instagram.

Staff assisted the Board in the creation and implementation of the Fiscal Sponsorship Policy, Digital Outreach Policy, and Privacy Policy. See website link for updated policy and procedures:

[https://www.communitycouncils.org/servlet/content/policies\\_\\_\\_procedures.html](https://www.communitycouncils.org/servlet/content/policies___procedures.html)

The Executive Director met with a mentor to facilitate her first six months of leadership. She also graduated from Foraker Group's Non-Profit Management certificate.

**8. When was employee evaluation(s) completed?**

The Executive Director evaluation was completed in October 2024.

Staff evaluations were completed in December 2024.

For the rest of the 2024 Annual Report, click link or scan QR code below.

<https://www.communitycouncils.org/download/24802.pdf>



## **Retention Policy**

Federation of Community Council  
2024

The Federation of Community Council (FCC) recognizes the importance of historical archives for future knowledge and research. The FCC also recognizes such information should be readily available information for public use. In order to keep available relevant information for the public and community council use, the FCC establishes a retention policy.

### **1. Definitions.**

- 1.1. Website - [www.communitycouncils.org](http://www.communitycouncils.org)
- 1.2. Internal Digital Database - Digital cloud storage or storage on FCC owned servers.
- 1.3. Community Council Work Product - Resolutions, correspondence, and meeting records.
- 1.4. Community Council Other Product - Presentations, draft plans, representative updates, etc.

### **2. Website Retention.**

- 2.1. The FCC will retain all documents uploaded or published on [www.communitycouncils.org](http://www.communitycouncils.org) for 5 years from publishing.
  - 2.1.1. After the five years, Community Council Other Products can be removed by FCC staff and saved in the internal digital database.
- 2.2. The FCC will retain all Community Council Work Products uploaded or published on [www.communitycouncils.org](http://www.communitycouncils.org) for 20 years from publishing.

### **3. Internal Digital Database.**

- 3.1. The FCC internal digital database will retain digital copies of Community Council Other Products for an additional 5 years after publishing.
- 3.2. The FCC internal digital database will retain digital copies of FCC organizational documents for 20 years from creation or publishing.
- 3.3. The Community Council digital files are accessible for public use by request. The request for these files can be made at any time via phone or email and the FCC staff will endeavor to respond within 1-2 business days with the appropriate information.
- 3.4. Digital files will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents.

### **4. Physical Copies.**

- 4.1. The FCC office will retain physical copies of Community Council Work Product, when provided, for 10 years from creation or receiving.
- 4.2. The FCC office will retain physical copies of FCC organizational documents for 10 years from creation or receiving.
- 4.3. The FCC office will retain physical copies of local, state, and federal documents, when provided, for 1 year from creation or receiving.

- 4.4. Digital copies of the physical copies will be made when received and saved to the internal digital database.
  - 4.5. After 10 years, Community Council Work Product will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents
- 5. Additional Retention.**
- 5.1. Whenever funding and physical/digital space allows, the FCC will endeavor to keep information longer.
  - 5.2. Special requests can be made to keep limited information longer. Please submit that request to FCC staff at [info@communitycouncils.org](mailto:info@communitycouncils.org). Staff will review the request and accommodate whenever feasible. Denied requests can be appealed to the FCC Chair.
  - 5.3. The FCC retains the right to withhold public information requests if the staff or executive committee believes that releasing the information runs counter to the FCC Privacy Policy.
- 6. Removal of Documents.**
- 6.1. FCC staff will notify a Community Council Chair/President before Community Council Work Product documents are removed from the internal digital database or FCC Office.
  - 6.2. Notification will be done via email to the most recent contact provided by the Council.

## **Federation of Community Councils**

### **Potential 2025 Meeting Dates**

*\*3<sup>d</sup> Wednesday from 6pm-8pm*

January 15<sup>th</sup>

February 19<sup>th</sup>

March 19<sup>th</sup>

April 16<sup>th</sup>

May 21<sup>st</sup> – Officer Election (Take office July 1<sup>st</sup>)

June 18<sup>th</sup>

July 16<sup>th</sup> – Annual Picnic (No Meeting)

August 20<sup>th</sup>

September 17<sup>th</sup>

October 15<sup>th</sup>

November 19<sup>th</sup>

December 17<sup>th</sup> – Holiday Party (& Meeting)