

BOARD OF AGRICULTURE & CONSERVATION AGENDA

1801 S Margaret Dr. Ste 12, Palmer, AK 99645

10/15/2024 9:00AM

Zoom Meeting: <https://zoom.us/j/99998117211?pwd=dLaObupgnI9az0An7dUi1rJLhuHWrz.1>

Meeting ID: 999 9811 7211

Passcode: **12211#**

A. CALL TO ORDER: Time- [REDACTED]

- a. Approval of 10/15/2024 meeting minutes-Appendix 1
 - i. Motion
 - 1. 1st
 - 2. 2nd
 - ii. Discussion
 - iii. Rollcall Vote: approves previous meeting minutes and indicates member is present.
- b. Staff in attendance
 - i. Bryan Scoresby, Division of Agriculture Director
 - ii. Christy Kolvoord, Natural Resource Specialist III (ARLF Loan Officer)
 - iii. Gavin Ulbrich ARLF Loan Officer Collections
 - iv. Kevin Higgins, Attorney V, Dept of Law
 - v. George Deaton, Accountant III, DNR
- c. Public in attendance
 - i.

B. PLEDGE OF ALLEGIANCE

C. CONFLICT OF INTEREST DISCLOSURES

D. REPORTS/COORESPONDENCE

- a. Director Scoresby Division Update
- b. ARLF Financials – Financial Services-Appendix 2
- c. Loan officers’ Metrics-Appendix 3
- d. Public Comments/Session – Open forum (three minutes per person)

E. NEW/OLD BUSINESS

- a. Code of Conduct
- b. Ethics
- c. Meeting Rules
- d. Roberts Rules of Order
- e. Financial Analysis Definitions and Keys

F. EXECUTIVE SESSION

- a. Motion: Move to go into Executive Session
 - i. 1st
 - ii. 2nd
 - iii. Discussion
 - iv. Rollcall Vote
- b. Current Loans and Delinquencies – Appendix 4-CONFIDENTIAL
- c. ARLF Applications – 3 of applications, totaling \$4,004,000 requested.

G. PUBLIC SESSION VOTE ON LOAN APPLICATIONS

a. Blankenship, D-MOTION

i. 1st

ii. 2nd

Discussion

Rollcall Vote

b. Lyndaker-MOTION

iii. 1st

iv. 2nd

Discussion

Rollcall Vote

c. Premium Aquatics-MOTION

v. 1st

vi. 2nd

Discussion

Rollcall Vote

H. BOARDMEMBER COMMENTS

I. MEETING DATES

2024 Meeting Dates:

January	23rd In Person
February	6th Working Session
February	13 th
March	19 th
April	16 th
May	29 st
June	18 th
July	As needed
August	20 th In Person
September	As needed
October	15 th
November	As needed
December	As needed

J. ADJOURNMENT

a. Motion: Move to adjourn.

i. 1st

ii. 2nd

b. Discussion

c. Vote

d. Time Adjourned:

DIVISION OF AGRICULTURE
BOARD OF AGRICULTURE & CONSERVATION

ESTABLISHMENT OF QUORUM AND ROLL CALL:

The regular meeting of the Board of Agriculture & Conservation (BAC) was held on August 20, 2024, in person & via Zoom/teleconference. Chair Jeff Vance called the meeting to order at 9:00AM.

A. ROLL CALL/ APPROVAL OF AGENDA & MINUTES OF PRECEDING MEETING

Rollcall Vote:

- i. MOTION: Moved to approve the agenda and minutes of preceding meeting.
Vance – Yes, Anderson – Yes, Bates –Yes, Bergy- Absent, Boring – Yes, Davies – Yes, Jensi-Yes

VOTE: 6 yes, 0 no, and 1 absent during Roll Call vote.

Board members present and establishing a quorum were:

- Jeffrey (Jeff) Vance, Chair
- John Anderson, Vice Chair
- Matt Bates, Board Member (Zoom)
- James (Jamie) Boring, Board Member (Zoom)
- Stuart (Stu) Davies, Board Member
- Adam Jensi, Board Member

Staff in Attendance:

- Bryan Scoresby, Director
- Christy Kolvoord, Natural Resource Specialist III (ARLF Loan Officer)
- Gavin Ulbrich, Loan Collection Officer 1
- Ed Cook, Administrative Assistant II
- Cynthia Morales, Accountant 4, DNR
- George Deaton, Accountant 3, DNR
- Public in Attendance: Bruce Bush

B. PLEDGE OF ALLEGIANCE

C. CONFLICT OF INTEREST DISCLOSURES

- i. Jamie Boring stated he has interest in a fungi company that is currently underway. Kevin Higgins replied this is not a conflict due to their business not applying to the current applicant but that the board chair would decide. Jeff Vance concurred with Higgins and the board agreed.

D. REPORTS/CORRESPONDENCE

- i. Bryan Scoresby Division Update:
 - i. ARLF quorum is now 4 changed from 5. The Governor will sign the bill August 24, 2024 at the State Fair.

Appendix 1 (BAC REGULAR MEETING MINUTES August 20, 2024)

- ii. Gavin Ulbrich started as new Loan Collection Officer August 19, 2024.
 - iii. Publication Specialist position has been filled by Stephanie Stillmen
 - iv. Purdue University did a study on Alaska Agricultural. They traveled all over Alaska visiting 8 farms while with the Division of Agriculture. They also met with people from Homer. We are waiting on their report.
 - ii. ARLF FINANCIALS
 - i. John Anderson: What are the Repossessed Property numbers?
 - ii. Cynthia Morales: A Land Lease that was depreciated in 2020.
 - iii. ARLF Loan Officer
 - i. June and July Metrics. Christy: We are required to post our monthly metrics so I added them to the BAC packet as well. As you can see, I have been busy in these reports. Any questions?
 - 1. Stu Davies: The farm visits are very important, thank you for making this happen.
 - ii. FY20241 Report: Christy: As you can see we approved about 6.1 million in the FY 2024.
 - iii. Delta outreach report: Christy: Erick Johnson, Stephanie Stillman and I went to Delta Junction for 4 days August 4-8. We were able to visit many farms and inspect collateral and fences. Please see the report for the pictures.
 - E. Public Comment Session: Bruce Bush, the Farm Family of the Year, presented successes and struggles since he became a farmer.
 - i. Christy: What can the Division do to help more?
 - ii. Bruce: Help farmers find people to buy their products.
 - ***Video stopped due to internet outage.***
 - ***The remaining minutes are a summation of the events***
 - F. NEW/OLD BUSINESS
 - i. Welcome Gavin Ulbrich.
 - ii. Board nominated the existing Chair and Vice Chair to continue their posts. All were in favor and the positions were accepted.
 - iii. Board Goals and Mission Review
 - 1. Jamie Boring made a motion to create a committee to focus on the board goals. Adam Jenski was the 2nd. Motion passed 6/0 with one absent.
 - 2. Adam Jenski, Jamie Boring, Jeff Vance, and Christy Kolvoord will reach out to see if farmers would like to join the committee.
 - G. EXECUTIVE SESSION
- MOTION: Moved to go to executive session to discuss confidential loan information and delinquencies.
- i. 1st – Stu Davies
 - ii. 2nd –John Anderson

Appendix 1 (BAC REGULAR MEETING MINUTES August 20, 2024)

Roll call- Vance – Yes, Anderson – Yes, Bates –Yes, Bergy- Absent, Boring – Yes, Davies – Yes, Jencki-Yes

VOTE: 6 Yes, 0 No, 1 Absent, 0 Recused

Motion APPROVED

H. PUBLIC SESSION ON LOAN APPLICATIONS

i. Far North Fungi-

MOTION: Approve the loan per the Loan Officer Recommendation.

i. 1st Stu Davies

ii. 2nd John Anderson

Discussion: None

Roll call- Vance – Yes, Anderson – Yes, Bates –Yes, Bergy- Absent, Boring – Yes, Davies – Yes, Jencki-Yes

VOTE: 6 Yes, 0 No, 1 Absent, 0 Recused

Motion APPROVED-Loan Approved

ii. Lyndaker- MOTION-Decline the loan.

i. 1st Adam Jencki

ii. 2nd John Anderson

Discussion: A vote of “yes” is declining the loan.

Roll call- Vance – Yes, Anderson – Yes, Bates –Yes, Bergy- Absent, Boring – Yes, Davies – Yes, Jencki-Yes

VOTE: 6 Yes, 0 No, 1 Absent, 0 Recused

Motion APPROVED-Loan Denied.

iii. Rammell- MOTION-Decline the Loan

i. 1st Adam Jencki

ii. 2nd John Anderson

Discussion: None

Roll call- Vance – Yes, Anderson – Yes, Bates –Yes, Bergy- Absent, Boring – Absent, Davies – Yes, Jencki-Yes

VOTE: 5 Yes, 0 No, 2 Absent, 0 Recused

Motion APPROVED-Loan Denied.

I. BOARDMEMBER COMMENTS: None recorded

J. NEXT MEETING: October 15, 2024.

K. ADJOURNMENT

Motion to adjourn.

1st- Stu Davies

2nd-John Anderson

All in favor say “Ay”. The ayes have it.

Adjourned 12:36 PM

AGRICULTURAL REVOLVING LOAN FUND
Comparative Balance Sheet
FY2024 vs FY2025 Year to Date

<u>ASSETS</u>	<u>Fiscal Year</u> <u>2024</u>	<u>Fiscal YTD 2025</u> <u>August 2025</u>	<u>LIABILITIES</u>	<u>Fiscal Year</u> <u>2024</u>	<u>Fiscal YTD 2025</u> <u>August 2025</u>
Current Assets			Short Term Liabilities		
Cash	\$ 9,672,745	\$ 9,504,653	Warrants Outstanding	-	-
Receivables			Accounts Payable/Payroll Sus	7,510	(3,578)
ARLF Loans	11,843,280	12,006,432	Accrued Payables	-	-
Land Sale - Notes Receivable	219,424	224,945	Accrued Vacation Leave	1,756	1,756
Judgments	-	-	Trust Account	95	95
Accrued Interest Receivable -1-	68,562	68,562			
Accrued Penalties -1-	-	-	Total Short Term Liabilities	9,361	(1,727)
Leases/Accounts Receivable -1-	6,628	-	Due to Other Funds		
Protection of Collateral	-	-	Due to General Fund	20,875	-
Less Allowances:			Due to School Fund	-	-
For Doubtful Accounts	(362,080)	(362,080)	Total Due to Other Funds	20,875	-
Net Receivables	11,775,813	11,937,859	Long Term Liabilities		
Outstanding Loan Warrants			Accrued Vacation Leave LT	4,365	4,365
			Accrued Pension Adjustment	-	-
Total Current Assets	21,448,558	21,442,512	Total Long Term Liabilities	4,365	4,365
Due from Other Funds			TOTAL LIABILITIES	34,600.44	2,638
Due from GF	-	-			
Due from Mental Health	-	-	FUND EQUITY		
Total Due from Other Funds	-	-	Fund Equity, Beginning	21,413,957	21,413,957
Other Assets			Current Year Earnings (Loss)	-	25,916
Repossessed Property	10,000	10,000	TOTAL FUND EQUITY	21,413,957	21,439,874
Less Accum. Deprec	(10,000)	(10,000)			
Other Assets	-	-	TOTAL LIABILITIES & FUND EQUITY	\$21,448,558	\$21,442,512
Net Other Assets	0	0			
TOTAL ASSETS	\$21,448,558	\$21,442,512			

Footnotes:

- Adjustments to Accrued Interest, Accrued Penalties, and Leases Receivable are posted only on June 30.

AGRICULTURAL REVOLVING LOAN FUND
Statement of Revenues, Expenses, and Changes in Fund Equity

	<u>Fiscal Year 2024</u>	<u>Fiscal YTD 2025 August 2025</u>
Operating Revenues		
Interest Income	\$ 364,141	\$ 55,974
Services (legal, clerical, loan fees, sale products)	1,105	200
Late Payment Penalties	6,556	848
Rents, including leasehold credits	3,926	-
Housing Right Fee	-	-
Uncollectible Amounts Recovered	-	-
Recovery of Expenses	-	-
Fines & Forfeitures	-	-
Transfers in from Other Funds	-	-
Sale of Assets	-	-
Total Operating Revenues	375,728	57,022
Operating Expenses:		
Personal Services	181,995	26,492
Travel	3,711	1,050
Contractual Services	153,974	588
Commodities	5,759	2,975
Total Operating Expenses	345,439	31,105
Net Operating Income (Loss)	30,290	25,916
Non-Operating Income (Expenses):		
Misc Income (Expense)	-	-
Bad Debt Expense	-	-
Depreciation Expense	-	-
Total Non-Operating Income / (Expenses)	-	-
Earnings (Loss)	\$ 30,290	\$ 25,916
Fund Equity	\$ 21,383,668	\$ 21,413,957
Equity Adjustment		
Net Income (Loss)	30,290	25,916
Fund Equity	\$ 21,413,957	\$ 21,439,874

Footnotes:

1) Negative payroll related to ACFR adjustment reversing prior year accrual reversal

August 2024

A. BAC

1. Monthly Meeting: 08/20/2024-In Person
2. Applications: 3 Applications, for a total of \$964,955
 - a. Presented to BAC:
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - b. In process: None

B. ARLF portfolio

1. ARLF Financials-contacted all delinquent accounts.
 - a. Researched [REDACTED] collateral, back taxes, property search.
2. Continued update on portfolio with received financials from borrowers.
3. Monthly audit of expired insurance and UCC filings of collateral.
4. Loans Paid in Full:
 - a. [REDACTED]
5. Worked with Financial Services for 2025 projections.

C. Attended/Meetings/Training:

1. Attended the Research Field Day at the Experimental Farm in Palmer-August 1, 2024
2. Delta Outreach August 5-8
3. Farm Visits-4
 - a. [REDACTED]
 - b. [REDACTED]
 - c. [REDACTED]
 - d. [REDACTED]
 - e. [REDACTED]
4. Director's Reception-Farm Family of the Year

D. Loan Officer Moxie:

1. Contributed on site photographs for Ag marketing.
2. Began Training new loan officer-Gavin Ulbrich
3. Created an ARLF display for conferences.

September 2024

- A. BAC
 - 1. Monthly Meeting: NONE
 - 2. Applications:
 - a. In process: 3
 - b. ARLF inquiries-6
 - c. Visited the [REDACTED] Farm for application research
 - 3. Created new DSRC template for each borrower-Revised finished docs.
- B. ARLF portfolio
 - 1. ARLF Financials-contacted all delinquent accounts.
 - a. [REDACTED]
 - b. [REDACTED]
 - c. Set up appointments to see both [REDACTED]
 - 2. Continued update on portfolio with received financials from borrowers.
- C. Attended/Meetings/Training:
 - 1. Future Leaders Summit-9/12/2024
 - 2. Farm Credit University Mentor for Gavin Ulbrich
- D. Land Leases:
 - 1. Negotiated new terms for an existing land lease modification.
 - 2. Compiled list of ARLF land leases for audit and updating terms.
 - 3. Researched expired leases and past due fees-how to move forward.
- E. Housing Rights:
 - 1. Recorded Housing Right lien release for [REDACTED] and accepted payment of \$7,292 for ARLF.
 - 2. Updated Housing Right Notice of Statutory Lien and Lien Release documents to show ARLF as the responsible party and takes receipt of the Housing Right fee to be added to the loan fund.
- F. Loan Officer Moxie:
 - 1. Updated the Alaska State Legislature ARLF Loan review form.
 - 2. Reported to Deputy Commissioner Brent Goodrum and Andrew Jensen on ARLF statistics.
 - 3. Reported to Governor Dunleavy's Admin officer, Rena Miller on ARLF 2024 fiscal year data.
 - 4. Organized the ARLF administrative budget.
 - 5. Planned the 2025 Farm Visit calendar.
 - 6. Revised Fall 2024 letter to all borrowers.
 - 7. Completed Division Portraits.

Data as of August 31, 2024

Current Open Loans						
Loan Type	Number of Loans	Authorized Loan Amount	Loan Amount Disbursed	Amount Undisbursed	PRINCIPAL BALANCE	Estimated Principal to be paid by 6/30/25
Chattel Loans	11	\$ 1,344,750.00	\$ 1,255,819.00	\$ 88,931.00	\$ 1,193,867.27	\$ 265,970.62
Land Sale Loan	1	\$ 300,000.00	\$ 300,000.00		\$ 224,944.72	\$ 5,564.57
Farm Development Loans	36	\$ 12,884,424.84	\$ 11,009,297.48	\$ 1,875,127.36	\$ 8,546,500.38	\$ 299,443.65
Short Term Loans	7	\$ 785,000.00	\$ 762,000.00	\$ 23,000.00	\$ 629,887.59	\$ 629,887.59
Product Processing Loans	11	\$ 1,994,284.25	\$ 1,683,154.25	\$ 311,130.00	\$ 1,501,229.41	\$ 47,462.10
Irrigation Loans	1	\$ 125,000.00	\$ 125,000.00		\$ 125,000.00	\$ 6,377.00
Grand Total	67	\$ 17,433,459.09	\$ 15,135,270.73	\$ 2,298,188.36	\$ 12,221,429.37	\$ 1,254,705.53

Current Open Loans - Delinquency Status					
DELINQUENCY STATUS	BORROWER	LOAN NUMBER	PAY FREQUENCY	Regular Payment Amt	NOTES
61-90 DAYS	RULE,PAMELA	C-5282	Q	1,590.00	Total amount owed: \$1,590.00 Due 7/30/24: \$1,701.30
OVER 90 DAYS	AGRICULTURAL INVE	F-5190	M	955.00	Total amount owed: \$8,084.80 Due 1/1/24: \$110.55 Due 2/1/24: \$955.00 Due 3/1/24: \$1,021.85 Due 4/1/24: \$1,021.85 Due 5/1/24: \$1,021.85 Due 6/1/24: \$1,021.85 Due 7/1/24:\$1,021.82 Due 8/1/24:\$955.00 Due 9/1/24: \$955.00
OVER 90 DAYS	ELSBERRY,TODD	C-5275	A	21,433.31	Total amount owed: \$31,366.95 Due 9/15/23: \$9,933.64 4/29/24: \$2,000.00 Payment Made 7/8/24: \$6,000.00 Payment Made 9/3/24: \$5,000.00 Payment Made 9/15/2024: \$21,433.31 Payment is Due Final Default Letter was sent out 5/2/24
Grand Total				23,978.31	

Current Open Loans Issued in CY 2023 and 2024				
Loan Type	Number of Loans	Authorized Loan Amount	Loan Amount Disbursed	Loan Amount Undisbursed
2023	5	\$ 438,500.00	\$ 438,500.00	
Chattel Loans	2	\$ 58,500.00	\$ 58,500.00	
Short Term Loans	2	\$ 130,000.00	\$ 130,000.00	
Product Processing Loan	1	\$ 250,000.00	\$ 250,000.00	
2024	21	\$ 5,988,000.00	\$ 3,693,787.00	\$ 2,294,213.00
Chattel Loans	6	\$ 998,000.00	\$ 909,500.00	\$ 88,500.00
Farm Development Loan	6	\$ 3,650,000.00	\$ 1,777,287.00	\$ 1,872,713.00
Short Term Loans	5	\$ 655,000.00	\$ 632,000.00	\$ 23,000.00
Product Processing Loan	3	\$ 560,000.00	\$ 250,000.00	\$ 310,000.00
Irrigation Loans	1	\$ 125,000.00	\$ 125,000.00	
Grand Total	26	\$ 6,426,500.00	\$ 4,132,287.00	\$ 2,294,213.00

Data as of August 31, 2024

CURRENT LOAN DISTRIBUTION									
BORROWER	LOAN NUMBER	LOAN REGION	AMOUNT AUTHORIZED	LOAN AMOUNT DISBURSED	LOAN AMOUNT UNDISBURSED	PRINCIPAL BALANCE	REGULAR PAYMENT AMOUNT	NOTE DATE	MATURITY DATE
ADAMS,BEN	S-5523	AN	\$ 260,000.00	\$ 260,000.00		\$ 260,000.00	\$ 269,887.00	4/1/2024	4/1/2025
ADAMS,BEN	C-5280	AN	\$ 550,000.00	\$ 550,000.00		\$ 550,000.00	\$ 88,156.00	4/5/2024	4/5/2031
AGRICULTURAL INVE	F-5190	TV	\$ 186,500.00	\$ 186,500.00		\$ 138,803.77	\$ 955.00	3/1/2010	3/1/2040
AMBERG,WILLIAM	F-5215	MA	\$ 166,327.81	\$ 166,327.81		\$ 60,861.95	\$ 1,227.00	7/31/2013	7/1/2043
BATES,MATTHEW	F-5225	DE	\$ 132,000.00	\$ 132,000.00		\$ 114,606.68	\$ 2,019.00	5/1/2017	5/1/2047
BLANKENSHIP,MARSH	S-5527	MA	\$ 120,000.00	\$ 120,000.00		\$ 120,000.00	\$ 122,012.00	5/29/2024	5/29/2025
BLANKENSHIP,MARSH	C-5284	MA	\$ 200,000.00	\$ 200,000.00		\$ 200,000.00	\$ 31,951.00	5/28/2024	5/28/2031
BLUE STARR FISHER	C-5279	CO	\$ 100,000.00	\$ 100,000.00		\$ 85,258.48	\$ 16,053.00	1/30/2024	1/30/2031
BURRIS,NATHAN	C-5281	MA	\$ 100,000.00	\$ 11,500.00	\$ 88,500.00	\$ 11,500.00	\$ 16,055.00	4/17/2024	4/28/2031
BURRIS,NATHAN	F-5241	MA	\$ 400,000.00	\$ 160,287.00	\$ 239,713.00	\$ 154,242.70	\$ 1,797.00	4/17/2024	4/28/2054
BURRIS,NATHAN	P-1016	MA	\$ 250,000.00	\$ 250,000.00		\$ 225,632.14	\$ 1,457.00	6/28/2022	8/15/2042
CARLSON,DALE	F-5185	TV	\$ 300,000.00	\$ 300,000.00		\$ 190,933.28	\$ 18,224.00	11/1/2009	8/1/2039
CHURCH OF THE LIV	F-5202	DE	\$ 75,000.00	\$ 75,000.00		\$ 11,713.42	\$ 574.00	7/1/2011	7/1/2026
COE,JASON	F-5237	MA	\$ 250,000.00	\$ 249,000.00	\$ 1,000.00	\$ 227,248.77	\$ 1,223.00	11/9/2021	1/1/2051
CULLY CORPORATION	F-5211	AN	\$ 350,000.00	\$ 350,000.00		\$ 96,555.74	\$ 5,374.00	6/27/2012	6/15/2042
DEBENHAM,RAY	F-5181	MA	\$ 630,000.00	\$ 630,000.00		\$ 359,936.61	\$ 3,194.00	7/15/2009	7/15/2039
ELKINS,BRANDON	P-1019	DE	\$ 250,000.00	\$ 250,000.00		\$ 250,000.00	\$ 1,136.00	5/29/2024	11/28/2054
ELSBERRY,TODD	C-5275	DE	\$ 133,000.00	\$ 133,000.00		\$ 129,725.84	\$ 21,433.31	7/28/2022	8/15/2029
EMERS,MICHAEL	P-1014	DE	\$ 218,705.25	\$ 218,705.25		\$ 204,672.34	\$ 1,000.00	2/9/2022	2/15/2052
GITTINS,THOMAS	F-5242	CO	\$ 750,000.00	\$ 750,000.00		\$ 750,000.00	\$ 4,490.00	5/29/2024	5/29/2054
HAVEMEISTER,BOB	F-5205	MA	\$ 400,000.00	\$ 400,000.00		\$ 295,803.27	\$ 12,419.00	10/21/2011	10/21/2041
HAVEMEISTER,BOB	F-5207	MA	\$ 200,000.00	\$ 200,000.00		\$ 156,499.25	\$ 3,097.00	3/22/2012	3/22/2042
HAWKS FARM & GARD	F-5243	DE	\$ 750,000.00	\$ 167,000.00	\$ 583,000.00	\$ 167,000.00	\$ 40,218.00	5/29/2024	12/28/2054
HENRY,ERIC	F-5239	CO	\$ 243,750.00	\$ 243,250.00	\$ 500.00	\$ 233,916.20	\$ 1,095.00	6/28/2022	8/1/2052
HENRY,ERIC	P-1015	CO	\$ 118,579.00	\$ 118,579.00		\$ 99,658.08	\$ 1,190.00	6/28/2022	8/15/2032
HOLLAND,SABRIETA	F-5178	MA	\$ 347,000.00	\$ 347,000.00		\$ 219,321.48	\$ 1,759.00	6/15/2009	6/15/2039
ILES,DAVID	F-5168	TV	\$ 161,000.00	\$ 161,000.00		\$ (5.52)	\$ 865.00	3/1/2008	3/1/2038
KIRCHNER,JEFFREY	F-5235	CO	\$ 72,000.00	\$ 72,000.00		\$ 62,657.31	\$ 418.00	5/1/2021	7/1/2041
KNIK RIVER RANCH	F-5244	MA	\$ 700,000.00	\$ 700,000.00		\$ 700,000.00	\$ 3,143.50	5/29/2024	6/28/2054
KNOPP,PAUL	F-5165	DE	\$ 112,500.00	\$ 112,500.00		\$ 37,265.27	\$ 604.00	3/15/2006	3/15/2036
KODIAK OCEAN BOUN	C-5276	CO	\$ 140,250.00	\$ 139,819.00	\$ 431.00	\$ 120,611.35	\$ 23,000.00	11/15/2022	11/15/2029
KROSHUS,GLEN	F-5228	TV	\$ 360,000.00	\$ 360,000.00		\$ 288,170.47	\$ 6,840.00	3/29/2019	3/15/2039
Longbrake,William	F-5198	MA	\$ 639,750.00	\$ 639,750.00		\$ 422,134.72	\$ 9,728.00	7/15/2010	6/30/2040

MARLOW,GERALD	P-1013	DE	\$ 127,000.00	\$ 125,870.00	\$ 1,130.00	\$ 120,580.85	\$ 570.29	1/19/2022	3/1/2052
MILLER,JOSEPH	F-5124	DE	\$ 76,500.00	\$ 76,500.00		\$ 18,993.79	\$ 413.00	3/1/2003	3/1/2033
MUGRAGE,SCOTT	S-5518	DE	\$ 100,000.00	\$ 100,000.00		\$ -	\$ 103,008.22	6/15/2023	6/15/2024
MUGRAGE,SCOTT	S-5525	DE	\$ 125,000.00	\$ 125,000.00		\$ 125,000.00	\$ 130,000.00	5/30/2024	6/1/2025
MUGRAGE,SCOTT	C-5277	DE	\$ 48,500.00	\$ 48,500.00		\$ 36,610.19	\$ 2,702.00	5/15/2023	5/15/2028
MUGRAGE,SCOTT	F-5216	DE	\$ 420,000.00	\$ 419,585.64	\$ 414.36	\$ 213,761.44	\$ 6,378.00	1/10/2014	12/15/2043
O'NEIL,THOMAS	F-5227	AN	\$ 185,000.00	\$ 185,000.00		\$ 158,367.84	\$ 2,818.00	6/8/2018	6/5/2048
P & M GARDEN SERV	F-5186	AN	\$ 400,000.00	\$ 400,000.00		\$ 274,418.75	\$ 24,551.00	11/20/2009	11/15/2039
PACIFIC KELP	F-5246	CO	\$ 750,000.00	\$ -	\$ 750,000.00	\$ -	\$ 45,521.00	4/28/2024	4/28/2054
PACIFIC KELP	P-1020	CO	\$ 250,000.00	\$ -	\$ 250,000.00	\$ -	\$ 15,173.00	4/28/2024	4/28/2054
PASSARD,CHRISTINA	F-5233	MA	\$ 1,000,000.00	\$ 1,000,000.00		\$ 930,855.52	\$ 4,496.55	3/2/2021	3/15/2051
PHILLIPS,LARRY	F-5210	MA	\$ 120,000.00	\$ 120,000.00		\$ 83,027.82	\$ 610.00	6/20/2012	6/15/2042
PREMIUM AQUATICS	F-5234	CO	\$ 750,000.00	\$ 750,000.00		\$ 750,000.00	\$ 26,250.00	6/1/2021	12/15/2040
PREMIUM AQUATICS	P-1017	CO	\$ 250,000.00	\$ 250,000.00		\$ 240,133.97	\$ 13,390.00	6/15/2023	6/15/2053
REINDEER TOURS LL	F-5240	MA	\$ 270,825.00	\$ 270,325.00	\$ 500.00	\$ 255,821.92	\$ 1,576.00	11/15/2022	11/15/2042
ROUSHAR,STEVEN	F-5189	MA	\$ 56,000.00	\$ 56,000.00		\$ 32,998.21	\$ 284.00	2/1/2010	2/1/2040
RULE,PAMELA	S-5526	DE	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00	\$ 52,000.00	5/29/2024	5/28/2025
RULE,PAMELA	C-5282	DE	\$ 40,000.00	\$ 40,000.00		\$ 40,000.00	\$ 1,590.00	4/17/2024	4/30/2031
RULE,PAMELA	F-5154	DE	\$ 191,022.03	\$ 191,022.03		\$ 100,753.10	\$ 3,305.00	11/2/2018	10/1/2033
SCOTT PLAGERMAN F	I-5030	DE	\$ 125,000.00	\$ 125,000.00		\$ 125,000.00	\$ 2,688.00	5/29/2024	9/28/2039
SPARU,MATT	F-5245	DE	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -	\$ 4,081.00	6/20/2024	6/20/2054
STINSON,JANE	P-1012	AN	\$ 250,000.00	\$ 250,000.00		\$ 220,477.70	\$ 1,453.00	6/1/2021	7/15/2041
SUTTON,W.	F-5187	MA	\$ 105,000.00	\$ 105,000.00		\$ 64,373.96	\$ 532.00	11/30/2009	11/30/2039
TEEPLE,KENDRA	F-5238	MA	\$ 743,250.00	\$ 743,250.00		\$ 701,105.35	\$ 3,338.00	12/15/2021	12/15/2051
TWITTER CREEK GAR	P-1018	AN	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 352.25	4/30/2024	7/30/2044
VANWYHE,TERRY	P-1009	MA	\$ 200,000.00	\$ 200,000.00		\$ 137,979.75	\$ 1,019.00	5/1/2017	5/1/2047
WRAY,KYLIE	F-5236	CO	\$ 291,000.00	\$ 291,000.00		\$ 274,357.31	\$ 1,308.00	7/1/2021	7/1/2051
WRIGLEY FARMS, LL	S-5521	DE	\$ 30,000.00	\$ 30,000.00		\$ 6,000.57	\$ 3,051.00	12/28/2023	12/28/2024
WRIGLEY FARMS, LL	S-5524	DE	\$ 100,000.00	\$ 77,000.00	\$ 23,000.00	\$ 68,887.02	\$ 8,572.00	4/28/2024	6/28/2025
WRIGLEY FARMS, LL	C-5274	DE	\$ 15,000.00	\$ 15,000.00		\$ 5,919.25	\$ 271.00	3/31/2021	6/15/2026
WRIGLEY FARMS, LL	C-5278	DE	\$ 10,000.00	\$ 10,000.00		\$ 6,399.58	\$ 300.00	6/15/2023	6/15/2026
WRIGLEY FARMS, LL	C-5283	DE	\$ 8,000.00	\$ 8,000.00		\$ 7,842.58	\$ 106.25	4/28/2024	6/28/2031
WRIGLEY FARMS, LL	P-1011	DE	\$ 20,000.00	\$ 20,000.00		\$ 2,094.58	\$ 364.00	3/29/2021	4/15/2026
BATES,MATTHEW	40055	DE	\$ 300,000.00	\$ 300,000.00		\$ 224,944.72	\$ 1,400.00	2/26/2016	2/20/2046
			\$ 17,433,459.09	\$ 15,135,270.73	\$ 2,298,188.36	\$ 12,221,429.37			



THE STATE OF ALASKA
MIKE DUNLEAVY
GOVERNOR

Boards and Commissions
Office of the Governor

550 W 7th Ave. Suite 1700
Anchorage, Alaska 99501
907-269-0006

Code of Conduct

Please sign and return via email to boards@alaska.gov or mail to 550 W 7th Ave. Suite 1700, Anchorage, AK 99501.

As a member of a board or commission, you are considered a public officer (Alaska Constitution Article III, Section 26). When attending your meetings, you are acting in your official capacity on behalf of the State of Alaska. As required by the Open Meetings Act (AS 44.62.310-.312), all meetings are public. Minutes are recorded, certified, and available for public access in perpetuity. It is imperative that the board and its individual members maintain the public's trust. This Code of Conduct is intended to ensure that the highest level of integrity and ethical standards are upheld. Your signature confirms your commitment to following this Code.

- Demonstrate professional civility for fellow board members, staff, and the public in all matters.
- Avoid emotional outbursts or anything that could be considered threatening or intimidating.
- Respect and adhere to rules, policies, and guidelines of the board or commission.
- Ensure each matter is dealt with in a fair, equitable, and impartial manner.
- Courteously accept decisions made by the majority of the board, regardless of a possible conflicting opinion.
- Ensure the ability for full participation by all members.
- Strive beyond the norm to avoid any actual or perceived conflict of interest that may compromise the integrity of the board.

Signature: _____

Date: _____

Print Name: _____



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Ethics Act and Procedures for Boards and Commissions

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below (AS 39.52.).

Who is my designated ethics supervisor (DES)?

Every board or commission subject to the Ethics Act¹ has several ethics supervisors designated by statute:

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.²

What do I have to disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid, there is a potential conflict with state duties.

For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, "Ethics Information for Members of Boards and Commissions." The executive director and staff should refer to the guide, "Ethics Information for Public Employees." Both guides and disclosure forms may be found on the Department of Law's ethics website: <http://www.law.state.ak.us/doclibrary/ethics.html>.

¹ The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

² The governor has delegated the DES responsibility to Shawn Henderson, Administrative Director of the Office of the Governor.

How do I avoid violations of the Ethics Act?

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary for a correct evaluation of the matter!³
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

What are the disclosure procedures for board and commission members?

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act on the public record and in writing to the chair.

Disclosure on the public record. Members must identify actual and potential conflicts orally at the board or commission's public meeting in advance of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter⁴.
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

Disclosure in writing at a public meeting. In addition to an oral disclosure at a board or commission meeting, members' disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved and there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

Confidential disclosure in advance of public meeting. Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

³ You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

⁴ In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.⁵
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.⁶

Determinations at the public meeting. When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- Exception: A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.⁷

If the chair identifies a potential conflict, the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

⁵ The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

⁶ In this manner, a member's detailed personal and financial information may be protected from public disclosure.

⁷ When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

Procedures for other member disclosures

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the Department of Law's ethics website:
<http://www.law.state.ak.us/doclibrary/ethics.html>

What are the disclosure procedures for executive directors and staff?

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

Notices of Potential Violations. Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

Other Disclosures. The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and potential conflicts of interest, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination to the employee.
-

How are third party reports of potential violations or complaints handled?

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted in writing and under oath.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.⁸
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- These matters are confidential, unless the subject waives confidentiality or the matter results in a public accusation.

⁸ The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

What are the procedures for quarterly reports?

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter, and there is no other reportable activity, the DES shall advise Jenn Williams by e-mail at Jennifer.williams1@alaska.gov and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

How does a DES or board or commission get ethics advice?

A DES or board or commission may make a written request to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides advice by phone or e-mail to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

* * * * *

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.



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Ground Rules for Successful Meetings

Thank you for volunteering to serve Alaska, as a designee of the State, on behalf of the Office of the Governor. The simple, yet effective, rules below serve as a set of expectations to keep board and commission meetings productive and respectful. Most important, the consistent use of the cornerstones of Robert's Rules builds the public's trust and reflects positively on all involved.

1. **Everyone participates.** As the Chair, encouraging the full participation of team members allows your support staff and the public to have a clear understanding of everyone's view of the issue at hand. Call on quiet team members, as they may only need a clarification or an explanation.
2. **Different opinions are welcome, but the board must stay on track.** The Chair helps guide the team to places of agreement, so the discussion should focus on areas that need clarification, legal advice, or further vetting. Keep the discussion on track or you may find yourself in the middle of a disagreement in which there are no winners and no productive actions.
3. **Limit side conversations.** A quick question or clarification is one thing, but it can be disconcerting when whispered conversations are held between members of the board during an open meeting. It does nothing to encourage trust between the board and the public, and the Chair should not allow it.
4. **Re-state the motion and clarify amendments.** This is a simple way for the Chair to be sure that everyone on the team is on the same page as you move through the process. It also gives support staff the opportunity to clarify the language or intent if needed. It can be surprising how often people are halfway through an argument before they realize they didn't have a clear understanding of the motion or amendment before them. As a member of the board or commission, don't hesitate to ask for clarification if you are unsure.
5. **Hold team members accountable.** If a board member is interrupting others, rude to staff, or refusing to keep their comments on track, the Chair should call for a brief at ease and address it with them directly. Honest mistakes or over-eagerness can be quietly corrected at a break, but deliberate bad behavior by anyone should never be tolerated by the Chair.
6. **Listen respectfully and thoughtfully to public testimony.** Remember that the public has an important role in the process. They have given their time and effort to be heard, and the issue at hand is probably very important to them personally. If testimony gets heated, the Chair can always call for an at ease so that tempers can cool.
7. **Cell phones off.** Ringing phones are annoying, but texting someone in the audience or another board member during the meeting is disconcerting and secretive. This does not encourage trust between the team members themselves or the public.
8. **Speak clearly.** When before the public, always speak so that they can hear you. You may not have a good sound system to amplify your voice, so speak loudly and clearly.



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Introduction to Robert's Rules of Order

What is parliamentary procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is parliamentary procedure important?

Because it is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations, and other groups. It is important that everyone is familiar with these basic rules!

Order of Business:

Organizations using parliamentary procedure usually follows a fixed order of business. A typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

Motions:

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How is a Motion Presented?

1. Obtaining the floor:
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion:
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion, it is lost.
6. The Chairman States Your Motion:
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion or may move directly to a vote.
 - c. Once your motion is presented to the membership by the Chairman it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion:
 - a. The time for you to speak in favor of your motion is at this point, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chairman.
 - d. Keep to the time limit for speaking that has been established.

The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

1. Putting the Question to the Membership:
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move, the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. It will only work if you use it properly. Most importantly, *BE COURTEOUS*.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Additional Resources:

[Simplified Handbook of Parliamentary Procedure](#)

[Robert's Rules of Order Archive](#)

[FAQs](#)

[Motions](#)

Parliamentary Words and Terms

Abstain – not voting one way or the other

Adjourn – ending the meeting

Adopt – to okay or accept

Agenda – an outline of items to address at a meeting

Amendment – adding on to a motion, usually to improve it, enlarge its intent, or to make it more understandable

Appeal the decision of the Chair – to question the Chairperson’s decision and ask the group to change it

Appoint – to place someone in a job or position

By-laws – the rules a group has agreed to follow and the goals of the organization

Caucus – getting together outside the regular meeting to decide on plans, position, policy and/or people to nominate

Chair – the position held by the meeting’s leader

Committee – a group that reviews and reports on a special task given to them by the larger membership. A committee may recommend actions to be taken based upon its findings.

General Consent – approval by the group. If even one member objects, a vote must be taken.

Majority opinion – the decision of more than half the voting members

Minority opinion – the position held by less than half of the voting members

Minutes – official record of a meeting

Motion – a member’s proposal for action

Nominate – to recommend a person for election to office

Pending – still up in the air and undecided

Personal privilege – calling attention to something having to do with the well being of the people at the meeting, such as asking to have a window opened

Point of Information – asking for more information before making a decision

Point of Order – correcting a mistake that is against the rules of the organization

Pro Tem – temporary

Proxy – permission given, usually in writing, by one member for another member to vote in his or her name

Orders of the Day – calling for the group to get back to the agenda or the main business of the meeting
Question – a motion that is under discussion with a vote to be taken on it

Recess – taking a short break

Rescind – to take back or withdraw

Resolution – usually a policy statement being suggested to the group for approval

Second – support for a motion. Before a group can handle a proposal, it must know that two people want to have it discussed

Standing Committee – a committee that goes year round such as a program planning committee
Suspending of the

Rules – discussing something without sticking to the rules of the meeting
Veto – to turn “thumbs down” on a motion or idea

Robert's Rules of Order Motions Chart

Based on Robert's Rule of Order Newly Revised (11th Edition)

<https://robertsrules.org/motionsprint.html>

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes, if urgent	No	No	No	None
§33	Request for information	Point of information	Yes, if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Ratio and Analysis Definitions and Keys

Debt Service Coverage Ratio

This ratio compares a business or individuals' ability to meet its current debt payments from current or future revenues. This ratio is a gauge to forecast how well someone will be able to take on a new loan, while still accounting for previous debts and other expenses. A DSCR of 1.25 and above is deemed satisfactory, and sufficient to make a loan, however, a ratio closer to two or more is preferred. Any loan with a DSCR of below 1.25 becomes less secure, and varies on case-to-case basis, while any applicant with a DSCR of less than one should be deemed ineligible to pay off debts.

DSCR Key	
< 1.00	Does Not have capital required to meet debt obligations and will not be able to make payment deadlines
1.00 – 1.25	Payments will be sufficient to cover debt, although this may end up becoming unsustainable, should evaluate on a case-to-case basis
> 1.25	Debt should be paid off in timely manner, and loan is considered less risky

Loan to Value Ratio

The loan to value ratio describes the worth of assets listed as collateral securing the loan to the amount requested by borrower. The calculation for this ratio is the loan amount divided by collateral ($LTV = \text{Loan Amount} / \text{Asset Value}$). ARLF regulations state the LTV ratio must be less than 75% for an applicant to be approved for a loan. Anything less than 75% will be suitable for securitization of an ARLF loan.

LTV Key	
>75%	Borrower will not receive ARLF funds due to inadequate collateral
75%-50%	Sufficient collateral to secure loan
<50%	Sufficient collateral to secure loan

Debt To Income

Debt to income ratio shows a borrower's cash flows in comparison to its payment obligations. The equation for the formula takes a borrower's debt and divides it by income ($DTI = \text{Debt}/\text{Income}$). For most lenders, a DTI of 60% or greater is too high and draws concern for repayment ability. Anything calculated at 40% or less is considered a manageable DTI, while anything below 20% is considered safe.

DTI Key	
> 60%	This candidate is not suitable for a loan and will have troubles repaying debt over time
60% – 40%	New loan may cause problems with too much debt in comparison to income, should be evaluated on case-to-case basis and weigh other factors
< 40%	Borrower shows adequate repayment ability and well allocated budget