

**Homer Marine Trades Association
Regular Business Meeting
January 4, 2023
Bay Welding Services**

Call to Order: The meeting was called to order at 6:15 p.m. by Vice President, Eric Engebretsen.

Officers/Directors Present: Eric Engebretsen, Cinda Martin, Josh Hankin-Foley, Kate Mitchell, Mark Zeiset and Bruce Friend. Aaron Fleenor, Claire Neaton, Adam Smude and Jen Hakala were absent/excused.

Guests: Amy Woodruff, Jesus Trejo and Harbormaster, Bryan Hawkins

Guest Presentations:

- Amy Woodruff – applicant for our Communications Director; she currently holds an administrative supervisor position at The Port & Harbor primarily in the billing area which expertise, knowledge and existing work schedule will compliment HMTA and be mutually beneficial. Her resume has been provided to board members.
- Jesus Trejo – previous marine trade coordinator at KPC, has been able to establish a relationship with the Training Resources Limited Maritime Institute and can now proctor USCG approved online courses and testing. He is looking for an office to use periodically to proctor exams. He also assists the students with submitting certification documentation. He asked that we include information on our site/social media about the option for the online courses with local testing. Bryan offered the conference and meeting rooms at the Port & Harbor as an option.
- Bryan Hawkins – reported that they are working with the Army Corps of Engineers to get started on the study since receiving budget approval. The City has hired HDR as the contractor to work with the Corps. They are also working on the City's priority legislative list and will be visiting Juneau soon. He is serving on the board for Alaska Marine Exchange which covers vessel tracking; they are currently looking for some funding to tackle improvements for communications with Voice over IP to improve marine safety. He would like HMTA to write a letter of support if possible.
- Lindsey Martin, FLEX Careers Teacher (not present) – Josh presented on her behalf; she is looking for career presenters to do a short presentation/hands on activity for her students. Contact her at lmartin2@kpbsd.k12.ak.us

Approval of Agenda: Motion by Kate Mitchell to approve the Agenda as amended, 2nd carried.

Approval of Minutes of November meeting: Motion by Kate Mitchell to approve the Minutes of the November, 2022 meeting as written, 2nd and carried.

Treasurer's Report – Kate Mitchell for Jen Hakala; reviewed the Trial Balance through January 4th, attached for the record. All bills have been paid to date.

Review 3-Year Comparison Profit & Loss – Jen is working on preparing a comparison spreadsheet and would like to review at another meeting

Committee Reports:

- Advertising – Kate reported that the Tide Books came in and the last box was delivered today; our net income from the Tide Book is about \$800 after raising the ad rate to \$375 from \$350. We may look at raising it again for 2024. The membership brochure was printed in time for Fish Expo, there are copies to distribute to members. Fisherman’s News and Pacific Fishing are up for renewal; the City typically covers the cost of the ads as part of their advertising budget. We continue to have a local radio presence advertising our efforts toward workforce development. It was suggested that the committee create a master list with events/ads, dates and responsible parties. Will re-visit next meeting.
- Website/Social Media – Josh reported that he and Claire were working on updating the membership list; Claire indicated that the list was just about complete, Josh will connect with Claire to finish up
- Workforce Development -
 - FOLs – Mark reported that he did his in November; all of the December FOL’s were postponed to January however there has been no follow up with Walter. Eric will see if he can contact Walter.
 - KPC courses – Kate reported that there is no replacement for Jesus but that Reid and Jill are working on coordinating courses. Eric reported that the collaboration between Bay Welding and the KPC Welding course is moving forward and all paperwork has been completed and a class schedule has been advertised. Cinda will invite Jill to attend our next meeting to give an update on the new courses.
 - Career Fair at KPC 3/3/23 – Cinda reported that she will be putting a Marine Trades panel together to present at the Career Fair; will need a few member businesses to participate and some panel discussion topics. HMTA will have a table and Cinda will email members for any information they would like presented. HMTA will be advertising the Fair through the website and social media and will cover any cost which should be minimal.
 - Jesus Trejo – private license to proctor
- Scholarship – Cinda reported that there have been no applications to date for course reimbursements. She will check in with Jill at KPC.
- Membership – no report

Old Business:

- Anchorage Boat Show – Feb 17, 18, 19, 2023 at Dena’ina Center – Eric reported that Bay Weld will be taking two full size boats as well as the Chamber raffle boat. The Chamber will be paying for their space/table within our block. Looking for vendors to participate in our block. Published price is \$8/sf for a 10x10 booth. Eric will be negotiating the cost of the space, just needs to lock down the size of the space. Bruce and Eric will be negotiating/organizing the block. Historically we take a 50’ x 60’ space with 20’ x 60’ available for vendor displays but may need more space this year with the inclusion of the Chamber. We will need to have an email vote since we have no firm numbers at this point. Eric/Bruce will negotiate the contract and email the board with a plan and Bruce will work on filling spots. It is anticipated that they will want their booth space fee upfront.
- PME 2022 Recap – Kate reported that the show was successful however the booth was the same 10’ x 30’ as in the past but we did not have the traditional HMTA representation. The booth primarily consisted of the Port & Harbor and NOMAR which made for very long days for those

two participants. Member businesses should be encouraged to take advantage of this opportunity; start prospecting early.

- Communications Director Position – candidate review, resume attached for Amy Woodruff. Will need to include in the job description who the position reports to, suggested President/Secretary. Motion by Mark Zeiset that the compensation be set @ \$500/month for 12 months (\$6,000/yr) as a contractor with the contractor to regulate their hours estimated at 4-5 hours per week/16-20 hours per month with the expectation that some times during the year will be busier than others, 2nd and carried. Motion by Cinda Martin to revise attached job description to include reporting structure (President/Secretary), that the position will be contract labor according to the compensation approved in the previous motion, 2nd and carried. Motion by Cinda Martin to present Amy Woodruff with the offer according to the above motions, 2nd and carried. Eric will revise the job description, circulate to the board members via email prior to presenting the offer to Amy.

New Business

- Marine Exchange letter of support – Josh volunteered to write the letter of support and will email to Cinda to attach to next meeting agenda for approval
- PME – 2023

Next Meeting: Thursday, January 26, 2022 at the Homer Harbor Office

Adjourn: There being no further business to come before the members, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Cinda Martin
Secretary