Board Present:
- Jeff Rogers, City and Borough of Juneau
- Troy Tankersley, City of Wasilla
- Scott Bloom, City of Kenai
- Brandi Harbaugh, Kenai Peninsula Borough
- Cynna Gubatayao, Ketchikan Gateway Borough
- Stephanie Queen, City of Soldotna
- Mike Tvenge, City of Kodiak

Others in attendance:
- Dawn Wesley, Program Manager
- Nils Andreassen, Executive Director

President Rogers called the January 21, 2020, Alaska Remote Sales Tax Committee Board meeting to order at 9:02 a.m.

I. Roll Call – All present.

II. Approval of Agenda
* Jeff added the subject of insurance to agenda after the budget
  Motion to approve made by Troy, seconded by Stephanie. Passed with no objection.

III. Approval of January 6, 2020 Minutes
* Stephanie asked to correct her city to Soldotna
  Motion to approve made by Mike, seconded by Stephanie. Passed with no objection.

IV. Discussion of Proposed Fund Balance Policy
  a. GFOA based – minimum 20%, maximum of 25%
  b. Two-year recovery period
  Motion to approve made by Cynna, seconded by Brandi. Passed with no objection.

V. Discussion of Proposed Late Return Policy
  a. Recommended as practice by Finance Committee – working document
  b. Operational once software is up and running
  c. Policy – at what point do we start working toward more aggressive collections
  d. Staff to prepare practices in future

VI. Discussion of Finance Projections Tool
  a. Working draft – projections and reconciliation
  b. Prepare members for limited expectations

VII. Action on Commission FY20 Budget
  a. Presentation of FY20 budget
  b. Include narrative about overhead – direct vs. indirect costs – AML director time
c. Motion to approve with inclusions made by Troy, seconded by Cynna. Passed with no objection.

VIII. Action on AML/Commission Agreement
A. Motion to approve, as amended and with board chair edit, made by Mike, seconded by Brandi. Passed with no objection.

IX. Discussion of Insurance
a. Review and ask for feedback
   a. Board recommended three million aggregate liability
   b. Board recommended two Million is Cyber coverage

X. Adjournment
Meeting adjourned at 10:30 am

Respectfully submitted, Dawn Wesley, Sales Tax Program Manager

Approved

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Cynna Gubatayao