



## **DISCOVER VALDEZ Board Nomination Letter**

**Discover Valdez (Valdez Convention and Visitors Bureau, Inc.) is now taking nominations for open Board of Directors Seats.**

To be considered for a position on the Board of Directors for these terms:

Two (2) Seat:           Term three-year       (January 1<sup>st</sup>, 2025 – December 31<sup>st</sup>, 2027)  
Term 2025-2028, and in accordance with the the Bylaws which govern the organization,  
you must be a current member, be 18 years of age, and be a resident of Valdez, Alaska.

(\* Article II, SECTION I: The corporation shall have two classes of members...Individual – Any individual of at least eighteen (18) years of age may become a member of the corporation.; Organizations – Any business, governmental agency, or other organization may become a member of the corporation.)

Please fill out the Elections Letter of Interest and email to Elections Committee Chair Sonja Hursh @ [shursh@fnbalaska.com](mailto:shursh@fnbalaska.com) or by physical mail to the address below.

Please provide a recent photo to be printed with your biography in the Discover Valdez Ballot. Please attempt to keep your biography to under 200 words.

**The deadline for submission is Wed. January 8<sup>th</sup>, 2025, at midnight.**

**Thank you for your participation!**



To:

Attn: Elections Committee Chairperson Sonja Hursh  
C/O Discover Valdez  
PO Box 1603  
Valdez, AK 99686

Subject: Nomination for Board Position, Term 2025-2028

I, \_\_\_\_\_ respectfully request that the Discover Valdez Board of Director Elections Committee consider my request to serve on the Board for the period of February 2025 through December of 2028. I realize this is a three-year commitment and that the Board meets regularly once a month. I recognize that I will be expected to attend, via in person or by Zoom, the required monthly meetings. I understand that in the event I am unable to attend a meeting, I will ensure that I am current on all Discover Valdez events and organizational matters.

The following is a brief understanding of my professional career and accomplishments that will support my participation in meeting the Discover Valdez initiatives.

(This information will be your biography.)

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(attach additional page as necessary)

Candidate Full Name: \_\_\_\_\_

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Thank you for your consideration of my candidacy.

Sincerely,

Candidate Signature X \_\_\_\_\_



## Confidentiality Statement for Board and Committee Members

*DISCOVER VALDEZ*

It is the policy of Discover Valdez that board and committee members (trustees and committee members) of Discover Valdez will not disclose confidential information belonging to, or obtained through their affiliation with, Discover Valdez to any person, including their relatives, friends, and business and professional associates, unless Discover Valdez has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Board members (Trustees) and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to Discover Valdez to avoid unauthorized or improper disclosures of confidential information.

While board and committee members (trustees and committee members) are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Executive Director or that would not be supported by board policy, procedures, or decisions.

At the end of the board or committee member's (trustee or committee member's) term or upon his/her retirement, resignation or removal from the Board of Directors (Board of Trustees) or committee, he/she shall return, at Discover Valdez's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that board and committee members (trustees and committee members), will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with Discover Valdez.

### **Certification**

I have read Discover Valdez's complete policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and this statement and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_



## **ANNUAL CONFLICTS REPRESENTATIONS LETTER**

### **DISCOVER VALDEZ (VCVB) Conflict of Interest Policy**

I am a Director, principal officer, or member of a committee with Board delegated powers and by signing this statement I affirm that I:

- a) I have received a copy of the conflicts of interest policy;
- b) I have read and understand the policy;
- c) I have agreed to comply with the policy; and
- d) Understand that **DISCOVER VALDEZ** is a charitable organization 501 (c) 6 and that in order to maintain its federal tax exemption:
  - It must engage primarily in activities that accomplish one or more of its tax-exempt purposes.
  - It must prohibit private inurement of any form.

Signature:

Date:

## **Article V – Conflict of Interest**

**SECTION I: Purpose** - This conflict of interest Article is to protect the Valdez Convention & Visitors Bureau (VCVB) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Director, Executive Director, Staff or Volunteer of the VCVB; or might result in a possible excess benefit transaction. This Article supplements (not replaces) local, state or federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **SECTION II: Policy**

- a) The Directors, Executive Directors, staff, and volunteers, including immediate family (to include spouse, parents, siblings and children) or someone in the immediate household, shall exercise the utmost good faith in all transactions in which they are involved in the course of their duties for the VCVB. In their dealings with and on behalf of the VCVB, they shall be held to a strict standard of honest and fair dealings between themselves and the VCVB. They shall not use their position or any knowledge gained thereby, in such a way that a conflict may arise between the interests of the VCVB and that of the individual.
- b) All acts of such persons shall be for the best interest of the VCVB.
- c) Such persons shall not accept any gift, factor or hospitality which would influence their decisions or actions which affect the VCVB.
- d) It is the policy of the VCVB to require complete disclosure of any material conflict of interest. Any officer or director of the VCVB with a material financial interest or other conflict of interest in an item or items of business of the corporation shall disclose that conflict of interest to the presiding officer. If the conflict of interest arises in the presiding officer it shall be disclosed to the Board. After disclosure, the officer, director or member may not vote on any matter involving the conflict of interest without the consent of the Board.
- e) If a matter before the board involves a “disqualified person” as that term is defined in section 4958 of the IRS Code and the associated regulations, then the Board shall satisfy the requirements of section 4958 as to that “disqualified person” including, but not limited, to the requirements that apply to conflicts of interest and the “safe harbor” standards with regard to the “disqualified person”.

**SECTION III: Annual Statements** - Each Director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the By-laws outlining conflict of interest.
- b) Has read and understands Article V, Conflict of Interest
- c) Has agreed to comply with Article V, Conflict of Interest, and
- d) Understands the VCVB is a non-profit 501(c)(6) organization, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Valdez Convention & Visitors Bureau**  
**2024 Board Position Schedule**  
**Meetings held 3<sup>rd</sup> Wednesday of each Month @ Noon**

Position	Last Elected/ Appointed	Expires	Name	Officer
1 Term - 3 year	12/14/2021	12/31/2024	<b>Joseph List</b> Totem Inn General Manager	<b>President</b> 2024 <b>Exp.</b> Jan 2025
2 Term - 3 year	12/16/2022	12/31/2025	<b>Lisa Cronk</b> Valdez Brewing Taproom Manager	<b>Vice President</b> Jan 2024 <b>Exp.</b> Jan 2025
3 Term - 3 year	12/14/2021 <i>2018</i>	12/31/2024	<b>Sonja Hursh</b> Alaska Forget Me Not Valdez B&B, Owner	<b>Treasurer</b> Jan 2024 <b>Exp.</b> Jan 2025
4 Term - 3 year	04/05/24	12/31/2024	<b>Keristyn Weber</b> Valdez Native Tribe Victims Services Advocate	<b>Secretary</b> April 2024 <b>Exp.</b> Jan 2025
5 Term - 1 year	03/2024	12/31/2024	<b>Janai Comer</b> 907 Fabrics Owner, Operator	
6 Term - 1 year	03/2024	12/31/2024	<b>Magdalena McCay</b> Valdez Stay N Play Owner, Operator	
7		SEAT EMPTY		
8 Ex Officio		Ex Officio	<b>Martha Barberio</b> City of Valdez Economic Development Dir.	
9 Ex Officio	2024	Ex Officio	<b>Joseph Lally</b> City of Valdez City Council Member	

<b>2022 VCVB Committee Members</b>	
<b>Executive</b>	Joseph List, President; Lisa Cronk, Vice President; Sonja Hursh, Treasurer; Keristyn Weber, Secretary
<b>Finance</b>	Sonja Hursh, Chair; Magdalena McCay
<b>Advocacy</b>	Joseph List
<b>Marketing</b>	Lisa Cronk, Chair; Martha Barberio
<b>Membership</b>	Sonja Hursh, Chair;
<b>Policy</b>	Magdalena McCay, Chair; Janai Comer, Chair