

# Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, October 2, 2023

## Board of Director Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	President
√				Tammy Crabb	Vice President
√				Shannon Kitka	Treasurer
√				Rhea Hayes	Secretary
	√		√	Elaine Olsen	Member
√				Ann Kirven	Member
√				Pastor Dave Baldukas	Member
√	√			Constance Jensen	Member
					Member

## Other Attendees *(staff, guests, members)*

Name	Position

**Attendance Notes:** Constance joined a little late at 6:09pm. Elaine joined late at 6:35pm after trying to get into the meeting and having technical difficulties. All other members were in attendance and the meeting was held over zoom. A quorum was reached with five (5) members present at the start of the meeting.

## COMMITTEE MEETINGS

Committee	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Finance	07/31/23			
	08/03/23			
	08/15/23			
	08/29/23			
	09/12/23			
	09/27/23			

## QUORUM PRESENT

YES	NO
√	

**Mission Statement:** We are committed to creating and maintaining an inclusive, healing environment for individuals returning to the community from incarceration. We pledge to educate and advocate for reentrants from all walks of life in a concerted effort to inspire long-term change and success.

**Call to Order:** 6:01pm

**Guest Introductions:** *(none)*

**Approval of Agenda:** Regular Meeting Agenda for Monday, October 2, 2023

- Shannon motioned to approve the agenda as written.
- Dave seconded the motion.
- All present voted to approve the agenda as written.

**Approval of Minutes:** Regular Meeting Minutes for Monday, September 25, 2023

- Tammy motioned to approve the minutes as written.
- Shannon seconded the motion.
- All present voted to approve the minutes as written.

**Financial Report:** *(None at this time)*

## Committee Reports:

- Articles & Bylaws Committee- Ann provided a synopsis of the meeting last Wednesday with our legal adviser, Sarah Catino of Alaska Legal Services Corp (ALSC). The draft articles are in process. Sarah provided information on optional provisions and those present discussed what the state of Alaska needs vs. what the IRS might need

## Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, October 2, 2023

to approve our 501c3 application. Ann will follow up with the basic draft Sarah provided and add things the IRS will require.

- Finance Committee- Shannon provided a brief update that the committee continues to work through our set of goals and to-do's. Marcia Otts was able to provide a copy of the budget used for Fairbanks grant by request of Jill. Foraker also has a budget worksheet and Ann has the means to create any kind of document/worksheet needed.

### Old Business:

- **Long Term Goals**
  - Fill seats for directors and officers as required by the State of Alaska for starting a nonprofit corporation.
  - Establish Articles/Bylaws Committee.
  - Complete necessary nonprofit corporation to-dos with the State of Alaska.
  - Establish 501c3 nonprofit status with the IRS.
  - Hold board elections.
  - Take board development training through Foraker Group etc.
  - Ensure the implementation of a grant funded program for reentry on Kodiak Island.
- **Start Up Funds- (*Ongoing discussion*)**
  - Mike Walsh from Foraker Group informed Jill during a training session last week that we can accept donations, but we have to explain that there is no tax incentive or write off available to the donor. There was also mention that filing for nonprofit status with the state would open the door to some grants, but most grants would require completion with the IRS. He is also willing to meet with the board to better explain the information to everyone.
- **Registered Agent Form & Fee**
  - Ann made digital copies and mailed off on 10/2/23. A copy of the submitted filled out form was filed in the Kodiak Reentry shared folder.
- **Articles of Incorporation Update**
  - Meeting with Sarah Catino (ALSC) (*updated included under Bylaws Committee report*)
- **Reducing Recidivism & Reentry Conference**
  - Companion fare available & other financial assistance to attend
  - Jill reminded everyone that anyone in the community can attend and participate in this conference.

### New Business:

- **Board Diversity**
  - Activation of Board Development Committee &/or Membership/Nominating Committee
  - Board Recruitment & Diversity Plan
  - GuideStar (now Candid)
    - Annual Board Info & Demographic Survey

## Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, October 2, 2023

- After board discussion Jill called for the formation of the Membership/Nominating Committee as described in our draft bylaws.
- Those expressing interest in working on the committee were: Constance, Dave, and Ann. (*Elaine expressed interest in the committee in conversation with Ann afterward.*)

### Mini Training:

- **GuideStar** (now Candid)
  - Ann explained what GuideStar is and how it works with funders/grantors in determining grant eligibility, transparency for our future donors, and how it obtains its information.
  - Ann also explained how the diversity of our board will play a part in our ability to obtain grants and what diversity demographics the site asks for.

### Comments or additional info for the good of the meeting:

- Jill shared information about an upcoming meeting with Amanda Woody at the Alaska Dept. of Behavioral Health through the Dept. of Health regarding grant funds.
- Jill shared that she, Rhea, Shannon, and Tammy have a planned meeting with the City of Kodiak to tour the old Griffin Building as a possible location to provide services.

### Board Training Reminder & Resources:

- National Council of Nonprofits [www.councilofnonprofits.org](http://www.councilofnonprofits.org)
- Foraker Group [www.forakergroup.org/resources/](http://www.forakergroup.org/resources/)
- Board Source [www.boardsource.org/fundamental-topics-of-nonprofit-board-service/](http://www.boardsource.org/fundamental-topics-of-nonprofit-board-service/)
- Blue Avocado [www.blueavocado.org](http://www.blueavocado.org)

### Next Board Meeting:

- The board decided that the next meeting will be 6pm, Monday, October 23, 2023

**Adjourn:** 6:53pm