

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, January 22, 2024

Board of Director Attendance

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

Other Attendees *(staff, guests, members)*

Name	Position

Attendance Notes: Illa emailed stating she could not attend. Rhea joined a little late at 6:24pm. Shannon texted that she would be late and she joined the meeting at 6:27pm. All other members were in attendance. Constance stated she would need to leave early and did so at 6:32pm. Dave left at 7:02pm to attend a prior commitment. The meeting was held over Zoom and at the start of the meeting with six (6) members present a quorum was reached.

COMMITTEE MEETINGS

Committee	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Finance	07/31/23	11/07/23	01/17/23	
	08/03/23			
	08/15/23			
	08/29/23			
	09/12/23			
Membership & Nominating		10/09/23		
		10/16/23		

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)*

Raising Hands: Ann suggested to help encourage more input from more quiet members that we adopt raising hands while meeting when someone has something to add or ask. Those in attendance agreed this would be a positive step.

Approval of Agenda: Regular Meeting Agenda for Monday, January 22, 2024

- Constance motioned to approve the agenda as written.
- Dave seconded the motion.
- Those in attendance voted to approve the agenda as written.

Approval of Minutes: Regular Meeting Minutes for Monday, January 8, 2024

- Tammey motioned to approve the minutes as written.
- Constance seconded the motion.
- Those in attendance voted to approve the minutes as written.

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Financial Report: Petty Cash Log still at \$100

Committee Reports:

- Bylaws Committee- *(nothing to report at this time)*
- Finance Committee- Met 1/17/24
 - Shannon gave a brief synopsis of the committee work. The committee is now at the point where we need to decide on signers. Ann is working on an Accounting Manual she already has and is prepping it for committee editing. The committee decided that there will be 2 signers required for each check, there will be a minimum of 3 signers and no more than 5, the Executive Director will be on the bank account counting toward that minimum and maximum total, and the board will vote to approve each signer prior to being added onto the account.
- Membership & Nominating Committee- *(nothing to report at this time)*

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)**
- **Articles of Incorporation Update**
 - Ann presented those in attendance with our State of Alaska Certificate of Incorporation and it is now filed in our shared Kodiak Reentry files.
- **Election Staggering**
 - Revisitation of board terms in draft bylaws
 - After extensive discussion about board member terms, the board determined it was best to leave the draft bylaws as they currently are with board members having 2-year terms. No vote was necessary since nothing was changing.
 - The current volunteers to begin one (1) year election terms so as to stagger the number of members up for reelection and avoid all board members having elections at the same time are as follows: Elaine, Dave, Shannon, Tammey, and Ann.
 - The board decided to do this on a volunteer basis rather than a random drawing.

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- **1st Organizational Meeting**

- Target month April
- Jill suggested the end of the month during the last full week of April because she has a plan for reentry visitors coming to Kodiak for presentations.
- Ann suggested maybe we combine this event with our 1st Organizational Meeting so there is the additional draw of guest speakers on reentry topics.
- The board decided we would wait until our next meeting and give it some thought before deciding anything.

New Business:

- **IRS EIN & Alaska Business License**

- Ann shared that after some research, the IRS requires that the one applying for the EIN needed to be the primary officer, president, director, etc. Jill went ahead and applied and we now have our EIN.
- The State of Alaska Business License was also applied for. It had to be submitted via snail mail rather than online due to the NAICS Industry Code we had chosen that best fit our business. As such the processing will be 3-5 weeks.

- **Kodiak Reentry Partnership with KAMP for Fentanyl: Lunch & Learn**

- Jill provided a synopsis to the board of what the event will look like such as the target audience, the food, registration, and that she, Thia Falcone, and James Price were working to put this together. Ann is also helping with flyers and registration items.
- Ann suggested that Kodiak Reentry partner or cosponsor this with KAMP to help give us some exposure in supporting this and also 2 of our board members are working on it. She would like to use our website to host the electronic registration and class information for those interested or those attending.
- Each session will have a fee of \$10.00 or all four sessions for \$25.00. This is to encourage attendance. The target audience will be the families of those suffering from active substance misuse.
- The message conveyed along with the transference of current up-to-date information will be the ability to work together as a community regardless of personal belief.
- **Vote**
 - Ann motioned to approve Kodiak Reentry adopting this as an officially sponsored event.
 - Shannon seconded the motion.
 - Those in attendance voted to approve.

- **DRAFT Vision Statement-** *(Can be sent to the Policy Committee & form committee.)*

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To improve the future for Kodiak residents by empowering reentrants and justice-involved individuals to achieve sustainable employment and housing. We will support participants through the development of individualized case plans that include strengthening their assets and providing referrals for educational programming, peer support services, counseling, and treatment.

- After group discussion the board determined that we give this some thought and revisit during our next meeting.
- **Bank Account Signers**
 - Bank Account will be at Key Bank as previously voted on by the board.
 - Finance Committee Recommendations
 - Minimum of three (3) signers and no more than five (5).
 - The Executive Director will be one (1) of the signers counting toward the total.
 - ALL signers will be board approved.
 - 2 signers on all checks.
 - After group discussion the board determined that we give this some thought and revisit during our next meeting. Ann encouraged the board to review the mini training as it is relevant to deciding on signers and financial safeguards.

Mini Training:

- **Internal Controls for Nonprofits**
<https://www.councilofnonprofits.org/running-nonprofit/administration-and-financial-management/internal-controls-nonprofits>

Comments or additional info for the good of the meeting:

- Jill provided information to the board of the Reentry Simulation being held in Wasilla on Feb. 28th.
 - Jill and Rhea will be attending in person.

Board Training Reminder & Resources:

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

Next Board Meeting: 6pm, Monday, Feb. 5th

Adjourn: 7:20pm