

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, October 21, 2024

Board of Director Attendance

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

Other Attendees *(staff, guests, members)*

Name	Position

Attendance Notes: Elaine was excused due to another meeting commitment. All other board members were in attendance and a quorum was reached with eight (8) members present. The meeting was held online via Zoom.

COMMITTEE MEETINGS

Committee	1st Quarter 7/1 to 9/30	2nd Quarter 10/1 to 12/31	3rd Quarter 1/1 to 3/31	4th Quarter 4/1 to 6/30
Finance	08/15/24			
Fundraising & Grants	07/10/24 08/15/24			
Membership & Nominating	No Meeting	10/16/24		
Policy	07/22/24	10/16/24		
Board Development	07/29/24			

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: 6:02pm

Guest Introductions: *(none)*

Approval of Agenda: Regular Meeting Agenda for Monday, October 21, 2024

- Ann motioned to approve the agenda as written.
- Rhea seconded the motion.
- The board voted to approve the agenda as written.

Approval of Minutes: Regular Meeting Minutes for Monday, September 23, 2024

- Tammey motioned to approve the minutes as written.
- Rhea seconded the motion.
- The board voted to approve the minutes as written.

Financial Report: Petty Cash Log is at \$20.00 as of 10/17/24

- **Current balance of Key Bank accounts: TOTAL \$179.00**
 - 10/17/24 Checking: \$24.00
 - 10/17/24 Savings: \$155.00
 - 10/17/24 Petty Cash: \$20.00

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- Discussed keeping checks, debit cards, and all other financials in the lock box with Ann.
- Vote:
 - Tammey motioned to approve the financial report as presented.
 - Constance seconded the motion.
 - The board voted to approve the financial report as presented.

Committee Reports: *(October 1 started Q2/2nd quarter)*

- Finance Committee- *(No report at this time)*
- Fundraising & Grants Committee- *(No report at this time)*
- Membership & Nominating Committee- Met on Oct. 16th and two memberships have been collected.
- Policy Committee- Met on Oct. 16th
- Board Development Committee- *(No report at this time)*

Approval of All Submitted Committee Reports:

- Ann motioned to approve the committee reports as presented.
- Shannon seconded the motion.
- The board voted to approve the committee reports as presented.

Old Business:

- **Long Term FY25 Goals**
 - Establish 501c3 nonprofit status with the IRS. *(unmet for FY24)*
 - Take board development training through Foraker Group etc. *(unmet for FY24)*
 - **Obtain Funding**
 - Obtain grant funding and revenue streams from within the community to provide necessary grant matching funds *(KIB, City, community donations, fundraising, etc.)*
 - Host fundraising events both for additional or match funding.
 - **Build/establish a participant program and list of services and doors open to provide services.**
 - Implement a small pilot program *(volunteer, participant basic needs)*
 - Establish a fully functional office location.
 - **Increase Island Community Input**
 - Establish Memorandums of Understanding or Agreements (MOUs or MOAs) with key community and state partners.
 - Explore how we can incorporate rural village input, services, collaboration, and participation.
 - Run a long term (6 months - 1 year) community needs assessment.
 - Recruitment of community members to serve on committees as members and chairpersons.
- **UPDATE: 501c3 Application**
 - Jill provided a quick update that she has been in contact with the person at the IRS.

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- **FY25 Budget-** *no updates at this time*
- **DRAFT Volunteer Program Manual**
 - Tammey motioned to approve the manual as written and presented.
 - Constance seconded the motion.
 - The board voted to approve the manual as written and presented.
 - Brief discussion took place about steps forward to start moving the program forward.
- **Personal Care Kits-** *no updates at this time*

New Business:

- **DRAFT Community Needs Survey**
 - <https://forms.gle/6Q9TUQJy18PxVbDPA>
 - Constance motioned to approve the survey as presented.
 - Tammey seconded the motion.
 - The board voted to approve the survey as presented.
- **IRS 990 or tax return**
 - Ann explained that our informational 990 tax filing is due on Nov. 15th. The filing is always due the 15th day of the 5th month following the close of our fiscal year which was June 30th.
 - Rhea found online that even though we do not yet have the 501c3 determination letter we can file a 990 while having a pending application with the IRS.
 - Ann will try to file the 990 ePostcard on the IRS website. If they require a different 990 form then we will need to obtain assistance from a qualified tax preparer.
- **KRI Phone Service**
 - Rhea volunteered to add a phone line to her personal account.

Mini Training: *(Bylaws Training)*

- **KRI Bylaws, Article V: Board of Directors** *(tabled until next meeting)*

Comments or additional info for the good of the meeting:

- Jill provided a quick update about the coming Reducing Recidivism Conference on November 18th & 19th and also the meeting she and Rhea had with KANA last week.
- Shannon asked in the future if she could be contacted to also attend those meetings if she can adjust her work schedule.

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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, November 18th

After brief discussion the board agreed to change our FY25 meeting calendar. November will be no meetings and that Nov. 18th Board meeting will be rescheduled to Dec. 9th.

Adjourn: 7:02pm