

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, October 23, 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
√				Dave Baldukas	Member
√				Constance Jensen	Member
					Member

Other Attendees *(staff, guests, members)*

Name	Position

Attendance Notes: Jill joined the meeting a few minutes late and Tammy facilitated the meeting. Elaine joined about midway through the meeting. She was unable to get in due to technical difficulties. All other members were in attendance and a quorum was present with six (6) members present at the start of the meeting. The meeting was held online over Zoom.

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			
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: 6:04pm

Guest Introductions: *(none)*

Approval of Agenda: Regular Meeting Agenda for Monday, October 23, 2023

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

Approval of Minutes: Regular Meeting Minutes for Monday, October 2, 2023

- Shannon motioned to approve the minutes as written.
- Constance seconded.
- The board voted to approve the minutes as written.

Financial Report: *(None at this time)*

Committee Reports:

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, October 23, 2023

- Bylaws Committee- DRAFT Articles of Inc. completed. Ann explained that she had finished compiling a set of Articles that pulled information from the bare bones set that Sarah had provided along with other resources. Ann included language that the IRS suggested using and also the Foraker Group. Ann recommended that we have Sarah Catino our legal advisor at Alaska Legal Services and also Mike Walsh at the Foraker Group to please review both our draft Articles of Incorporation and our draft Bylaws to make sure everything is legal for the State of Alaska and the IRS.
- Finance Committee- *(no report at this time)*
- Membership & Nominating Committee- Constance stated the committee met twice and created various draft forms we will need and can be voted on under "New Business."

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- *(update included in Bylaws Committee report)***
 - DRAFT Completed
 - Board review, legal review, nonprofit review
 - Filing fee: \$50
- **Reducing Recidivism & Reentry Conference**
 - Companion fare available & other financial assistance to attend

New Business:

- **Annual Board Info & Demographic Survey *(link below)***
 - https://docs.google.com/forms/d/e/1FAIpQLScCnH8IUiQH9tL3pF_gQUpZsdMWS4Mgi1MBxwYHFPznciU_rg/viewform?fbclid=IwAR1DLCh39609tP0r2aGKb8G2yEKevw0EBibA06C0HxFJPTYAohP9_7zeuo8
- **Board Recruitment & Diversity Plan**
- **Board Application for Appointment**
- **Membership Forms**

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, October 23, 2023

- **Vote**

- Ann motioned to approve all draft documents presented as a group to include the Annual Board Demographics Survey, the Board Recruitment & Diversity Plan, the Board Application for Appointment, and both the Annual and Lifetime Membership Forms.
- Shannon seconded the motion.
- The board approved of all draft documents presented in the motion.

Mini Training: Is Robert in the Room? Rethinking How We Use Robert's Rules of Order

- <https://www.forakergroup.org/is-robert-in-the-room-rethinking-how-we-use-roberts-rules-of-order/>

Comments or additional info for the good of the meeting:

- The board discussed attending city work sessions in order to give input on hopes to secure space in the Griffin Building in the future. Jill volunteered to commit to this as well as Ann in the process of drafting a letter for review to present to the City Council.
- Ann provided a newsletter to the board with what we intend to send out to the Kodiak Reentry Coalition with an update in lieu of a coalition meeting.
- Rhea and Jill both shared information about the "Talk with a Doc" flyer and the event tomorrow to meet new providers at Providence Kodiak Island Counseling Center.
- Elaine raised a question about the inclusion in our Bylaws/Articles of Inc. about using Roberts Rules and Parliamentary Authority. Dave raised a point that the state may require it. The board decided to ask Foraker Group about this when we send both draft documents for them to review and provide advice on.

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, Nov. 6th, 2023

- Do we want to continue meeting weekly?
- The board decided to meet again in 2 weeks on Nov. 6th.

Adjourn: 7:04pm