

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

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
					Member

Other Attendees *(staff, guests, members)*

Name	Position
Illa Macinko	Community Member

Attendance Notes: All board members were in attendance. Illa Macinko attended as a guest. The meeting was held over Zoom and a Quorum was established with eight (8) members present.

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: 6:02pm

Guest Introductions: Illa Macinko

Illa introduced herself. She recently returned to Kodiak. She's interested in helping with Kodiak Reentry. The rest of the board introduced themselves to Illa.

Approval of Agenda: Regular Meeting Agenda for Monday, November 6, 2023

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

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

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

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Financial Report: Petty Cash Box, Log, and System

Ann explained that we have a cash box and a key will be provided to Jill. When the Finance Committee meets we will put together some financial safeguards for the keeping of cash.

Committee Reports:

- Bylaws Committee- *(nothing at this time)*
- Finance Committee- Meeting 2pm, Tuesday, 11/7/23
- Membership & Nominating Committee- *(nothing 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)*

● **Registered Agent-** Issue

Ann explained we received an email from the state that we did this incorrectly and the registered agent will be filed when we file the Articles of Inc.

● **Articles of Incorporation Update**

- Mike Walsh/ Foraker Review
- Ann explained that the articles are currently with Foraker Group and also Sarah Catino with Alaska Legal Services for review. They will be submitted once the review is complete and contingent on nothing needing to be changed.

● **Reducing Recidivism & Reentry Conference**

- Companion fare available & other financial assistance to attend
- Jill asked that the information be posted on our social media. Ann will take the last page of the newsletter and provide an image to Rhea who can post on our FB page.

● **Griffin Building Letter of Interest**

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- The board reviewed the letter and a few minor changes were made in the meeting. Ann will send to Jill who will finish editing the letter and submit to the city for consideration.

New Business:

- **Election Staggering**

Ann explained that we will need to think about and devise a solution for the board elections when they happen. We don't want everyone starting with a two year term or everyone will end their terms at the same time. We may want to have volunteers who will do a one year term or maybe we can draw for it. The board would like to keep this on the agenda so that we come back to this at the next meeting when everyone has had an opportunity to think on the best way to navigate this.

- **Organizational Chart**

The board reviewed and discussed the chart and gave Ann some feedback on modifications. Ann will make some adjustments as well as another chart for the board to consider at the next meeting.

Mini Training: Organizational Chart

Comments or additional info for the good of the meeting:

None were provided.

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, Dec. 4th, 2023

The board discussed the rest of the year and we will plan to meet again on Dec. 4th following the Reentry event held on Nov. 30th and Dec. 1st so that Jill can provide a report on it. The board will meet again after the New Year on Jan. 8th. Ann will get the calendar updated with the new dates.

Adjourn: 6:55pm