

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, February 5, 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
Matthew Lamb	Guest

Attendance Notes: Dave was unable to attend. Matthew Lamb attended as a guest. All other members were present. The meeting was held via Zoom. With eight (8) 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		01/24/24	
	08/15/23		01/31/24	
	08/29/23		02/03/24	
	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: 6:00pm

Guest Introductions: Matthew Lamb was a guest invited by Board member Constance Jensen with extensive knowledge of reentry as well as 8 years as a member of the Kodiak community.

The board present briefly introduced themselves to Matthew and Matthew introduced himself to the board.

Approval of Agenda: Regular Meeting Agenda for Monday, February 5, 2024

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

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

- Tammey motioned to approve the minutes as written.
- Constance seconded the motion.
- All board present voted to approve the minutes as written.

Financial Report: Petty Cash Log still at \$100

Committee Reports:

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- Bylaws Committee- *(nothing to report at this time)*
- Finance Committee- Met 1/24/24, 1/31/24, 2/3/24
 - Shannon provided a brief summary that the committee has been working hard to create an Accounting Manual. At present the committee is dedicating two meetings a week to create the manual.
- 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)**
- **1st Organizational Meeting**
 - Target month April
 - Guest speakers will be here in Kodiak April 12th, 13th, 14th.
 - Constance volunteered to host/lodge both guests in her home.
 - Sarah Gayer was the Reentry & Recidivism Conference speaker and the topic was “Soul Exhaustion & Suicide Prevention”.
 - Marsha Oss is the Fairbanks Reentry Coordinator.
 - Ann explained the meeting will just be to adopt our bylaws and hold elections. The meeting time shouldn't exceed more than 45 minutes to 1 hour.
 - **Vote**
 - Ann motioned to set the date for our first organizational meeting on Saturday, April 13th time TBD
 - Elaine seconded the motion.
 - The board voted to approve our first organization meeting date as Saturday, April 13th.
- **Kodiak Reentry Partnership with KAMP for Fentanyl: Lunch & Learn**
 - Jill provided a brief update to the board on how the event is coming together.
- **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.

- Ann motioned to approve the vision statement with the small change of “Kodiak Reentry supports participants...” at the start of the second sentence.
- Tammy seconded the motion.
- The board voted to approve the new vision statement with the small change.
- **Alaska Business License Update**
 - Ann shared that we now have our Alaska Business license. This was completed manually between Ann and Jill and sent successfully through the mail to the state.
- **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.
 - **Vote**
 - Ann motioned to approve both Tammy & Elaine as account signers along with Jill as the future Executive Director.
 - Shannon seconded the motion.
 - The board voted to approve both Tammy & Elaine as account signers along with Jill as the future Executive Director.
 - Jill, Tammy & Elaine will work together to get the account set up with Key Bank. Rhea will work with them and assist.

New Business:

- **City of Kodiak Business License**
 - Ann asked for permission to sign off on the application for all board members. Everyone in attendance indicated they were in agreement.
- **IRS 501c3 Application (Form 1023) \$600**
 - Ad-Hoc Committee?

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- Constance, Shannon, Rhea, Ann, Illa all volunteered to be on the 501c3 special committee and the committee was formed.
- Form 1023 <https://www.pay.gov/public/form/preview/pdf/101>
- <https://www.stayexempt.irs.gov/home/starting-out/starting-out>
- <https://www.stayexempt.irs.gov/home/resource-library/virtual-small-mid-size-tax-exempt-organization-workshop>

Mini Training:

- **Internal Controls for Nonprofits**

<https://www.councilofnonprofits.org/running-nonprofit/administration-and-financial-management/internal-controls-nonprofits>

<https://blueavocado.org/hr-and-employment-issues/five-internal-controls-for-the-very-small-nonprofit/>

Comments or additional info for the good of the meeting:

- Jill and Rhea will be attending tomorrow at 6pm the Kodiak Community Foundation annual meeting at Kodiak College.
- Jill shared information about an event the board may be interested in attending called the “2024 Full Lives Conference.” Ann forwarded the email to all board members to review.

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. 19th

Adjourn: 7:17pm