

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, March 11, 2024

Board of Director Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	President
				<i>Vacant</i>	Vice President
√				Shannon Kitka	Treasurer
√				Rhea Hayes	Secretary
√				Elaine Olsen	Member
√				Ann Kirven	Member
				Dave Baldukas (<i>resigned</i>)	Member
√				Constance Jensen	Member
		√	√	Illa Macinko	Member

Other Attendees (*staff, guests, members*)

Name	Position

Attendance Notes: Illa emailed prior to the meeting that she was unable to attend. Dave emailed a resignation letter to the board. All other board members were in attendance. With six (6) members present a quorum was met. The meeting was held online over Zoom.

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		02/07/24	
	09/27/23		02/10/24	
			02/21/24	
			02/22/24	
Membership & Nominating		10/09/23		
		10/16/23		
501c3			02/15/24	

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: 6:03pm

Guest Introductions: (*none*)

Approval of Agenda: Regular Meeting Agenda for Monday, March 11, 2024

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

Approval of Minutes: Regular Meeting Minutes for Monday, February 26, 2024

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

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, March 11, 2024

Financial Report: Petty Cash Log still at \$100

Committee Reports:

- Bylaws Committee- *(disbanded)*

Ann suggested to the board that now that the Kodiak Reentry Bylaws have been adopted and the Articles submitted and approved by the state we no longer need to continue with this special committee. She advised that the committee could now be disbanded until such time as we may need it again in the future when the bylaws or articles may need to be amended.

- Rhea motioned to disband the Bylaws Committee.
- Ann seconded the motion.
- The board voted to disband the Bylaws Committee.

- Finance Committee- Met 2/28/24, 3/1/24

- DRAFT Accounting Manual & Grant/ Budget Project
- Shannon gave a quick synopsis of everything the committee has been working on with the grant and budget.

- Membership & Nominating Committee-

- Plan meeting before the end of 3rd quarter for membership, board, and committee member recruitment.
- End of quarter is 3/31/24

- 501c3 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.

- **UPDATE: City of Kodiak Business License**

- License application completed, submitted, and paid for.
- Quarterly Sales Tax Report submitted.

- **UPDATE: Bank Account Signers & Set Up**

- Ann asked if Elaine and Illa are now added as signers to the account. Neither has been added.

- **Start Up Funds- (Ongoing discussion)**

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, March 11, 2024

- We can start to accept memberships and unsolicited donations.
- We **CANNOT** yet start soliciting for donations or fundraisers.
- **Alternative event for 1st Organizational Meeting**
 - Saturday, April 13th time TBD
 - Ann suggested a meeting & greet
 - Jill mentioned the idea of an: “Introduction to Kodiak Reentry”
- **UPDATE: Lunch & Learn Classes**
 - Jill provided an update to the board about how the classes are going.
- **DRAFT Account Manual-** *(Tabled from last meeting)*
 - Jill asked for clarification on a couple of different policies and mentioned a couple of small mistakes that needed to be corrected. Ann took note of the errors and will make the necessary small changes following the meeting.
 - Constance motioned to approve the Accounting Manual with the changes discussed.
 - Rhea seconded the motion.
 - The board voted to approve the Accounting Manual with the changes discussed.
- **Board Packets & Memberships Due**
 - Ann asked that everyone please fill out and return the Board Candidate application packet.
- **Reducing Recidivism Grant** *(Included in Finance Committee report)*
- **FY25 Budget** *(Included in Finance Committee report)*
- **Zoom Subscription** *(exp. 3/3/24, \$160 per year)*
 - Ann shared that a couple board members contributed and the subscription is set to auto-renew.

New Business:

- **Elect Board Officers:** *President, Vice President, Treasurer, & Secretary*

The board present briefly discussed the easiest way forward. Jill suggested for now just keep the officer assignments as they are.

 - Ann nominated the slate: Jill as President, Shannon as Treasurer, and Rhea as secretary.
 - Rhea seconded the motion.
 - The board voted to approve the slate as stated.
- **Standing Committee Selections:** *(Directors are required to serve on at least one standing committee per bylaws)*
 - Choices:
 - Board Development Committee- *(Recommend all Directors)*

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, March 11, 2024

- Finance Committee- (*Treasurer is Chair*)
- Policy Committee
- Membership & Nominating Committee
- Fundraising & Grants Committee
- Consolidation Pairing & Scheduling Idea:

Ann suggested that we consolidate meetings while beginning to help us operate more efficiently time wise and so we don't burn people out with too many meetings. Those in attendance agreed with this plan. Those present expressed which committee pairings they would like to be included in and Ann will compile a roster of committee members to provide everyone after the meeting.

 - Board Development Committee following BOD meetings quarterly or as needed.
 - Pair Finance Committee and Fundraising & Grants Committee
 - *Separate meetings with separate chairs and meet back-to-back with same committee members from the board.*
 - Pair Policy Committee and Membership & Nominating Committee
 - *Separate meetings with separate chairs and meet back-to-back with same committee members from the board.*

Mini Training: (*None at this time*)

Comments or additional info for the good of the meeting:

- Ann shared with the board that prior to the meeting Dave submitted his resignation.

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, Mar. 25th

Adjourn: 7:27pm