

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, March 25, 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 |
| √ | | | | Constance Jensen | Member |
| √ | | | | Illa Macinko | Member |
| | | | | <i>Vacant</i> | Member |

Other Attendees *(staff, guests, members)*

| Name | Position |
|--------------|----------|
| Derek Foster | Guest |
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Attendance Notes: Jill was unable to attend. Rhea facilitated the meeting. All other board members were in attendance. Derek Foster attended as a guest. The meeting was held online over zoom and with six (6) 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 | | 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: 6:02pm

Guest Introductions: Derek Foster

Those present introduced themselves to Derek and he shared a little about himself with the board.

Approval of Agenda: Regular Meeting Agenda for Monday, March 25, 2024

- Elaine 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, March 11, 2024

- Shannon motioned to approve the minutes as written.
- Ann seconded the motion.

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- The board voted to approve the minutes as written.

Financial Report: Petty Cash Log still at \$100 | 2 Membership checks totaling \$120

Committee Reports:

- Finance Committee- *(nothing to report at this time)*
- Membership & Nominating Committee- **NEEDS TO MEET**
 - Plan meeting before the end of 3rd quarter for membership, board, and committee member recruitment.
 - End of quarter is 3/31/24
 - Constance reported Scheduled for 4/1/24 at 6pm
- 501c3 Committee- *(committee has not met, dissolve special committee)*
 - Ann motioned to dissolve the special committee.
 - Constance seconded the motion.
 - The board voted to approve the dissolution of the special committee.

Old Business:

- **Long Term Goals- REEVALUATE LONG TERM GOALS**

Ann explained to those present that we have now completed many of our original goals so we should utilize the next month to think about new long-term goals for the next year. Those present agreed and we will revisit at our next board meeting in April.

 - ~~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)**
 - Almost there!
- **UPDATE: 501c3 Application**
 - Rhea explained to those present that the 501c3 application has been submitted to the IRS. She and Jill met and paid for and submitted it. We are pending approval.
- **UPDATE: Alaska Dept of Law Charitable Organization Registration**
 - Ann shared that after the submission of the 501c3 application she was then able to file the registration with the Dept. of Law and it is now pending approval.
- **UPDATE: Bank Account Signers & Set Up**

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- Get additional signers on the account
- Deposit slips, checks, debit cards
- Elaine stated that she visited the bank and filled out the necessary forms to be added to the account.
- Illa still needs to be added and Rhea will contact Vilma at Key Bank to notify her to expect Illa in for completing paperwork.
- **UPDATE: Soul Exhaustion & Suicide Prevention | Intro to Kodiak Reentry Inc.**
 - <https://www.kodiakreentry.org/soul-exhaustion.html>
 - 9am-4:30pm Friday, 4/12 and 9am-3:30pm Saturday, 4/13
 - **Intro to KRI**
 - **12pm-1:30pm Saturday, 4/13**
 - Ann explained to those present that we should have board members present for this portion of the event.
- **UPDATE: Lunch & Learn Classes** (*Tabled to the next meeting*)
 - Jill was not in attendance to provide a final report.
- **Board Packets & Memberships Due**
 - Ann reminded those present that we still needed to have a few returned.
- **Reducing Recidivism Grant** (*Alaska DHS Behavioral Health*)
 - We are awaiting determination of the grant award.
- **FY25 Budget**
 - We will need to begin working on a more complete budget.
 - Ann briefly explained that eventually the board will need to approve the budget.

New Business:

- **Acceptance of Dave Baldukas Resignation** (*tabled from last meeting*)
 - Ann motioned to accept Dave's resignation.
 - Elaine seconded the motion.
 - The board voted to approve Dave's resignation.
- **Appointment of a Vice President** (*necessary for our Initial Report*)

Ann briefly explained that we needed to appoint a current board member to fill the role of Vice President (left vacant by Tammy Crabb) so that she can file our Initial Report with the state as required.

- Ann nominated Constance to fill the role of Vice President until next year's elections.
- Elaine seconded the motion.
- The board voted to approve Constance to fill the role of Vice President until next year's elections.

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Mini Training: Questions to Ask Before a Special Event

<https://www.forakergroup.org/wp-content/uploads/filebase/Fundraising/Special-Event-Assessment.pdf>

- Ann shared that the training are important considerations for planning any kinds of events, fundraisers, or activities.

Comments or additional info for the good of the meeting:

- **New Calendar Entries**

Ann explained that she is dropping in deadlines into the KRI calendar for nonprofit must-do's to stay in good standing with the IRS and the State of Alaska. If the board does not get reports that these must-do's have been completed each year they should follow up with the Executive Director.

- **HB 330 Support from Kodiak Reentry**

The board briefly discussed support of this legislation. The board decided that Rhea would draft a letter from the board as a whole. Ann would distribute it to the board for approval prior to sending it to legislatures and the legislative committee working on this. The board also viewed the letter provided by Juneau Reentry Coalition so we could see what we might want to include.

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, Apr. 22nd

Adjourn: 6:53pm