

# Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, May 20, 2024

## Board of Director Attendance

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

## Other Attendees *(staff, guests, members)*

Name	Position
Erin White	Candidate/ Member
Tammy Crabb	Candidate/ Member

**Attendance Notes:** Illa did not attend. Constance joined at 6:09pm. All other board members were present. Erin and Tammy attended as members and candidates for appointment to the board of directors. With six (6) members present a quorum was reached. The meeting was held online via 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		04/01/24
		10/16/23		05/13/24
Policy 501c3			02/15/24	05/13/24

## 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:** 6:06pm

**Guest Introductions:** *(None)*

**Approval of Agenda:** Regular Meeting Agenda for Monday, May 20, 2024

- Rhea 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, April 22, 2024

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

**Financial Report:** Petty Cash Log still at \$100 .

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- 2 Membership checks totaling \$120 were returned as Lifetime Memberships were approved for Founding Board Members. Ann explained the checks were returned to the two board members that submitted payment for their annual membership fees since the board voted to approve Lifetime Memberships for the founding board members at the April 22<sup>nd</sup> board meeting.
- The board discussed depositing the \$100 in cash into the bank account. Rhea stated if we keep the balance above \$300 then we don't have account fees. Rhea will deposit the petty cash funds as the board decided we didn't need to have it at this time.

### **Committee Reports:** *(April 1 started Q4/ 4<sup>th</sup> quarter. End of Q4 is June 30th)*

- Finance Committee- *(No report at this time. Meeting scheduled for 6/3/24)*
- Fundraising & Grants Committee- *(No report at this time. Meeting scheduled for 6/3/24)*
- Membership & Nominating Committee- Met 5/13/24 *(report attached)*
  - Constance provided a brief synopsis of the meeting and what the committee discussed and worked on.
- Policy Committee- Met 5/13/24 *(report attached)*
  - Rhea provided a brief synopsis of the meeting and what the committee discussed and worked on.
- Board Development Committee- Met 4/22/24 *(report attached)*
  - Ann provided a brief synopsis of the meeting and what the committee discussed and worked on.

### **Old Business:**

#### ● **Long Term Goals- REEVALUATE LONG TERM GOALS** *(tabled from last 2 meetings)*

After brief discussion the board determined that it would be best to task the reevaluation of long-term goals out to the Board Development Committee to work on in a separate meeting. Ann will work with everyone to schedule a meeting.

- ~~○ 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 do 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)*
  - **UPDATE: 501c3 Application** *(no update at this time)*
  - **UPDATE: Reducing Recidivism Grant** *(Alaska DHS Behavioral Health) (no update at this time)*
  - **FY25 Budget** *(no update at this time)*
  - **PayPal Account Set Up** *(Tasked out to the Finance Committee. Pending their recommendations.)*
  - **Set up Board Meeting FY24-FY25 Calendar** *(tabled from last meeting)*
    - Easy way to provide adequate notice to the community

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- Some grants we may apply for or receive may require 10 days advanced public notice of board meetings.
- Ann reviewed with the board the idea of providing public notice of meetings that may be required by future grants through the use of an annual calendar for the board to vote on.
- After brief discussion and input the board tasked Ann with compiling a DRAFT calendar to vote on at the next board meeting.
- Upon approval this calendar can be used to notify the community via KMXT, a local radio and news source.

### **New Business:**

*\*(Both Tammey and Erin briefly left the meeting and entered into a breakout room while the board discussed and voted to appoint both candidates.)*

- **Re-appointment of Tammey Crabb to the Board of Directors**

- Ann nominated Tammey to the board.
- Elaine seconded the nomination.
- The board voted to approve Tammey to the board.

- **Appointment of Erin White to the Board of Directors**

- Constance nominated Erin to the board.
- Rhea seconded the nomination.
- The board voted to approve Erin to the board.

*\*(Both Tammey and Erin rejoined the meeting and were informed that both had been appointed to the board.)*

- **DRAFT Mandatory Reporting Manual**

Ann explained to the board that the manuals also included resources that were removed as they are not policies. If the board also approved the resources, it may make it so the board would need to vote to approve every time we update resources. In short, the board was only asked to approve the DRAFT Mandatory Reporting policies.

- Rhea motioned to approve the manual as written.
- Elaine seconded the motion.
- The board voted to approve the manual as written.

### **Mini Training: (Bylaws Training)**

The board took some time to read and discuss each article.

- **KRI Bylaws, Article I: Name & Purpose**
- **KRI Bylaws, Article II: Basic Policies & Principles**

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### Comments or additional info for the good of the meeting:

- **Sarah Catino & Alaska Legal Services Corp. (ALSC)**
  - Ann shared that Sarah reached out to KRI and stated she was leaving the island after having her baby and asked if we wanted to continue using ALSC with a different attorney. Ann replied to Sarah and said yes please we would like the option to use ALSC in the future if we need legal advice or assistance.
- **Mat-Su Reentry Summit-** 9am-3:30pm, Thursday, Sept. 5<sup>th</sup> & Friday, Sept. 6<sup>th</sup>
  - Jill provided information to the board about attending this event.
- **Retirement Party**
  - Jill expressed thanks to the board for her recent surprise retirement party.

### Board Training Reminder & Resources:

- National Council of Nonprofits [www.councilofnonprofits.org](http://www.councilofnonprofits.org)
- Foraker Group [www.forakergroup.org/resources/](http://www.forakergroup.org/resources/)
- Board Source [www.boardsource.org/fundamental-topics-of-nonprofit-board-service/](http://www.boardsource.org/fundamental-topics-of-nonprofit-board-service/)
- Blue Avocado [www.blueavocado.org](http://www.blueavocado.org)

### Next Board Meeting: 6pm, Monday, June 24<sup>th</sup> ???

The board discussed taking some time off during the summer. Committees will still continue to meet as needed and if there is business that cannot wait the board will hold a board meeting.

- Ann motioned to take off the months of June and July and reconvene in August unless business needs to be conducted and at that point a meeting can be called.
- Constance seconded the motion.
- The board voted to approve taking off June and July and reconvene in August unless business needs to be conducted at which time a meeting can be scheduled.

**Adjourn:** 7:16pm

# Kodiak Reentry Membership & Nominating Committee: 6:00pm, April 1, 2024

## Committee Member Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	Ex Officio
√				Constance Jensen	Chair Person
√				Rhea Hayes	Member
√				Elaine Olsen	Member
√				Ann Kirven	Member
		√		Illa Macinko	Member

## Other Attendees *(staff, guests, members)*

Name	Position
Shannon Kitka	Treasurer
Tammy Crabb	Member

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**Attendance Notes:** Illa did not attend. All other committee members were present. Shannon and Tammy also participated. The meeting was held online over Zoom.

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## Meeting Time: 6:13pm to 7pm

- **Board Candidate Tammy Crabb**

- Tammy is feeling more recovered now after major surgery and would like to rejoin the board of directors. There was consensus among the committee members that we would like to reappoint Tammy.

- **Board Candidate Applications**

- The committee reviewed two (2) applications that were submitted.

- Erin White *(current member)*

After brief discussion and review of her application the committee determined that Erin will be recommended to the board of directors for consideration and appointment to the board of directors.

- Andrea Abena *(non-member)*

Just prior to the meeting Elaine submitted a candidate application to the committee for review from Andrea. After brief discussion the committee would like to keep her application in reserve for the upcoming board vacancies anticipated with the hiring of both Jill and Rhea or other vacancies that arise in the immediate future. The committee would like to extend an invitation to Andrea at this time to join any of our standing committees and also to attend board meeting to begin getting familiar and involved with KRI until a vacancy opens up.

- **Recruitment Efforts**

- After discussion the committee decided to hold off on actively recruiting for board members.
- Ann shared with the committee the webpage she built to direct interested parties to for board, committees, volunteering, etc. She explained there is a form there for visitors to tell us how they would like to get or be involved.

## Kodiak Reentry Policy Committee: 6:00pm, May 13, 2024

### Committee Member Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	Ex Officio
√				Rhea Hayes	Chair Person
√				Constance Jensen	Member
√				Elaine Olsen	Member
√				Ann Kirven	Member
		√		Illa Macinko	Member

### Other Attendees *(staff, guests, members)*

Name	Position
Shannon Kitka	Treasurer
Tammy Crabb	Member

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**Attendance Notes:** Illa did not attend. All other committee members were present. Shannon & Tammy also participated. The meeting was held online over Zoom.

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### Meeting Time: 6:02pm to 6:13pm

- **Appointment of Chairperson**

After brief discussion the committee appointed Rhea as the Chair.

### New Business:

- **Review of DRAFT Mandatory Reporting Manual**

- Ann shared that Constance should have sent everyone the draft manual for their review prior to the meeting.
- Brief discussion took place regarding the drafts. No one had any edits or changes that they recommended or had questions about any of the content.
- The committee is recommending the DRAFT Mandatory Reporting Manual to the board for consideration and approval.

- **Next Policies for Development**

- Ann had suggested a Safety Manual as she was going through the policies in order of importance, however she did have a good understanding of what the safety needs or issues might be in a reentry program. Jill said she could assist with this, but it might be better to have a location and implementation of the program to better understand what our safety needs will look like.
- After brief discussion the committee determined the next manual for drafting and development should be the Personnel related policies. Ann will work on these next.

# Kodiak Reentry Board Development Committee Minutes: 7:00pm, April 22, 2024

## Committee Member Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	Ex Officio
√				Ann Kirven	Chair Person
√				Shannon Kitka	Member
√				Rhea Hayes	Member
√				Elaine Olsen	Member
√				Constance Jensen	Member
√				Illa Macinko	Member

## Other Attendees *(staff, guests, members)*

Name	Position

**Attendance Notes:** All board members were present. The meeting was held online over Zoom.

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## Meeting Time: 7:00pm to 7:04pm

- **Appointment of Chairperson**

After brief discussion Ann agreed to be the committee chair until we recruit additional board and committee members. She is trying to participate in all committees so she would prefer to turn it over to a future board or committee member.

- **Foraker Board Training**

- Board Development Webinar Series *(4 classes online 2 hours each)*
  - [https://www.forakergroup.org/site/index.cfm/calendar.catalog\\_class?typeid=8&classid=351](https://www.forakergroup.org/site/index.cfm/calendar.catalog_class?typeid=8&classid=351)
- \$130 each | For 9 members & ED \$1,300 *(partnership rate)*
- Ann briefly explained the cost for the classes and that currently they do not have any upcoming sessions on the Foraker class calendar, but she expects that them to have classes again in the fall if not sooner.

- **AK Community Foundation**

- Strengthening Organizations Fund/ Grant
- Ann briefly explained that this grant was a maximum of \$10K and can be used to pay Foraker for their trainings. Unfortunately, a 501c3 determination letter from the IRS will be needed to apply and the next grant cycle begins in Oct. It appears that there are two (2) grant cycles per year.
  - <https://alaskacf.org/funds/strengthening-organizations/>
  - 501c3 required
  - Fall Grant Cycle Oct. 1- Nov. 15 2024