

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, August 12, 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
√				Tammey Crabb	Member
√				Erin White	Member

Other Attendees *(staff, guests, members)*

Name	Position

Attendance Notes: Illa joined a little late at 6:08pm. All board members were in attendance and a quorum was reached. The meeting was held online via Zoom.

COMMITTEE MEETINGS

Committee	1st Quarter 7/1 to 9/30	2nd Quarter 10/1 to 12/31	3rd Quarter 1/1 to 3/31	4th Quarter 4/1 to 6/30 (FY24)
Finance				06/03/24
Fundraising & Grants	07/10/24			06/03/24
Membership & Nominating				04/01/24 05/13/24
Policy	07/22/24			05/13/24
Board Development	07/29/24			04/22/24

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, August 12, 2024

- 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, May 20, 2024

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

Financial Report: Petty Cash Log is at \$20.00

- Rhea deposited funds of \$100 from petty cash into our Key Bank account on 6/20/24
- One Membership was purchased at \$20 in cash on 7/6/24
- **Current balance of Key Bank accounts: TOTAL \$236.00**
 - 7/31/24 Checking: \$49.00

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- 6/30/24 Savings: \$167.00
- 8/5/24 Petty Cash: \$20.00

Committee Reports: *(July 1 started Q1/ 1st quarter and started FY25)*

- Finance Committee- MET on 6/3/24 *(report attached)*
- Fundraising & Grants Committee- MET on 6/3/24, 7/10/24 *(report attached)*
- Membership & Nominating Committee- *(hasn't met yet in 1st quarter)*
- Policy Committee- MET on 7/22/24 *(report attached)*
- Board Development Committee- MET on 7/29/24 *(report attached)*

Old Business:

● **Long Term Goals- PROPOSED FY25 BOARD 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 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.
 - Rhea motioned to approve Proposed FY25 Goals as written and to include unmet goals from FY24.
 - Shannon seconded the motion.
 - The board voted to approve the Proposed FY25 Goals as written.
- **Start Up Funds-** *(Ongoing discussion)*
- **UPDATE: 501c3 Application**
 - Brief discussion took place about when the application was submitted so we could contact the IRS at the provided number after the 6-month mark.
- **UPDATE: Reducing Recidivism Grant** *(Alaska DHS Behavioral Health)*
 - Everyone got the email that stated we did not get approved for the grant.
 - Discussion took place about why we were denied and additional grant opportunities we could apply for once we have the 501c3 determination. Discussion included what needs to be done in order to be approved in the future for grants of this magnitude. The grants that will be available to us will be essential in the provision needed to include matching funds for larger grants.
- **FY25 Budget-** *(tabled until we have funding)*
- **PayPal Account Approval**
 - The Finance Committee is recommending the board consider and approve PayPal as a payment method for credit and debit cards.

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- Elaine motioned to approve PayPal as the KRI payment processor.
- Rhea seconded the motion.
- The board voted to approve PayPal as the KRI payment processor.
- **DRAFT Board Meeting FY25 Calendar**
 - Ann motioned to approve the board meeting calendar.
 - Rhea seconded the motion.
 - The board voted to approve the board meeting calendar.

New Business:

- **Addition of Account Signer**
 - The Finance Committee is recommending the board consider and approve Tammy Crabb as an additional bank account signer.
 - Rhea motioned to add Tammy to the bank account.
 - Constance seconded the motion.
 - The board voted to approve the addition of Tammy to the bank account.
- **DRAFT Personnel Manual**
 - Shannon motioned to approve the Personnel Manual.
 - Rhea seconded the motion.
 - The board voted to approve the Personnel Manual.
- **Buskin Beach House Event Proposal**

(The board previously unofficially approved this event through email. The event was held on Aug. 4th.)

 - Ann motioned to approve the event.
 - Shannon seconded the motion.
 - The board voted to officially approve the event.
- **Fundraising Proposal**
 - Tammy motioned to approve the proposal as presented.
 - Shannon seconded the motion.
 - The board voted to approve the proposal as presented.
- **Change of Address** *(Tabled to next meeting)*
 - **Registered Agent-** *(Ann will submit the change of address for the registered agent.)*
 - **Physical Location of KRI** *(we have a PO Box)*

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Mini Training: *(Bylaws Training)*

- **KRI Bylaws, Article III: Membership**
- **KRI Bylaws, Article IV: Membership Meetings**

Comments or additional info for the good of the meeting:

- Elaine thanked Ann for preparing the meeting packets and that it makes things much easier. The rest of the board agreed. :)
- Illa notified the board she will be out of town for the next meeting and will be 3 time zones ahead. She will still try to attend.

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, September 23rd

Adjourn: 7:26pm