

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 18, 2023

Board of Director Attendance

Present	Late	Absent	Excused	Name	Position
y				Jill Wallace	President
		y	n	Tammy Crabb	Vice President
y				Shannon Kitka	Treasurer
y				Rhea Hayes	Secretary
y				Elaine Olsen	Member
y				Ann Kirven	Member
		y	y	Pastor Dave Baldukas	Member
					Member
					Member

Other Attendees *(staff, guests, members)*

Name	Position
Constance Jensen	Guest

Attendance Notes: Dave and Tammy were not in attendance. All other members were present as well as guest Constance Jensen. Technical difficulties with several members kicked the meeting off a few minutes late. With five (5) members present a quorum was reached. The meeting was held remotely over Zoom.

COMMITTEE MEETINGS

Committee	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Finance	07/31/23			
	08/03/23			
	08/15/23			
	08/29/23			
	09/12/23			

QUORUM PRESENT

YES	NO
y	

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: 6:07pm

Guest Introductions: Introductions all around on behalf of guest Constance Jensen. Constance saw our page on Facebook and it compelled her to reach out to become involved and possibly become a member of the board. She has a long history of wanting to help the population we serve and also has 35 years here on the island. Constance has been the leader of the Youth Orchestra of Kodiak where other members of the board have also been members of.

Approval of Agenda: Regular Meeting Agenda for Monday, September 18, 2023

- Ann made a motion to approve the previous agenda. Elaine 2nd the motion.
Motion was approved.

Approval of Minutes: Regular Meeting Minutes for Monday, September 11, 2023

- Ann motioned to approve the minutes. This was 2nd by Rhea. All in favor and motion was approved.

Financial Report: *(None at this time)*

Committee Reports:

- Articles & Bylaws Committee- Rhea will contact Sarah Catino of Alaska Legal Services to push for a meeting via Zoom with Ann in order for the articles to be completed.

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 18, 2023

- Finance Committee- Bank Proposal. Rhea was updated by Vilma, the manager of Key Bank to address concerns of the bank account having fees that were too high and this was met quickly by a response with a bank account requiring a lower monthly upkeep fee of \$5.00 as well as lower requirements for alleviating fees. The information was dropped in the shared folder for the board to review. The board took time to review and discuss.

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)*
- **Registered Agent Form & Fee-** *(When are we ready to send in?) (Tabled from last meeting)* A decision has been made to send in the form and fee as soon as a meeting with Sarah Catino has been accomplished in order to move the process of establishing nonprofit status forward. Deadlines at this point are welcome by the board.
- **DRAFT BOD & Senior Staff Conflict of Interest & Code of Conduct-** *(Tabled from last meeting)* Eliane motioned for approval. Shannon 2nd the motion. All members in favor and the motion passed.
- **Revisit Discussion/Vote on Incorporators-** All members agreed that Anne's suggestion of the historical importance of all founding members being on the list of Incorporators is relevant. It was decided to revote to include everyone on the board at the time or signing should be included. This was made in a motion by Elaine and 2nd by Shannon. The motion passed by unanimous vote.
- **Articles of Incorporation Update-** *(No update provided at this time.)*

New Business:

- **Reducing Recidivism & Reentry Conference**
 - Companion fare available & other financial assistance to attend
- **Bank Proposal-** *(Tabled from last meeting)* Ann made a motion to approve Key Bank as the start up bank account. The motion passed unanimously.
- **Consensus Based Decision Making-** *(Tabled from last meeting)*
- **Kodiak Reentry PO Box-** Box 8053 under the name Kodiak Reentry at USPS location 428 West Marine Way was opened on 9/18/2023 was opened for 1 year for \$188.00.
- **Office Space/ Location Search-** Rhea and Shannon were both able to take time to look at a space located in the same building as the Public Defender Agency and Alaska Legal Service at 518 W. Marine Way. The space was sufficient in space and location. The cost was \$1.50 per square foot. More information along with pictures located online at the Board Resources section of our webpage.

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 18, 2023

Mini Training: *Please read and we can discuss further during our next regular meeting.*

<https://blueavocado.org/board-of-directors/consensus-based-decision-making/>

Comments or additional info for the good of the meeting:

- Constance Jensen was invited to join the Board. Ann nominated her to become a member and those present voted unanimously to approve the nomination.

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 25, 2023

- Do we want to continue meeting weekly?

Adjourn: 7:30pm