

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 23, 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
√				Tamme Crabb	Member
√				Erin White	Member

Other Attendees *(staff, guests, members)*

Name	Position

Attendance Notes: Illa was not in attendance. The meeting was held online via Zoom. Constance had to leave the meeting early at 6:20pm and Jill had to step off briefly at the end of the meeting. All other board members were present and a quorum was reached with eight (8) board members.

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	08/15/24			06/03/24
Fundraising & Grants	07/10/24 08/15/24			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: 6:04pm

Guest Introductions:

Approval of Agenda: Regular Meeting Agenda for Monday, September 23, 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, August 12, 2024

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

Financial Report: Petty Cash Log is at \$20.00 as of 9/22/24

- **Current balance of Key Bank accounts: TOTAL \$278.00**
 - 9/22/24 Checking: \$119.00
 - 9/22/24 Savings: \$159.00
 - 9/22/24 Petty Cash: \$20.00

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 23, 2024

- Vote
 - Rhea motioned to approve the Financial Report as presented.
 - Constance seconded the motion.
 - The board voted to approve the Financial Report as presented.
- Discussion took place about the importance of monthly Financial Reports and the board's oversight of the nonprofit's finances as well as voting to approve the reports.
- Following the Financial Report the board agreed that subsequent reports will include a bank statement, current account balances, and a profit & loss statement in lieu of traditional "budget to actual" financial reports. This is temporary until we obtain grant funding and hire a bookkeeper.

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

- Finance Committee- Met on 8/15/24
- Fundraising & Grants Committee- Met on 8/15/24
 - In addition to the Fundraising Report Jill provided a quick update of the Downtown Block Party and how it went.
- Membership & Nominating Committee- *(Has not met yet in Q1) (Q1 ends Sept. 30th)*
 - Ann will follow up with Constance to schedule a Q1 Membership Committee Meeting.
- Policy Committee- *(No report at this time)*
- Board Development Committee- *(No report at this time)*

Approval of Committee Reports

- Elaine motioned to approve the Finance Committee and the Fundraising Committee Reports as presented.
- Shannon seconded the motion.
- The board voted to approve both reports as presented.

Old Business:

- **Long Term FY25 Goals**
 - Establish 501c3 nonprofit status with the IRS. *(unmet for FY24)*
 - Take board development training through Foraker Group etc. *(unmet for FY24)*
 - **Obtain Funding**
 - Obtain grant funding and revenue streams from within the community to provide necessary grant matching funds *(KIB, City, community donations, fundraising, etc.)*
 - Host fundraising events both for additional or match funding.
 - **Build/establish a participant program and list of services and doors open to provide services.**
 - Implement a small pilot program *(volunteer, participant basic needs)*
 - Establish a fully functional office location.
 - **Increase Island Community Input**
 - Establish Memorandums of Understanding or Agreements (MOUs or MOAs) with key community and state partners.
 - Explore how we can incorporate rural village input, services, collaboration, and participation.

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 23, 2024

- Run a long term (6 months - 1 year) community needs assessment.
- Recruitment of community members to serve on committees as members and chairpersons.
- **UPDATE: 501c3 Application**
 - Jill provided an update to the board that we still have not heard back or received the 501c3 Determination Letter from the IRS. It has now been six months and she will be available to call next week to follow up on the matter.
- **FY25 Budget- (tabled/ no money)**
- **UPDATE: Addition of Account Signer**
 - Tammy has now been added to the Key Bank account as a signer.
- **UPDATE: Buskin Beach House Event**
 - *(Update provided in Fundraising Committee Report)*
- **UPDATE: Change of Address**
 - **Registered Agent**
 - **Physical Location of KRI** *(we have a PO Box)*
 - Ann updated the board that while renewing/filing the required Alaska Dept. of Law Charitable Organization Registration *(deadline 9/1/24)* she had to provide accurate current info under penalty of perjury and provided the updated physical address. After discussion with Rhea about this they both decided it had to be done and pulled the trigger on updating the address with the State of Alaska Corporations Section and also the Business Licensing Section. The physical address needs to still be updated with the IRS and also the City of Kodiak.

New Business:

- **Kodiak Community Foundation Grant Application**
 - Jill attempted to file the grant. She contacted Briana Cooper who manages Kodiak Community Foundation to see if we could apply with a pending 501c3. Alaska Community Foundation who processes the grant applications contacted Jill and said they were unable to process the application without a 501c3.

- **Personal Care Kit Proposal**

The board took a few minutes to discuss and go over the proposal of what Ann and Rhea brought to the board for a participant care kit pilot program. Ann explained that the pilot programs would assist us in obtain grants by showing we are actually implementing a program, providing a service, collaborating with community partners, getting community buy-in through donations, and following through on a program to build on and grow. The project has been tasked out to the Policy Committee for development and follow up and will be hopefully brought back to the board for a final vote at the next board meeting.

- Elaine motioned to approve the proposal and not exceed \$50 per care kit.
- Rhea seconded the motion.

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 23, 2024

- The board voted to approve the proposal and not to exceed \$50 per care kit.

- **Volunteer Program Proposal**

- The board took a few minutes to discuss and go over the proposal of what Ann and Rhea brought to the board for a volunteer outreach pilot program. Ann explained that the pilot programs would assist us in obtain grants by showing we are actually implementing a program, providing a service, collaborating with community partners, getting community buy-in through volunteering, and following through on a program to build on and grow. The project has been tasked out to the Policy Committee for development and follow up and will be hopefully brought back to the board for a final vote at the next board meeting.

The board also discussed some of the criteria for volunteers and parts of the volunteer manual they would like to see.

- Tammey motioned to approve the proposal.
- Rhea seconded the motion.
- The board voted to approve the proposal.

- **Donation and Volunteer Logging- Donation and Volunteer Program Handbooks**

- Ann went over and explained to the board that we needed to back through all the items we have paid for and donated and volunteer time we have put into events up to March 24th when the 501c3 application was submitted. We need to begin logging these things both for audit purposes as these will likely qualify for future grant matching and for grant applications these will also show community support for what we are building.
- Ann has already created an online quick and simple reporting process for volunteer time for the board and any help or donations from community members/partners. She also went over the two donation log books and what/how to log items. She will also prepare/provide a Donation Handbook to the board explaining in more detail how donations work and should be logged in terms of financial and in-kind donations. She also explained the donor or volunteer should also not be the person to record/log the donation or time.

- **Donation Opportunity- PO Box fee**

- *(SKIPPED: Moot agenda item since the fee was paid in full from a donation.)*

Mini Training: *(Bylaws Training) Tabled to next meeting*

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

Comments or additional info for the good of the meeting:

- Both Elaine and Rhea commented on the hard work done by all board members and volunteers. Deep appreciation was expressed.

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, September 23, 2024

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, October 21st

- The agenda date was incorrect and Ann explained to everyone that the correct date was Oct. 21st.

Adjourn: 7:26pm

DRAFT

Kodiak Reentry Fundraising & Grants Committee Minutes: 2:00pm, July 10, 2024

Committee Member Attendance

Present	Late	Absent	Excused	Name	Position
		√		Jill Wallace	Ex Officio
√				Tammy Crabb	Chair Person
		√		Shannon Kitka	Member
√				Rhea Hayes	Member
√				Ann Kirven	Member

Other Attendees *(staff, guests, members)*

Name	Position

Attendance Notes: Shannon and Jill were unable to attend. All other committee members were present. The meeting was held online over Zoom.

Meeting Time: 2pm to 3:22pm

The committee met to develop an idea to host an event to help make connections with the community. The committee developed a proposal after extensive discussion to submit to the board for an unofficial email vote to be followed up by a board vote at the next planned board meeting on August 12th. The proposal was emailed to all board members for their input and approval of the event.

(See attached event proposal)

Proposal: Social event with board, committees, and community stakeholders

Purpose: is for board, committee members, and interest community members to have a casual, social event to get to know each other, share input, build relationships, make connections, and provide reentry information and input for the community.

Items we can include for the Reentry Awareness is a community needs survey, business cards, membership applications, board and committee information for those interested.

Event Name: *Please choose one option.*

- Choice 1: Conscious Outreach Event
- Choice 2: Reentry Awareness Outreach Event
- Choice 3: Reentry Awareness Meet & Greet

Where: Buskin Beach House *(already reserved and paid for and we have it for 24 hours)*

When: 2pm-6pm, Sunday, August 4th

Refreshments:

- Event will be potluck
- We already have paper supplies.
- Water
- There's a BBQ on site

Kodiak Reentry Fundraising & Grants Committee Minutes: 5:30pm, August 15, 2024

Committee Member Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	Ex Officio
√				Tammy Crabb	Chair Person
√				Shannon Kitka	Member
√				Rhea Hayes	Member
√				Ann Kirven	Member

Other Attendees *(staff, guests, members)*

Name	Position
Constance Jensen	Board Member

Attendance Notes: All committee members were present. Constance joined as a guest. The meeting was held online over Zoom.

Meeting Time: 5:30pm to 6:03pm

The committee met to discuss and go over the event proposal submitted to the board at the August 12th board meeting.

- The committee decided after lengthy discussion to hold the event on Sept. 28th with the time to be determined a bit later.
- The cook off will be at East Addition Park and the insurance required by the City of Kodiak has already been covered by a donor.
- Other items discussed were activities, costs, food, games, and whether this will be a fundraiser or an outreach event or both. The committee decided to just hold an event at this time pending our 501c3 application.
- Jill agreed to follow up with Alicia Flores at KANA to see if collaboration might be possible.
- Ann will follow up with flyers and FB post to be shared in the community and printed out by those who want to. Ann will also make ¼ sheet flyers for the Downtown Block Party.

Proposal: Social event with board, committees, and community stakeholders

Purpose: is for board, committee members, and interest community members to have a casual, social event to get to know each other, share input, build relationships, make connections, and provide reentry information and input for the community.

Items we can include for the Reentry Awareness is a community needs survey, business cards, membership applications, board and committee information for those interested.

Event Name: *Please choose one option.*

- Choice 1: Conscious Outreach Event
- Choice 2: Reentry Awareness Outreach Event
- Choice 3: Reentry Awareness Meet & Greet

Kodiak Reentry Fundraising & Grants Committee Minutes: 5:30pm, August 15, 2024

Where: Buskin Beach House (*already reserved and paid for and we have it for 24 hours*)

When: 2pm-6pm, Sunday, August 4th

Refreshments:

- Event will be potluck
- We already have paper supplies.
- Water
- There's a BBQ on site

Kodiak Reentry Finance Committee Minutes: 5:30pm, August 15, 2024

Committee Member Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	Ex Officio
√				Shannon Kitka	Chair Person
√				Rhea Hayes	Member
√				Ann Kirven	Member
√				Tammey Crabb	Member

Other Attendees *(staff, guests, members)*

Name	Position
Constance Jensen	Board Member

Attendance Notes: All committee members were present. Constance also attended as a guest. The meeting was held online over Zoom.

Meeting Time: 6:03pm to 6:15pm

- **Credit/Debit Card**

- After brief discussion the committee decided it would be best for Jill to obtain a debit card for online fees and purchases.

- **Financial Reports**

- Ann and Shannon came up with a plan to get Shannon the KRI bank statement from the online banking portal and then will file them in the KRI shared Google Drive folder for Shannon to access.
- Shannon will develop/build a Profit & Loss statement for future board meetings to act as a Financial Report to the board for meetings until we are able to hire a bookkeeper. Shannon will also file this in the KRI shared Google Drive folder for Ann to access and get to the board as part of the board meeting packet.