

# Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, June 12, 2023

## Board of Director Attendance

Present	Late	Absent	Excused	Name	Position
√				Jill Wallace	President
√				Tammy Crabb	Vice President
√				Shannon Kitka	Treasurer
√				Rhea Hayes	Secretary
		√	√	Elaine Olsen	Member
√				Ann Kirven	Member
√				Pastor Dave Baldukas	Member
		<i>Resigned</i>		Tony Slabinski	Member
				<i>vacant</i>	Member

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

Name	Position

**Attendance Notes:** Tony did not attend and emailed a resignation from the board prior to the meeting. Elaine was not in attendance, however, Jill texted her during the meeting and it was noted that the notice for the meeting went to the wrong email address. Ann will get this corrected. All other members were in attendance. With six (6) members present a quorum was reached.

## COMMITTEE MEETINGS

Committee	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Bylaws				05/11/23
				05/18/23
				05/22/23
				05/24/23
				05/30/23
				06/05/23

## QUORUM PRESENT

YES	NO
√	

**Call to Order:** 6:04pm

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

**Approval of Agenda:** Regular Meeting Agenda for Monday, June 12, 2023

- Ann motioned to approve the agenda as written.
- Tammy seconded the motion.
- All those in attendance voted to approve the agenda as written.

**Approval of Minutes:** Regular Meeting Minutes for Monday, May 15, 2023

- Tammy motioned to approve the minutes as written.
- Shannon seconded the motion.
- All those in attendance voted to approve the minutes as written.

**Financial Report:** *(None at this time)*

### Committees:

- Articles & Bylaws Committee-
  - Committee met several times in 4<sup>th</sup> quarter to create a draft set of bylaws.

### Old Business:

- **Long Term Goals**
  - Fill seats for directors and officers as required by the State of Alaska for starting a nonprofit corporation.

## Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, June 12, 2023

- Establish Articles/Bylaws Committee. *(Included in Committee Report)*
  - 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**

### New Business:

- **Tony Slabinski Resignation**
  - Tammy motioned to accept the resignation submitted by Tony.
  - Rhea seconded the motion.
  - All those in attendance voted to accept the resignation submitted by Tony.
- **Sultana Inquiry/ Foraker Partnership**
  - Continuing discussion
  - Tabled to next meeting
- **DRAFT Mission Statement**

Ann briefly explained we just needed to formally approve the current mission statement set by the Coalition.

  - Ann motioned to approve the DRAFT Mission Statement.
  - Tammy seconded the motion.
  - All those in attendance voted to approve the DRAFT Mission Statement.
- **DRAFT Bylaws**

Ann explained that the DRAFT Bylaws would get formally approved at the first organizational meeting, but that for now we just needed a tentative approval from the board that the DRAFT reflects what the board wants.

  - Ann motioned to approve the DRAFT Bylaws
  - Tammy seconded the motion.
  - All those in attendance voted to approve the DRAFT Bylaws.
- **Registered Agent Resolution**

Rhea offered an explanation that it would be easier to obtain legal documents from the state and that with Alaska Legal Services and their high case load, using them for the registered agent may cause delays in receiving and submitting paperwork. Rhea and Shannon both offered their home addresses and after some discussion it was decided that Shannon would become the registered agent.

  - Tammy motioned to appoint Shannon the registered agent with the state of Alaska.
  - Rhea seconded the motion.
  - All those in attendance voted to appoint Shannon as the registered agent.
- **IRS Application for 501c3**
  - Continuing discussion.
  - Tabled to next week.
  - Ann will email the 501c3 application instructions to Shannon who will do some research.

## Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, June 12, 2023

### **Mini Training:** Board Member Job Description

The board reviewed the sample job description obtained from Foraker Group and made some edits. Ann will convert and put into our own Kodiak Reentry DRAFT document for voting on next board meeting.

**Comments or additional info for the good of the meeting:** *(None)*

### **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 19, 2023

**Adjourn:** 7:11pm