

Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, April 22, 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	Guest

Attendance Notes: Constance joined a little late at 6:20pm. Illa joined late at 6:56pm due to a class she attends. All other board members were in attendance. Erin White attended as a guest with the intention of becoming a member and interest in serving as a board member. With five (5) board members present at the start of the meeting a quorum was reached. The meeting took place online over 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	
			02/28/24	
Membership & Nominating		10/09/23		04/01/24
		10/16/23		
501c3			02/15/24	

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: 6:02pm

Guest Introductions: Erin White introduced herself to the board and the board members took turns introducing themselves to Erin. Erin has a close relationship that brings the importance of reentry programs front and center. She intends to use her experiences to benefit the community and her loved ones.

Approval of Agenda: Regular Meeting Agenda for Monday, April 22, 2024

- Elaine 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, March 25, 2024

- Shannon motioned to approve the minutes as written.
- Rhea seconded the motion.

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- The board voted to approve the minutes as written.

Financial Report: Petty Cash Log still at \$100 | 2 Membership checks totaling \$120

- Ann recommended giving back the membership checks pending the outcome of the vote on lifetime memberships for founding board members.

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

- Finance Committee- *(needs to meet)*
- Membership & Nominating Committee- Met 4/1/24
 - Ann reported out for the committee in the absence Constance. *(committee report attached)*
- Fundraising & Grants Committee- *(needs to meet)*
- Policy Committee- *(needs to meet)*
- Board Development Committee- *(Quick meeting to follow board meeting)*

Old Business:

- **Long Term Goals- REEVALUATE LONG TERM GOALS *(tabled to next 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 report at this time)***
- **UPDATE: Bank Account Signers & Set Up**
 - Illa has been added as a signer. There are now three (3) signers on the account: Jill, Elaine, & Illa
- **UPDATE: Soul Exhaustion & Suicide Prevention | Intro to Kodiak Reentry Inc.**
 - Jill provided a brief update and summary of the event.
 - Marcia Oss and Sarah Gaer expressed their appreciation of Kodiak and the experience they had here.
 - Marcia appreciated and gave special thanks to the hospitality of Constance as she hosted her for the trip.
 - As Kodiak has awarded a proclamation for the fourth week of April to be “Reentry Week” as accepted during a City Council work session by Jill. We now have an entire week in the future to dedicate to events and community awareness.
- **UPDATE: Lunch & Learn Classes *(Tabled from last meeting)***
 - Jill provided a brief update and summary of the event

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- **UPDATE: Reducing Recidivism Grant** (*Alaska DHS Behavioral Health*) (*no report at this time*)
- **FY25 Budget** (*no report at this time*)

New Business:

- **Initial Report Filed-** *AK Division of Corporations, Business & Professional Licensing*

- Ann reported that the filing has been submitted and we are in good standing with the state. She further explained that this was our first Biennial Report due to the state and going forward we will need to complete this every two (2) years on odd numbered years.

- **Founding Board Lifetime Memberships**

Ann provided information that she emailed everyone with the idea previously as a way to both thank the founders for their time and financial contributions over the last year and also for founders to act as guardian angels over KRI in the future. Elaine asked if other nonprofits do this as other founding boards she has participated in usually asked for a Lifetime Membership cost upfront. Ann suggested that since we didn't do that and founding board members just paid for things over the last year out of pocket, KRI didn't have to come up with funds to pay for things such as the 501c3 \$600 application fee and other items that we each just paid for or contributed to.

- Constance motioned to gift lifetime memberships to founding board members.
- Shannon seconded the motion.
- The board voted to approve to gift lifetime memberships to founding board members.

- **PayPal Account Set Up**

- The board decided to task this out to Finance Committee to determine payment processors and what the committee recommendations are for going forward to accept online payments and payments/donations with credit or debit cards.

- **Foraker Group Partnership**

- \$500 annual fee for \$250K-\$500K annual budget
- Ann explained that this would most likely be the partnership fee we would need to pay Foraker Group to become a partner. Partnership will give substantial discounts on trainings and classes we intend to participate in for both the board and the executive director.

- **Set up Board Meeting FY24-FY25 Calendar** (*tabled to next meeting*)

- Easy way to provide adequate notice to the community
- Some grants we may apply for or receive may require 10 days advanced public notice of board meetings.
- Ann explained that some grants will require public notice be given for our board meetings (*and potential a requirement to show proof of*). A set calendar would also allow distribution to KMXT to include dates and times on their Community Calendar. For free we could also include in our quarterly newsletters and also through social media posts. Shannon asked for clarification since our bylaws state the board will meet quarterly. Ann explained that our minimum number of board meetings (*per bylaws*) is quarterly,

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however whenever there is work to be done, we can and will likely meet more frequently while building our program and services and getting up and running or whenever there is business that needs to be addressed that can't wait for quarterly meetings.

Mini Training: *(None at this time due to Board Development Committee Meeting)*

Comments or additional info for the good of the meeting:

- Jenny Stern reached out to Shannon via FB wanting to get involved with KRI. She reached out to Elaine and also through our website. Ann forwarded the website contact to Jill for follow up.
- Elaine let the Parents of Addicts support group know that we are looking for additional board members and Andrea Abena also indicated she would like to be involved.
- Ann shared with the board the "Get Involved" webpage as a one stop shop for people who are expressing interest in involvement with KRI. There is a form that collects basic information so they can share their information with us and how they may want to be involved.

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, May 20th

Adjourn: 7:00pm