

# Kodiak Reentry Board of Directors Meeting Minutes: 6:00pm, April 17, 2023

## Board of Director Attendance

Present	Late	Absent	Excused	Name	Position
√				JILL WALLACE	President
√				TAMMY CRABB	Vice President
					Treasurer
√				RHEA HAYES	Secretary
√				ANN KIRVEN	Director
√				SARAH CATINO	Director
√				ELAINE OLSEN	Director
					Member
					Member

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

Name	Position

**Attendance Notes:** All current members were in attendance. Sarah Catino from Alaska Legal Services and Ann Kirven a volunteer and community member were also in attendance.

## COMMITTEE MEETINGS

Committee	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

## QUORUM PRESENT

YES	NO
YES	

### Call to Order: 6:12

**Guest Introductions:** Brief introductions, two new members not previously attending the coalition meetings were Ann Kirven who has extensive experience in non-profit and board of directors as well as Sarah Catino, bringing experience from a legal standpoint as a lawyer at Alaska Legal Services (ALS).

**Approval of Agenda:** First meeting, agenda approved.

**Approval of Minutes:** First meeting. No minutes to approve.

**Financial Report:** N/A at this time

**Executive Director’s Report:** N/A at this time

**Committee Reports:** N/A at this time

- **Finance** N/A at this time
- **Fundraising** N/A at this time
- **Nominating**

In the absence of a Nominating Committee because we are in the initial stages of creating Kodiak Reentry as a nonprofit business those present appointed the following:

- Nominated for officers: President, Jill Wallace (passed) Vice President, Tammy Crabb (passed) Secretary, Rhea Hayes (passed).
- Nominated for directors, Ann Kirven, Sarah Catino, Elaine Olsen (passed)

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- **Personnel** N/A at this time
- **Policy** N/A at this time
- **Program** N/A at this time

**Committee Report Approval:** N/A

### Old Business:

- **Long Term Goals**
  1. Fill seats for directors and officers as per Alaska state law to maintain 501-c3 status.
  2. Establish 501-c3 status.
  3. Establish by-laws committee.
  4. Create and maintain adherence to by-laws.
  5. Hold elections to ensure no conflict of interest.
  6. Fulfill all criteria to maintain 501-c3 status.
  7. Take available training through resources (Foraker Group etc.).
  8. Ensure the implementation of a grant funded program for reentry on Kodiak Island.

### New Business:

- **Tasks**
  1. Sarah Catino is working to implement Alaska Legal Services as our official legal counsel, creating a formally accurate bylaws template to work from, maintaining clear suggestions on conflict of interest etc.
  2. Jill Wallace will be contacting Teri Tibbett as well as other resources across Alaska for information or examples of how to pull in startup funds.
  3. Ann Kirven continuous work behind the scenes on technology, helping guide website building, agencies that will help the program/coalition, templates for programs and secretarial duties, and developing a list of questions and suggestions for the bylaws.
  4. Establish a by-laws committee and first meeting.
  5. Touch bases with registered agent status, if Sarah Catino finds conflict of interest in holding position Ann Kirven is willing to step into the role.
  6. All board members will be looking for diverse individuals with unique perspectives to bring as possible candidates for the board to the next meeting and so on.

**Comments:** The goal is to maintain a diverse, concise, and transparent structure for the integrity of the program.

### 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/)

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- Blue Avocado [www.blueavacodo.org](http://www.blueavacodo.org)

### **Next Board Meeting:**

Monday, April 24 at **6:00** P.M.

**Adjourn: 7:20**