



## Kilkich Residents Association Board of Directors

Chair: Shelley Estes

Vice Chair: *vacant*

Secretary: *vacant*

Treasurer: Pam Lenox

Rocky Doyle, Alison Felton, Scott Felton, Sheldon Chase

Regular Meeting  
CIHA Office and Zoom  
October 2, 2023

### AGENDA

1. Call to Order – Chair Shelley Estes
2. Roll Call of Board Members and Introduction of Residents and Guests
3. Reading and Approval of Minutes from September 11, 2023, meeting
4. Amendments to Agenda
5. Treasurer’s Report – Current balance is \$2,614.00.
6. Committee Reports – Bylaws
7. Old Business
  - ✚ R U Ready? Disaster Preparedness Book
  - ✚ KRA Haunted Woods – Planning and volunteers for event October 31, 2023 along the Plankhouse Loop.
  - ✚ KRA Coffee & Cocoa with a Cop, December 2, 2023 – Planning for event December 2, 2023 at the Ko Kwel Wellness Center.
  - ✚ Bicycle Rodeo and Safety Fair
8. New Business
  - ✚ Board Officer Vacancies – Vice-Chair and Secretary nominations?
  - ✚ Community BBQ – Activity results.
  - ✚ New Bank Account and Funds
9. Sea~Ha Runner Notices/Additions
10. Public Comment
11. Next KRA Board Meeting – November 13, 2023
12. Adjournment



**Kilkich Residents Association  
Regular Meeting of the Board of Directors  
Minutes  
September 11, 2023**

Call to Order

- Vice Chair Shelley Estes called the meeting to order at 5:33 p.m. in person at the CIHA office and via Zoom.

Roll Call

- Board members in attendance: Shelley Estes, Pam Lenox (absent/excused), Rocky Doyle, Alison Felton, and Scott Felton. Also present were CIHA staff Tracey Mueller and Anne Cook, Tribal staff Matt Jensen (Project Management & Planning Office), and Kilkich resident Sheldon Chase. Zoom attendees included Kilkich resident Mary Dell and Tribal staff Emerald Brunett (Project Management & Planning Office).

Approval of Minutes

- The minutes for August 14, 2023, were approved.

Amendments to Agenda

- It was agreed by email prior to the meeting that the Shishda Haws presentation would be heard before discussion of other business items.

Treasurers Report

- The current balance is \$2,614.

Committee Reports

- Bylaws Committee – The Bylaws Committee report was tabled to the next meeting.

New Business

- Shishda Haws Presentation – Information about the Shishda Haws Rehabilitation and Fitness Center was presented by Matt Jensen and Emerald Brunett.

The Shishda Haws will be approximately 13,531 sq. ft. Within the Shishda Haws there will be a rehabilitation center, physical therapist, massage therapist, and chiropractor. The building will have bathrooms, lockers, showers, changing rooms, and exam rooms. There is also a plan for a grab and go deli, basketball court, bouldering wall, work out equipment, and a surrounding walking track. A fenced play area that meets Head Start requirements will be adjacent to the building.

Lots of questions were brought up by Board members regarding public use of space, times of use, entrance codes or key cards, and accessibility to make people feel successful and not stressed. It was brought up that the Ko-Kwel Wellness Center is difficult for elderly to enter and confusing. Alison asked about paint colors that complement the community and community involvement in the choice of colors. There was discussion about making it more comfortable and less formal or “business room”-like for Tribal members. The Board noted the need for more outreach for future projects.

### Public Comment

- Sheldon commented on the Project Management & Planning office intersection construction. Sheldon stated that currently there is not enough room for two vehicles to pass in their own lanes. The bus cannot turn right and stay in its lane. Sheldon stated that it is the law that the school bus must stay in its lane.

Matt replied that it is a neighborhood intersection not a commercial area and that there was concern that pedestrians may get hit with a wider turning radius. Matt stated that one of the curbs was mountable for bigger vehicles. Emerald asked to give it time, it is not completed yet, and the perception is that it is smaller.

Sheldon disagreed. It was brought up that Kilkich Facebook posts raised concerns. Alison stated people are not happy with the current construction. Tracey reported a complaint by a Tribal member that stated the curb sliced his tire.

It was suggested that Tribal staff check the width again and noted that although this is a residential area, there are many large buildings within the community. Rocky stated that this project has been worked on for two years.

### Old Business

- Board Vacancies for Chair and Secretary – Sheldon was elected to the Board and Shelley was elected Chair. The vacancies for Vice-Chair and Secretary were tabled to the next meeting.
- KRA Note Cards, Banner, and Shirts – Alison had designed and purchased thank you cards with the KRA logo. The Board signed thank you cards for the Tribal Council, Nicole Howe, and The Mill Casino. Alison shared the new KRA banner and logo shirt purchased from VistaPrint. The Board members thanked her for a job well done.
- Community BBQ – The community barbecue was scheduled for September 17, 2023, at noon. The Mill Casino will set up the Blackstone Grill for 35 people and have more food on hand just in case. Tribal Police will pass out stickers, pencils, and wristbands.

Scott and Sheldon agreed to help set up and break down. Kilkich resident Cindy Elbert will be asked to deliver flyers at residents’ homes. Alison will deliver the check for \$613 to The Mill for the catering, and was authorized to purchase potato chips, potato salad, plates, utensils, cups, and cupcake baking materials in an amount not to exceed \$100. Alison was also authorized to purchase two Bluetooth speakers to use at KRA events.

- Sea-Ha Runner Notices and Additions – Information about the KRA Haunted Woods event would be submitted for the October Sea-Ha Runner.

#### New Business

- R U Ready? – R U Ready? Disaster Preparedness books were distributed to the Board members to take home and look through. There will discussion at the next meeting about possibly partnering with Jessica Hamner or Lon Matheny to update and distribute to Kilkich residents. It was noted that current Tsunami Evacuation Maps provided by Jessica Hamner and Lon Matheny are available in the CIHA office.
- KRA Haunted Woods, October 31, 2023 – A budget of \$350 was approved for candy and decorations. The Haunted Woods will take place in the woods around the loop at the Plankhouse, weather permitting. The event will be for Head Start, After-School Program, and Kilkich children. Volunteers will watch children and candy during the event. Tribal Police will be present with light sticks and bracelets.
- Coffee and Cocoa with a Cop – Tribal Police Chief Jerry Merritt and Alison selected December 2, 2023, for the event. It will be held at the Ko-Kwel Wellness Center at 9:30 am. Shelley will bring coloring items. The event will be paid for by Tribal Police at no cost to KRA. Rocky suggested the event be promoted as “KRA Coffee and Cocoa with a Cop”.

#### Public Comment

- None.

#### Next Meeting Date

- October 2, 2023, in person at CIHA and on Zoom.

#### Adjournment

- The meeting was adjourned at 8:00 p.m.

## Kilkich Residents Association

Banner Bank Checking Account Ledger  
For the Period Ended September 30, 2023

Date	Transaction Description	Amount
6/27/2023	Opening balance (Included in 6/27/23 Deposit)	\$ 296.00
6/27/2023	Deposit - Proceeds from Restoration:	
	50/50 Drawing	169.00
	Auction	1,000.00
	Gift Basket	207.00
	Blanket	212.00
6/27/2023	Total Deposit: \$1,884	
7/10/2023	CIT Electronic Payment #034921 - Basket	700.00
8/15/2023	Deposit - Proceeds from Kilkich Yard Sale	30.00
9/11/2023	CK#1002 - Alison Felton Reimbursement \$117.76	
	Note Cards \$ 22.51, Logo Shirts \$42.47, and Banner \$52.78	(117.76)
9/11/2023	CK#1003 - The Mill Casino (Community BBQ)	(613.00)
9/20/2023	CK#1004 - Alison Felton Reimbursement \$137.75	
	BBQ supplies \$93.84 and Speakers \$43.91	(137.75)
9/20/2023	CK#1005 - Shelley Estes Reimbursement (Trick or Treat in Woods Event)	(306.37)
	Ending Balance	\$ 1,439.12



## KRA Halloween Event Needs

We will discuss this at the meeting, but here is a current plan. Please, if you have any ideas or changes, we can address changes at the meeting.

Where: Plank House loop around the Canoe Shed (weather permitting)  
Plank House (rain)

When: I have contacted head start and after school program. We can continue to promote via Kilkich and tribal websites. Current times are:  
Head Start 10-11 am After School Program 3:30-5

- I am looking for pumpkin donations, we could put them around the loop or in the Plank House then leave them out for the deer to eat after the event. Also, if you have any outdoor fantastic Halloween décor bring it down at 8:30-9am on the 31st!
- I am also looking for volunteers to stay until 5:30 and just put decorations in my car when done. I need to leave at 4:45 (I am hosting an Elder's Halloween Event at Yaalak Haws at 5 pm- flyers will go in the mail next week for my event on Oct 15 and 31<sup>st</sup>, we will be open for Trick or Treater's at the door that evening as well).
- I have taken the day off, so my plan is to set up decorations around 8:30-9am to be ready for Head Start at 10 am. Any volunteers to help set it up would be appreciated!
- I will leave the vehicle up at the Plank House to put candy in after Head Start leaves. Then we will just need to put candy out again for After School around 3ish.
- It would be fun to have speakers and play Halloween Music as well.
- Scott (Tribal Police) has already ordered Treat Bags, bracelets, and glow lights that they will hand out as well. I have given him a flyer, so he knows the times.
- I would love to provide cider and hot chocolate, but I don't know if we can open the Kitchen or do it in the Plank House? I would love ideas.
- I am asking volunteers if they could "dress up" as well! I also at the next KRA meeting on the 2<sup>nd</sup> would like to create a volunteer list. Lastly, we do need small trash cans, so we do not get wrappers everywhere! Maybe a little pep talk from Tribal Police about where to put candy wrappers may be needed before the scavenger hunt for candy!



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Secretary: *vacant*

Treasurer: Pam Lenox

Rocky Doyle, Alison Felton, Scott Felton, Sheldon Chase

### Killich Residents Association Accounting Guidelines

1. The Killich Residents Association (KRA) accounting records will be maintained in a fireproof safe in the CIHA office.
2. The CIHA Controller will assist the KRA Treasurer with accounting activities, maintaining accounting records, and preparation of monthly accounting reports.
3. Accounts Payable and Check Writing
  - a. Expenditures are approved at a KRA Board meeting and recorded in meeting minutes.
  - b. Invoice originals are forwarded to the CIHA Controller for KRA's accounting records and copied to the Treasurer for tracking. If an invoice is not available, a check request form may be substituted. (Format attached.)
  - c. The Treasurer will prepare checks for invoices that are ready to pay.
    - o Invoice number(s), invoice date(s), and description will be included in the memo section of the check.
    - o Check information will also be recorded on the attached check stub.
    - o Check will remain attached to the stub and will not be detached until after signature.
  - d. The Treasurer will arrange for checks to be signed at least once a month, usually at a KRA Board meeting, or in between meetings if necessary to meet payment requirements.
  - e. Signers should not be the person writing the check, the person being reimbursed, or the person who made the purchase and/or received the goods.
  - f. Treasurer distributes or mails signed checks.
  - g. The NCR check copies are attached to the corresponding paid invoices and the paid invoices are filed in KRA's accounting records.
4. Bank Deposits
  - a. Funds received go to the Treasurer.
  - b. Treasurer contacts CIHA Controller to arrange for a deposit.

Kilkich Residents Association  
Accounting Guidelines

- c. Treasurer prepares bank deposit.
    - o Calculate the amount of the deposit.
    - o Include the following on the bank deposit slip:
      - Date,
      - Amount of Cash,
      - Checks (list separately – check number and amount), and
      - Total (in 2 places).
    - o The original deposit slip goes to the bank, the first NCR copy is taped on a bank deposit form, and the second NCR copy stays in the deposit book
  - d. Fill in the verification section of bank deposit form. (Format attached.)
  - e. Ask a second party to verify and sign the deposit form.
  - f. Ask a third party to sign the deposit form and take the deposit to the bank.
  - g. Return the white bank slip received at the bank to the CIHA Controller to attach to bank deposit form.
5. Accounts Receivable
- a. Treasurer prepares the invoice (format attached), provides copy to the CIHA Controller for KRA's accounting records, and forwards the invoice to the recipient for payment.
  - b. Treasurer receives payment, prepares receipt, and provides a receipt copy to the CIHA Controller for KRA's accounting records.
  - c. Treasurer prepares a bank deposit as described above.
6. Petty Cash
- a. Treasurer will maintain a petty cash fund of up to \$250 for paying small amounts rather than writing a check.
  - b. Funds may be advanced or reimbursed.
  - c. Treasurer will keep track of payouts from the fund with receipts and will maintain a running balance of total petty cash on hand.
  - d. If the Treasurer is the recipient of a petty cash advance or reimbursement, a different KRA Board officer should handle the petty cash distribution to the Treasurer.
  - e. When the cash in the petty cash fund is low, the Treasurer will prepare a check to replenish the cash that has been paid out.