

HOLLIS COMMUNITY COUNCIL, Inc. MEETING

Agenda

Proper notice of the meeting date/time was given per the Hollis Community Council, Inc. By-laws

TUESDAY, April 10, 2018

7-9PM

FIRE HALL, HOLLIS, ALASKA

Board Members Present:

Absent Board Members:

Council Members/visitors Present:

MEETING CALLED TO ORDER BY:

A. APPROVAL OF MINUTES

Minutes for March 13, 2018 meeting presented for approval.

Motion to approve: - Second:

Discussion:

Vote: Yes - No - Abstained

B. Reading of Correspondence- Secretary: None

C. Community Announcements-

D. Committees/Department Reports: (Please have reports either typed or hand written and presented to the secretary after the report is given so they may be included in the record). Per the implementation of the new By-Laws, reports will be given by the Standing Committees in addition to the following:

Committees: If an individual is interested in serving on a standing committee, please submit your name to any board member or the committee chair.

1) Finance Committee: John Ryan, chair.

- a) Checking account Balance:
- b) Audit:

2) Annual Fire Department Fundraiser:

Chair- Lisa Cates, Committee Members- **Membership is open to any interested individual on the Council**

3) Hollis Library

Chair - Sandy Curtis

4) Fourth of July Celebration:

Chair - Ron Curtis, Committee Members – Steve Gass, Ezra Clark, Colleen Watson

a) No Report Due.

5) Cemetery Committee:

Chair- Deena Taylor, Committee Members- Sandra Nessett, Brian Hallstrom, Steve Gass

a. Status of Trust set-up for Perpetual Care.

Deena Taylor is still gathering information on various ways to set up funding for perpetual care. No funds have been spent on this to date.

b. Status of needed guidelines for burial as stated in State Dept. of Health Rules or other regulatory agencies. Information is being gathered. The committee needs to meet to set proposed guidelines.

c. Status of guidelines for cemetery plot purchase.

d. Price confirmation of plots. Currently recommended is \$200 per plot, but recommendation to evaluate the cost being stated will be enough to provide for the revenue a trust will generate for perpetual care of the property.

e. Status of guidelines for record keeping. Who is responsible.

Appointed Committee(s):

6) Second Class City Forum:

Chair- Steve Gass, Committee Members- Actively Seeking volunteers

7) By-law/Articles of Incorporation Committee:

Chair- John Ryan, Committee Members- Tom Harden, Ron Curtis, Dan Sharp

8) Strategic Planning Committee:

Chair- Ron Curtis, Committee Members- Roger Cates, Lisa Cates

Work Groups:

1. Emergency service:

Committee Members- Lisa Cates, John Ryan, Bill Sharpes

~ Work day on April 21st.

2. Document Control - Ron Curtis

Department Reports:

1) FIRE/EMS: Bill Sharpes – Absent, No Report

- a. Vehicles:
- b. Emergency Calls since last meeting.
- c. Fire Training (First Tuesday, Monthly):
- d. EMS Training (Third Tuesday, Monthly):

POW Group Membership Reports

- 1) POWCAC – Ron Curtis –**
- 2) POWWA – Sam Schlobohm –**

OLD BUSINESS:

1. Locks on building: John Ryan
2. CAPSIS: Ron Curtis – CAPSIS grant period is now closed. I will continue to monitor to see if we have anything approved.
3. STIP: Ron Curtis
4. Budget: John Ryan
5. Account for EMS: John Ryan

NEW BUSINESS:

1. Alaska Rural Firefighter Training Seminar.

Motion to adjourn :
Meeting adjourned:

The next council meeting will be on Tuesday, May 8, 2018, Community Room, Fire Hall, 7-9PM.

Document Retention and Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The Hollis Community Council's (HCC) volunteers, Council members, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained as per the guidelines in the document roster. This will be administered by the Secretary of the HCC BOD.
- b. All other paper documents will be destroyed after three years;
- c. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation and;
- d. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Type of Document	Minimum Requirement	Electronic or Physical	Access
Accounts payable ledgers and schedules	7 years	E	
Audit reports	Permanently	E	
Bank reconciliations	2 years	E	
Bank statements	3 years	E	
Checks (for important payments and purchases)	Permanently	E/P	
Fiscal Budgets	7 years	E	
Community Council Articles of Incorporation	Permanently	E/P	
Community Council Bylaws	Permanently	E/P	
Community Council Meeting Agendas/Minutes	Permanently	E	
Contracts, mortgages, notes, and leases (expired)	7 years	E/P	
Contracts (still in effect)	Contract period	E/P	
Correspondence (general)	2 years	E	
Correspondence (legal and important matters)	Permanently	E/P	
Correspondence (with customers and vendors)	2 years	E	
Deeds, mortgages, and bills of sale	Permanently	E/P	
Employment/Volunteer applications	3 years	E	
EMS run sheets	Permanently	P	
Expense analyses/expense distribution schedules	7 years	E	
Fire Department Incident Reports	Permanently	P	
Fire Department Registration	Annually	E/P	
Year-end financial statements	Permanently	E	
Insurance records, current accident reports, claims, policies (active and expired)	Permanently	E	
Internal audit reports	3 years	E	
Invoices (to customers, from vendors)	7 years	E	
Patents and related papers	Permanently	E/P	
Tax returns and worksheets	Permanently	E/P	