

HOLLIS COMMUNITY COUNCIL INCORPORATED MEETING

Proper notice of the meeting date/time was given per the Corporation By-laws

TUESDAY, March 8, 2016

FIRE HALL, HOLLIS, AKLASKA

Board Members Present: (see attached roster)

Absent Board Members: _Deena Taylor and Bill Sharpes_____

Council Members Present: (see attached roster)

MEETING CALLED TO ORDER BY THE PRESIDENT AT 1914 hours.

APPROVAL OF MINUTES

Minutes for February 23, 2016 meeting presented for approval. Changes made: Item 4 of gravel donations needs to be 1,800 cubic yards was designated for cemetery use. The proper name for the repairs to the Mack Fire truck is being conducted by Chuck Lundin. Lastly Keith Michaels did not write a grant to purchase fire department radio equipment. Budd Burnett wrote the grants.

Motion to approve:___John Ryan_____ Second___ Ezra Clark_____ Vote: __approved__

Reading of correspondence-Secretary-

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)

1. FINANCIALS: John Ryan

Checking account had \$85,826.97 minus current bills received at the meeting.

a.

Motion:___To allow John Ryan to be the administrator for the FirstBank online account_____

By: _Keith Michaels_____second:___ Ezra Clark_____

Discussion: none

Vote:___ approved_____

OLD BUSINESS:

2. Harris River Bridge Update(ATV bridge over the Harris-Budd Burnett

Update: Matt Anderson is still looking in to who can accept the \$191,000grant because Hollis is unable to accept the grant because they are not a 2nd class city.

3. HOLLIS HARRIS RIVER PICNIC AND TRAIL –John Ryan,

Update: The red cedar trees were hauled to the fire hall and several boards have been milled into lumber by Tom Harden and John Ryan to replace the Harris River bridge decking. Ezra Clark will remove the fallen tree from across the trail. Keith Michaels would like someone to re-stack the pile of firewood by the fire ring to a location under the pavilion. It was asked if a small shelter could be built next to the fire ring to store firewood.

4. GRAVEL DONATION FROM USFS UPDATES-Bill Sharpes,

Update: We are still looking for the use of trucks to haul the gravel. Keith Michaels asked if South East Roadbuilders could be contacted to see if they would donate the use of a truck or their services. Budd Burnett will ask B3.

5. FIRE DEPARTMENT-Bill Sharpes, Chief and Keith Michaels, Assistant Chief

:

- a. Equipment
- 1) Mack Truck-Status report Bill Sharpes

Update: Chuck Lundin will install the needed part when he returns in April.

- 2) Siren mounting-Keith Michaels

Update: Keith is working on the building a mounting bracket.

- 3) Code Blue Equipment-Funds for two AED's and oxygen kit status of invoice.-Bill Sharpes

Update:To be discussed in April

- b. Hollis call system Craig vs Ketchikan.-Bill Sharpes

Update:To be discussed in April

6. HARRIS RIVER SUBDIVISION CULVERT UPDATE-Budd Burnett

Update: Waiting for ADF&G in Juneau to contact Budd Burnett back.

7. CEMETERY-Budd Burnett

a. Grant progress

- 1) Grant for \$38,000 to build a new driveway to the cemetery-Budd Burnett
Status: Grant was submitted

- 2) Grant for \$90,000 to purchase the 7.5 acres from the Department of Natural Resources at the old Chilkat Landing-Budd Burnett
Status: Grant was submitted

b. Volunteers for cemetery committee-Budd Burnett

Budd Burnett
Sandra Nessett
Update:more volunteers needed.

8. DONATION/GROCERY RECEIPTS-Budd Burnett-quarterly report only, none

It was discussed the box used for the AC receipts seems to have been raided of the receipts the last two months.

- a. Motion:___To allow John Ryan to purchase a lock for the AC receipt box which is in the entrance of the fire hall. The project is capped at \$30.00 max.

By: John Ryan_____second:___Sandra Nessett

Discussion: none

Vote:___approved_____

9. Fire Department Fundraiser-Keith Michaels

a. Formation of a committee

The Fundraiser will be held August 20th, 2016.

Committee was formed:

Keith Michaels
Debbie Beer
Matt Beer
Bob Andrews
Roger Cates
Bill Sharpes
Lisa Cates

Update: Moose Lodge is looking into holding a beer garden at the event. Stand-by for updates

10. Bylaws and Articles of Incorporation Revision Committee-John Ryan, chair. Committee members, Deena Taylor, Tom Harding, and Ron Curtis
Status/update given by John Ryan, chair

Update: Changes to the proposed by-law changes were discussed and made by recommendations by the board. The changes will be posted for the members to review. Very little community input was received.

11. Sept. Meeting minutes on a thumb drive or sent to the current secretary as an attachment so the corrections can be made.

Update: No electronic file of the minutes has been received. A hard copy had been received and will be added to the secretary's file.

- a. Motion: __To table further discussion to the April meeting__.

By: __Keith Michaels second: __John Ryan

Discussion: none

Vote: __approved_____

12. Facebook page for the Council-Lisa Cates was asked by the Board to bring information and a proposal to establish this for the Council

Update: None

- a. Motion: __To table to the April meeting__.

By: __Ezra Clark second: __Sandra Nessett

Discussion: none

Vote: __approved_____

13. Budget-Budd Burnett

Update: The board discussed the yearly budget, the yearly bills received and the amount spent by the council. The Community Revenue Sharing Payment for 2017 is \$24,045. The council tentatively budgeted the following for the 2017 year.

1. Fuel - \$5,000
 2. Electricity - \$3,800
 3. Insurance - \$6,000
 4. EMS - \$1,000
 5. Fire - \$2,500
 6. Road Maintenance - \$4,000
 7. General Administration - \$1,000
 8. Harris River Rec. - \$500
 9. Hollis Library - \$1,000
- Total budget of \$23,800

TABLED ITEMS

14. Mental Health Trust (MHT) Map of Hollis properties planned for subdividing and timber harvest-Budd Burnett

- a. MHT will be logging timber on the eastern portion of Cat Island. The logging will be done either by Helicopter or by barge. It could happen as soon as 30 to 40 days.
- b. There was discussion of MHT parcels of lands which may be sub-divided and sold off.

15. Resolution 2016-1
Not discussed

16. Keith Michaels to review previous procedural conduct by the board revolving the business, bid letting, payment of expenditures related to various projects, reimbursement of expenses by the board- Tabled Jan. 23, 2016

Update: Keith Michaels stated he presented his findings at the January meeting and was unable to locate the needed minutes to conduct further research.

- a. Motion: __to table until the next meeting to allow time for further discussion to be generated and if the complaint is valid.

By: _John Ryan_____second: __Sandra Nessett

Discussion: none

Vote: __approved_____

NEW BUSINESS

1. Fourth of July Celebration-Deena Taylor

No discussion

Adjourned: Motion made by ____John Ryan_____

Next meeting of Hollis Community Council, Inc. will be held April 12th, 2016, 7:00-9:00PM,
Hollis Fire Hall.

Hollis Community Council Bylaws Review

CHAPTER ONE: Membership and Board of Directors

SECTION 1; Membership. All residents of Hollis, who are at least 18 years of age, are eligible to be Members of this Corporation. A resident is someone who is a U.S. Citizen, a legal resident of Alaska, is able to show a current Alaska voter's registration card or **electronic verification** which reflects that Hollis is his/her physical address and be on the state's voter list. **A person who is eligible for membership can present the required documents of this section to the secretary and will be simultaneously added to the membership list.**

SECTION 2; Resignation and Termination. All members may terminate their membership by submitting their resignation in writing to the secretary. An electronic resignation will be accepted as proof of resignation. If a member is found to be out of compliance of Chapter One, Section 1; Membership, the secretary will automatically terminate the person's membership and remove their name from the membership list. The person's membership can be re-instated once the requirements of Chapter One, Section 1; Membership, has been met and submitted to the secretary.

SECTION 3; Membership Audit. All memberships must be confirmed by an annual check against the current state's voter list as a voter registered in Hollis. The annual audit will be conducted by the secretary prior to the September meeting with the results presented and approved by the Board of Directors at the September meeting. An alternative Director can be designated by the Board of Directors to complete the audit by a majority vote. If the Membership Audit is not approved by the Board of Directors at the September meeting, a special meeting is to be called prior to the Annual Meeting to confirm the membership exists of only members in compliance of Chapter One, Section 1; Membership.

SECTION 4; Directors. All Members of the Corporation are eligible to be Directors, and the number of Directors shall be seven. **However, no two members of the Board of Directors can reside at the same residence, spouses, or of a parent / child relation.**

SECTION 5; Officers. The Board of Directors will consist of the following Officers: President, Vice-President, Secretary, Treasurer, and three Directors. The Board of Directors shall choose annually, from among themselves, a President, a Vice-President, a Secretary, and a Treasurer.

SECTION 6; Term of Office. Except as otherwise provided, the terms of all Directors elected by the Membership will be for three years. However, to allow a number of terms to expire each year, thus providing staggered terms of office for future Directors, the Board of Directors elected by the Membership at the first annual meeting will have terms as follows:

Three members: Full three year terms

Two members: Two year terms

Two members: One year terms

No director shall hold an executive position for more than their term unless approved by the Board of Directors.

SECTION 7; Quorum. Four Directors of the Board of Directors constitute a quorum for the transaction of business at any meeting of the Board of Directors. Four affirmative votes are required for any action to be taken by the board.

SECTION 8; Vacancies. Except as otherwise provided, any vacancies occurring on the Board of Directors, either by resignation or removal, shall be filled by a majority vote of the remaining Directors. In the event of the simultaneous resignation and/or removal of three or more Directors, the Membership shall hold **a special election at the next regular monthly meeting** to fill those vacant positions on the board. The Directors so elected will serve for the remaining portion of the term.

SECTION 9; Removal of Directors. A Director may be removed by a majority of the Membership who vote on the issue, or by two-thirds 2/3 of the Board of Directors, whenever, in their judgment, the best interests of the board would be served by so doing. Any Director(s) absent for **three (3)** meetings during the term year, with terms starting at the annual meeting, may be removed from office.

CHAPTER TWO: EXECUTIVE OFFICERS

SECTION 1; President. The President will be the principal executive officer of the Corporation and shall, in general, supervise and control all of the business and affairs of the Corporation. He/She shall preside at all meetings of the Board of Directors, and shall sign contracts or other instruments which the board has authorized to be executed.

SECTION 2; Vice-President. In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President will perform the duties of the President, and when so acting, will have all the powers of and be subject to all the restrictions upon the president.

SECTION 3; Secretary. The Secretary shall 1) Keep a journal of proceedings of the Corporation, record all votes of the Corporation, and provide for the electronic recording of meetings of the Corporation whenever possible, 2) Provide for the standardization and maintenance of all forms, books, and records of the Corporation, 3) Keep the Corporation seal and affix the seal to all contracts and instruments authorized to be executed by the Corporation, and **4) Maintain a membership roster and conduct an annual audit of the membership.**

SECTION 4; Treasurer. The Treasurer shall 1) Manage, deposit and invest all funds of the Corporation as directed by Board of Directors, 2) Disburse money for all Corporation obligations, and 3) Keep regular books or accounts of all Corporation financial transactions, and provide for financial reports or audits as directed by the Board of Directors.

CHAPTER THREE: Meetings

SECTION 1; Regular Meetings. **The regular meetings will commence on the 2nd Tuesday of every month at 1900 hours. The meeting location shall be held at the Hollis Fire Department / Community Hall. Meetings are open to the public. Meetings will be conducted in a fashion for**

the betterment of the community. When questions during a meeting arise, “Robert’s Rule of Order” shall be referenced as an operational guideline.

SECTION 2; Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president or any three Directors. A petition showing the purpose(s) and names of at least 10 percent of the membership may be submitted to the president shall call for a special meeting. These meetings are public meetings and shall be publicly noticed at least 24 hours in advance by posting the date, time, place and purpose(s) in three prominent locations. All Directors will be notified orally or in writing at least 24 hours in advance by the person or persons calling the meeting. The Board of Directors may not address any matter which constitutes a vote by the board which is not stated in the purpose of the special meeting given in the notice.

SECTION 3; Order of Business. The order of business at all meetings shall be as follows:

- A. Membership sign-in
- B. Meeting called to order
- C. Approval of Minutes from Preceding Meeting
- D. Reports from Directors
- E. Reports from Committees
- F. Unfinished Business
- G. New Business
- H. Community Betterment/Announcements
- I. Adjournment

SECTION 4; Motion for Membership Vote. Any motion before the board can be “Motion to Table” by a majority vote of the Board of Directors. The motion will be tabled to the next regular meeting unless a special meeting is called. The Board of Directors shall allow adequate time for membership discussion prior to voting on the motion. The motion will be voted on by the membership with a majority needed for approval. The vote will be conducted by a show of hands by members unless the Board of Directors states an alternative method of voting is to be used.

Section 5: Administrative Procedures. The Board of Directors will conduct its business according to established administrative procedures. These procedures can be instituted or changed by the introduction of a resolution which can be adopted by four affirmative votes of the Board of Directors.

CHAPTER FOUR: Elections

SECTION 1; Election Notice.

A notice of expiring terms of office for the Board of Directors shall be made at the regular September monthly meeting. A general election will occur at the annual meeting to fill the terms which expire at the commence of the annual meeting

A special election can be called by a majority vote of the Board of Directors or under Chapter One, SECTION 6; Vacancies. The election shall not occur for at least 15 days from the time that it was called for.

A notice of an election shall be prepared and the membership informed of the election by posting the type of election, scheduled date, time, and place of the meeting in at least 3 prominent locations. The notice shall include the choices the membership is voting for and the requirements to participate in the elections.

SECTION 2; Ballots.

Ballots shall be on plain white paper with a space for writing the member's choice. A pre-printed ballot must be prepared by the secretary. The ballot shall be available for 14 days prior to the election and posted at the same locations which the notice of election was posted. The ballot shall be used only as the written proxy and in-person ballot to cast a members vote. The ballot is to include the date for which the election is intended for.

A proxy ballot must be received in a sealed envelope with a copy of the member's voter's registration card attached on a separate piece of paper, and with written permission for another member to cast their vote. Once the secretary confirms the membership of the proxy ballot, the ballot is to be detached and placed into the ballot box. The membership's name is to be recorded as a proxy in the membership roster for the election.

SECTION 3; Voting Procedures.

The secretary shall check the member's name on the membership list. If the member's identity is questioned at the time of voting, they must provide proof of their identity. This shall be a government issued document or identity card. It can include a corporation, school, and employment photo identification.

When a person is verified that they are eligible to vote in the election, they shall sign the membership roster in the space provided.

Voters shall be provided an area with privacy to cast their vote. This area shall be reasonably vacant in which a member is comfortable in casting their vote without the influence of other members. If a member feels an area is inadequate in providing privacy, they shall immediately notify a Director in charge of the election. The director will create a private area which is with-in reason so the member can cast their vote.

Voting shall be only by secret ballot. Ballots must be marked in pen

After a ballot is marked, it's to be deposited in the ballot box.

SECTION 4; Ballot Tallying

Ballots are to be opened and counted in front of the membership. The total number of ballots are to be checked against the member's names in the roster. The number of ballots are to be equal to the number of members who voted in-person or by proxy as recorded on the membership roster.

SECTION 5; Certifying the Election

The election results are to be certified at the next regular meeting by the Board of Directors. Nominees or the presented choice receiving the greatest number of votes, shall be considered the elected choice or Director. Once the election is certified, the secretary is to post the results of the elections in 3 prominent locations.

CHAPTER FIVE: Financials

SECTION 1; Contracts. The Board of Directors may authorize any office or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances as authorized by the Board of Directors.

SECTION 2; Checks, drafts, etc. All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, and in such manner, shall from time to time, be determined by the Board of Directors, shall be signed by the Treasurer or Purchasing Agent.

SECTION 3; Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4; Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for any special purpose of the Corporation.

Section 5: Purchases and Bids.

All purchases by the corporation shall be approved by the Board of Director. The corporation is not responsible to pay for items, services, or work that was not approved. Routine items such as ink, truck fuel, and paper, by not limited to, may be purchased with-out prior approval if the total amount does not exceed \$300.00.

If service or large scale work is needed; such as road-work, building, or repair, an invitation for bid is to be sent out to contractors who can perform the service or work. The bid shall be posted in at least three prominent locations. The invitation to bid is to include the type of service or work to be completed, completion date, close time of bid, and location to submit bid. The bids will be opened at the next monthly meeting unless a special meeting is called.

Section 6: Grants.

No grant monies from a state, federal, or other governmental entity shall be applied for without the approval of the Board of Directors.

CHAPTER SIX: Committees

SECTION 1; Committee Formation.

The Board of Directors may create committees as needed. A chair of the committee shall be designated by the Board of Directors. The chair may designate other members to be seated on the committee and delegate their responsibilities. Reports of the committee shall be made to the Board of Directors. All financial business of a committee must be approved by the Board of Directors.

SECTION 2; Finance Committee.

The treasurer is the chair of the Finance Committee. The committee must include at least three other members which may be Directors. The primary responsibility of the committee is to present financial audits of the corporation to the Board of Directors for approval. The Finance Committee may also present a yearly operating budget to the Board of Directors to be used as a suggestion.

CHAPTER SEVEN: BOOKS AND RECORDS

The Corporation shall keep correct and complete records of financial transactions and account, and shall also keep minutes of the proceedings of the Board of Directors. All books and records of the Corporation may be inspected by any member, or his agent or attorney for any proper purpose at any reasonable time.

CHAPTER EIGHT: FISCAL YEAR

The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June the following year.

CHAPTER NINE: ANNUAL MEETING

The annual meeting shall be held on the first Tuesday of October, and shall be publicly noticed by posting the scheduled date, time and place of the meeting in at least 3 prominent locations. Nominations for Director's seats will be taken during the regular September meeting. To allow for write in candidates, always hold an annual meeting.

CHAPTER TEN: AMENDMENT TO BYLAWS

The Bylaws may be amended by the affirmative vote of at least four Directors and ratified by a majority vote of the Members voting.