

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 06 / 22 / 16

2. General Information:

Session: Open Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor: Denise Vigue, Exec. Assist. in Finance
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Per the Tribal Secretary's Office Schedule - all Boards, Committees, & Commissions are to provide quarterly reports to the OBC - 2ndQuarter Report of the Finance Committee due on 6/14/16 for the 6/22/16 BC agenda.

- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

ONEIDA NATION

FINANCE ADMINISTRATION

P.O. Box 365

Oneida, WI 54155

Phone: 920- 869-4325

FAO@oneidation.org



FINANCE COMMITTEE

2nd Quarter Report

(January to March 2016)

PURPOSE

The Finance Committee is responsible for recommending financial policies, and budgets that support the mission values, and strategic goals of the organization. The FC's role is to review the organization's financial performance against its goals and recommends policies, long-range financial plans, and sustainability strategies to ensure the continued financial health of the Oneida Tribe.

WHO WE SERVE

The Finance Committee (FC) works with all departments within the organization to ensure all expenditures of any substantial amounts are procured in the most cost effective manner through the established Purchasing Process Manual. The FC also serves Oneida Community groups, Oneida charitable organizations, and Oneida tribal members through the Finance Committee Donation Policy and the Community Fund.

FC MEMBERS

The Finance Committee members include 3 BC members including the Treasurer who chairs the Finance Committee meetings; the Chief Financial Officer who acts as the Vice Chair; one member from Executive Management; one member from Program Management; and one Community Elder Member. Current members are as follows:

Patricia King, Treasurer/FC Chair

David Jordan, BC Council Member

Patrick Stensloff, Purchasing Director

Wesley Martin, Jr., Community Elder member

Larry Barton, CFO/FC Vice-Chair

Jennifer Webster, BC Council Member

Louise Cornelius, Gaming GM

FC Alternate members: Fawn Billie, BC Council Member, Chad Fuss, Gam AGM & Terry Cornelius, CFA

MEETINGS

The Finance Committee met six times in the 2nd Quarter on: January 4th & 18th, 2016; February 1st, 15th & 29th, 2016 and March 14, 2016. Combined meeting run times averaged 47 minutes. The FC Community Elder member attended five meetings and was paid a stipend for three meetings (2 mtgs. were less than an hour) for a total of \$150 paid in stipends in the 2nd Quarter.

ACTIVITIES SUMMARY

■ Organizational Requests:

In the 2nd Quarter the FC reviewed/approved and/or accepted as FYI: thirteen (13) Departmental requests for supplies, Capital Expenditure items, CIP projects, Purchase Order increases and/or other contracted services for an amount total of \$1,992,033.72. The FC also reviewed three government to government service agreements; one request to provide input regarding implementation of the constitutional amendments; and one request from the Trust Department to provide direction for the development of the Floyd Acheson Endowment Fund.

The FC also reviewed seventeen (17) Gaming requests for gaming slot machines/parts, gaming marketing services, and food & beverage services for a total amount of \$1,516,515.34.

■ **Investment Updates:**

As of March 31, 2016 our managed investment funds gained \$2,135,344 in value for the fiscal year to date. This is a 3.61% rate of return for our managed portfolios as a whole. The composite benchmark did gain 3.86% rate of return for the fiscal year to date, so our managers did slightly underperform during this time frame. After ending our relationship with Callan Associates, we are now working with Northern Trust to develop the framework for quarterly reporting to the Finance Committee. We anticipate to having the format finalized for presentation to the Finance Committee in June.

■ **FC Donations**

In the 2nd Quarter ten Donation Requests were reviewed and approved for a total amount of \$23,500. The 2nd Quarter Donation activity summary and spreadsheet with more details is attached.

■ **Community Fund**

The FC reviewed twenty six (26) Community Fund requests for funds. All were approved for a total of \$7,472.40. One request was to assist a youth with educational trip (fees), three requests were for adults taking beading classes and the remaining requests were for youth development in the form of extracurricular sports activities. There were also four Community Fund Product requests that were approved for 46 cases of Coca-Cola product. The 2nd Quarter CF balance sheet that is attached provides more details.

* Specific actions of all requests/activities by the Finance Committee can be found in the minutes that are submitted to the OBC at each of their regularly scheduled meetings.

ONEIDA NATION

FINANCE ADMINISTRATION
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P.O. Box 365
Oneida, WI 54155
Phone: 920- 869-4325



MEMORANDUM

TO: Oneida Finance Committee
FR: Denise J. Vigue, Executive Assistant-Finance
DT: May 20, 2016
RE: Finance Committee Q2 Donations

This serves as an update report of the current status and balance in the Finance Committee Donation Line for the Second Quarter. According to the Donation Policy, there was a stipulation of percentage allocations divided and tracked as follows: 40% for Oneida Community Causes; 40% for Local Groups; and 20% for National Groups

A spreadsheet is attached detailing the requests approved from January through March 2016 including: the amounts, reasons, and categories. Following is the updated amount and total remaining in each category.

Finance Committee Donation Line Totals – Q2

<u>Designations/Percentages</u>	<u>Allocated Amt.</u>	<u>Spend Amt.</u>	<u>Remaining Balance</u>
1. Oneida Community Causes / 40%	\$17,600	\$12,500	\$5,100
2. Local Groups / 40%	\$17,600	\$12,500	\$5,100
3. National Groups / 20%	<u>\$ 8,800</u>	<u>\$ 3,500</u>	<u>\$5,300</u>
	\$44,000	\$28,500	\$15,500

With a limited amount of Donation Funds, the FC's priority is focused on the Oneida Community here in Wisconsin, all Oneida enrolled members, and organizations that provide services that benefit Oneida members. The FC reviews donation requests at their second meeting of each month and requests are reviewed on a first come first served basis.

Oneida Finance Committee - FY 2016

DONATIONS (Beginning Balance \$44,000)

Balance from Q1 - \$39,000.

Q2

Meeting Date	Name of Requester	Representing	Amount Requested	Category/ Type	Request Description /FC Activity	FC Action
18-Jan-16	Susan White	Church of the Holy Apostles	\$ 2,500.00	2/Church	CHA -upkeep & church maintenance	Approved
18-Jan-16	Dr. Sarah Kastelic	Nat'l Indian Child Welfare Assn	\$ 1,000.00	3/NG	NICWA Spring Conference sponsorship	Approved
18-Jan-16	Jane Jordan	Lutheran Soc Svs-WELLSPRING	\$ 2,500.00	2/Church	Funding for Women's Program	Approved
18-Jan-16	John Solberg	Rawhide, Inc. Historical Society of the Episcopal Church	\$ 2,500.00	2/N-f-P	Funding for Boys' Programs	Approved
18-Jan-16	Matthew Payne	Church	\$ 2,500.00	2/Church	2016 Tri-History Conference	Approved
15-Feb-16	George Greendeer	Military Order of the Purple Heart-Vets Group	\$ 2,000.00	2/local vets	MOPH Annual Convention @ Radisson	Approved \$2500-resubmit req
14-Mar-16	Chris J. Cornelius	Oneida Robert Cornelius VFW	\$ 2,500.00	1/Oneida Comm	Honor Event @ Radisson	Approved
14-Mar-16	David Powless	Mountain Chief Institute	\$ 2,500.00	1/Oneida Comm	Spirit of the Hoops-Oneida	Approved
14-Mar-16	Rae Skenandore	Woodland Indian Arts, Inc.	\$ 2,500.00	1/Oneida Comm	Woodland Indian Art Show & Market	Approved
14-Mar-16	Tami Polster Walls	Family Access Solutions	\$ 2,500.00	1/Oneida Comm	Family Access Solutions Program	Approved

Mid-Year End Balance - \$15,500

FY 2016 - COMMUNITY FUND
 Second Quarter Requests (Jan 2016 - Mar 2016)

JANUARY 2016

Mtg Date	Name of Requestor	Req Cat	Title /Description	Req Amt	Req Product	Action
4-Jan	M & S Van Den Heuvel	SD-Youth	YMCA Swin Classes-son	\$ 62.00		Approved
4-Jan	M & S Van Den Heuvel	SD-Youth	YMCA Swin Classes-2nd son	\$ 47.70		Approved
4-Jan	M & S Van Den Heuvel	SD-Youth	YMCA Swin Classes-3rd son	\$ 47.70		Approved
4-Jan	Margorie Mehojah	SD-Youth	Green Bay Elite Cheer fees-daughter ITA Silicon Valley Ambassadors	\$ 300.00		Approved
4-Jan	Jodi Skenandore	SD-Youth	Program-trip fees-daughter	\$ 300.00		Approved
4-Jan	Crystal Meltz	SD-Youth	Volleyball Camp-daughter	\$ 300.00		Approved

FEBRUARY 2016

Mtg Date	Name of Requestor	Req Cat	Title /Description	Req Amt	Req Product	Action
1-Feb	Dan G. Skenandore	Fundraiser	Hillcrest Elem PTO-Family Fun Night		26 Cases	Approved
1-Feb	Christopher Kurth	SD-Adult	NX level athletics-class fees	\$ 271.00		Approved
1-Feb	Joshua Thomas	SD-Youth	WI Crusaders Footbal fees-son	\$ 300.00		Approved
1-Feb	Constance Danforth	SD-Youth	STARZ Academy fees- daughter	\$ 175.00		Approved
1-Feb	Shonna Danforth	SD-Youth	920 Elite Baseball team fees	\$ 1,000.00		Approved
1-Feb	Kana & Juan Zacarias Skenandore	SD-Youth	YMCA Swim & Athletic Classes- daughter	\$ 300.00		Approved
1-Feb	Kana & Juan Zacarias Skenandore	SD-Youth	YMCA Swim & Athletic Classes-2nd daughter	\$ 300.00		Approved
1-Feb	Kana & Juan Zacarias Skenandore	SD-Youth	YMCA Swim & Athletic Classes- 3rd daughter	\$ 300.00		Approved
1-Feb	Kana & Juan Zacarias Skenandore	SD-Youth	YMCA Swim & Athletic Classes- 4th daughter	\$ 300.00		Approved

FEB/MARCH 2016

Mtg Date	Name of Requestor	Req Cat	Title /Description	Req Amt	Req Product	Action
29-Feb	Tana Aguirre	SD-Youth	Camp U-Ni-Li-Ya fees-son	\$ 300.00		Approved
29-Feb	Tana Aguirre	SD-Youth	Camp U-Ni-Li-Ya fees-daughter	\$ 300.00		Approved
29-Feb	Betty Willems	SD-Adult	April 2016 Raised Beadwork classes	\$ 300.00		Approved
29-Feb	Sandra Gauthier	SD-Adult	April 2016 Raised Beadwork classes	\$ 300.00		Approved
29-Feb	Andrea Cornelius	SD-Youth	Green Bay Metro Hoops fees-daughter	\$ 275.00		Approved
29-Feb	Diane House	SD-Adult	April 2016 Raised Beadwork classes	\$ 225.00		Approved
29-Feb	Paula King Dessart	FundrsEvt	ACS-Oneida Relay-for-Life		20 Cases	Approved
29-Feb	Wendy Alvarez	FundrsEvt	MoD-Team Oneida Pancake Event		5 Cases	Approved
29-Feb	Lisa Rauschenbach	SD-Youth	WI Blizzard Basketball fess for son	\$ 300.00		Approved
29-Feb	Brad Skenandore	SD-Adult	D-1 Sports Training classes	\$ 300.00		Approved
29-Feb	Katsi Danforth	SD-Youth	Synergy Sports Performance fees-son	\$ 269.00		Approved
29-Feb	Stephenie Muscavitch- VanEvery	SD-Youth	GB Elite Cheer fees-daughter	\$ 300.00		Approved
29-Feb	Stephenie Muscavitch- VanEvery	SD-Youth	GB Elite Cheer fees-2nd daughter	\$ 300.00		Approved
29-Feb	Redmon Danforth, Jr	SD-Adult	D-1 Sports Training classes	\$ 300.00		Approved
29-Feb	Nicole Rommel	CommEvt	Oneida Teen Health Career Fair		6 Cases	Approved
29-Feb	Dawn Moon-K	FundrsEvt	Youth Trip-Bake Sale		9 Cases	Approved