

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 03 / 30 / 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:

Accept/approve the Finance Committee 1st Quarter Report (October - December 2015)

## 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:   
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 - 1st Quarter Report of the Finance Committee due on 3/22/16 for the 3/30/16 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](mailto:BC_Agenda_Requests@oneidanation.org)

# Oneida Tribe of Indians of Wisconsin

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## **FINANCE COMMITTEE**

1st Quarter Report  
(Oct to Dec 2015)

### **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 include:

Patricia King, Treasurer/FC Chair	Larry Barton, CFO/FC Vice-Chair
David Jordan, BC Council Member	Jennifer Webster, BC Council Member
Patrick Stensloff, Purchasing Director	Louise Cornelius, Gaming GM
Wesley Martin, Jr., Community Elder member	

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

### **MEETINGS**

In the 1st Quarter the FC met six times on: Oct. 5, 2015; Oct. 19, 2015; Nov. 2, 2015; Nov 16, 2015; Nov 30, 2015; and Dec. 14, 2015. Meeting run times averaged 1 hour and 6 minutes. The FC Community Elder member attended six meetings and was paid a stipend for five meetings (one mtg. was less than an hour) for a total of \$250 paid in stipends in the 1st Quarter.

### **\*ACTIVITIES SUMMARY**

#### **Organizational Requests:**

In the 1st Quarter the FC reviewed/approved and/or accepted as FYI: thirty-one (31) Departmental requests for supplies, capital expenditures, Purchase Order increases and/or contracted services for an amount total of \$8,296,905.20 The FC also reviewed fifteen (15) Gaming requests for gaming slot machines, gaming marketing services, and food & beverage services for a total amount of \$3,439,146.24.

**Investment Updates:**

In the 1st Quarter there were two investment updates provided by the Chief Financial Advisor. For each quarter a synopsis of the tribes' investment portfolio is provided by Callan Associates, Inc. In order to provide cost savings to the Finance Department it was decided not to renew this service for FY16 and to rely on the update reports from the investment managers from Northern Trust and to be summarized by Finance. Although the services from Callan were quite detailed, they were not timely, which is another reason not to renew their contract.

From the Callan Quarterly Review for period ending 6/30/15 the main information from this quarter was globally all money managers had a .57% total portfolio gain and as a group outperformed their indexes. As an FYI the portfolio is made up of a diversification of stocks and bonds representing large cap, small cap core, international, and bond markets; each with different objectives such as growth, value and long term duration. From the Callan Quarterly review for period ending 9/30/15 a review of all the managers as compared to their indices was discussed. The main concern in this period was oil prices and how it affected the market as a whole. It is noted that our managers are very defensive in their investments so although returns were down slightly they did outperform overall from the benchmarks. An RFP for a new manager was done this quarter and will be represented in the next update.

**FC Donations:**

Due to the FY16 budget not being approved by GTC until December only two Donation Requests were reviewed; both were approved for a total of \$5,000.00. Another request deferred from the BC was reviewed and determined not to fit any of the Donation Policy categories. It was denied and referred back to the next BC work meeting. The 1st Quarter Donation activity sheet the FC receives is attached.

**Community Fund:**

The FC reviewed fifteen (15) Community Fund requests. All were approved for a total of \$4,380.00 in funding assistance. One request was to assist an elder artist with art show fees, one was for a youth educational trip (fees), and the remaining requests were for youth development in the form of extracurricular sports activities. There was also one Community Fund Product request that was approved for 13 cases for an Elder/Community Event. The 1st Quarter CF balance sheet the FC receives is attached.

\* Details 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 meeting.

# Oneida Tribe of Indians of Wisconsin

Post Office Box 365



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Phone: (920) 869-2214



Oneida, WI 54155



UGWA DEMOLUM YATEHE  
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

## Finance Committee Donation Line for FY2016

The Finance Committee has established a Donation Policy and process that has been updated for the new fiscal year. Specific changes include the maximum amount a group can request in the fiscal year, which is \$2,500. As noted in the FC meeting of 9/11/15, "...this is to accommodate the increased number of requests being received."

The other change for FY16 is the specific donation provisions in Article V., 5.3., of the Donation Policy that clarifies allocation amounts. The FC Donation line for FY16 is \$44,000 and the breakdown within each category is:

1. \$17,600 - for Oneida Community Causes (40%)
2. \$17,600 - for local groups in surrounding areas/counties (40%)
3. \$8,800 - for National Groups (20%)

All Requestors from the Oneida community, local churches/charitable organization, and National Indian affiliated groups who are seeking donations and or sponsorships are asked to complete a Three-Part Form specifying nature of request. The specific focus of groups/requestors from the policy includes:

- Not-for-Profit Charitable Groups;
- Oneida Affiliated Veteran's Groups;
- Socially /Environmentally Conscious Groups; or
- Special Funded Groups

With a limited amount of Donation Funds, the Finance Committee'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 Finance Committee will normally review donation requests at their second meeting of each month. The Finance Committee will review requests on a first come first served basis. All requests for donations are sent a donation packet. Following on the next page is the 1st Quarter Donation activities:

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Oneida Finance Committee - FY 2016  
 DONATIONS (Beginning Balance \$44,000)

**FIRST QUARTER**

Meeting Date	Name of Requester	Representing	Amount Requested	Category/Type	FC Action
19-Oct-15	<b>NO REQUESTS FOR OCTOBER</b>				
1 16-Nov-15	Rev Ann Bullis	Oneida United Methodist Church	\$ 2,500.00	2/Church	Approved- pay when FY16 budget is passed
2 14-Dec-15	Janet Saiz	WI Indian Education Association	\$ 2,500.00	2/N-f-P	Approved
3 14-Dec-15	David Jordan	Council Member-defer from OBC	Not Determined	Not Eligible	<b>Denied</b> and defer to BC wk mtg

**FC Donation Totals After First Quarter**

Percentages/Designations	Allocation per Category	Remaining Balance
1. Oneida Community Causes-40%	\$ 17,600.00	\$ 17,600.00
2. Local Groups (Chairitable)-40%	\$ 17,600.00	\$ 12,600.00
3. Nat'l Grps (Indian Affiliated)-20%	\$ 8,800.00	\$ 8,800.00

Requests reviewed from Not-for-Profits, Oneida Affiliated Vets Grps, Grps Socially/Enviro Conscious Grps, Spl Funded

Donations limited to \$2,500 per req/yr

**Prepared for the  
FINANCE COMMITTEE  
Meeting on: January 4, 2016**

**COMMUNITY FUND**  
- FUNDING Allocation Update –  
FY16 Allocated Funding Amount – \$50,000.00

**1ST Quarter (Oct-Dec 2015)**

OCT - Fund Requests – 7	\$2,100.00
NOV - Fund Requests – 5	\$1,500.00
* DEC - Fund Requests – 3	<u>\$780.00</u>
	\$4380.00 Total

**Remaining Fund Balance Amount: \$45,620.00**

\* December Monthly Review- Actual Date: 11/30/15

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**COMMUNITY FUND**  
- PRODUCT Allocation Update -  
Contract Year (CY) 2015-16 (July 2015 through June 2016)  
CY Allocated Product Amount: \$5,000 (Approx. 534.75 Cases)

**1st Quarter (July-Sept 2015)**

Spend Amount = 2558.08  
Approved Product Requests = 12  
Total Cases Approved = 304

**2nd Quarter (Oct-Dec 2015)**

Spend Amount = 109.07  
Approved Product Requests = 1  
Total Cases Approved = 13

**Remaining Product =2332.85 or Approx 249.50 Cs.**

## **Product - List of Events**

Contract Year (CY) 2015-16 (July 2015 through June 2016)

Q1 (Jul-Sept 2015)

Oneida Relay-for-Life Event - July 2015

Oneida Powwow - July 2015

Oneida 4-H Falling Leaves Club brat barn sales

ONHS Summer Athletic Camp

Community Picnic 7/7

Community Picnics 8/4

Oneida's Big Apple Fest

AO-4th Annual Oneida Baseball Tournament concession sales

Jeffrey Skenandore Jr Golf Fundraiser

On^yote?a.k.a. Gathering-Community Evt

Unity of Nations -Art Show

Girls Volleyball Camp

Q2 (Oct-Dec 2015)

Elder Services-Community Open House