

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 03 / 01 / 18

## 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 FY18 First Quarter Report (Oct.-Dec. 2017)

## 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 all Boards, Committees, & Commissions are to provide quarterly reports to the OBC

- 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)

## **FINANCE COMMITTEE**

**1st Quarter Report  
(Oct. to Dec. 2017)**

### **Purpose**

The Finance Committee is responsible for recommending financial policies and budgets that support the mission, values, and strategic goals of the Nation and organization.

### **Who We Serve**

The Finance Committee works with all departments within the Nation to ensure all expenditures of any substantial amounts are procured in the most cost effective and fair manner as established by the Purchasing Procurement Manual. The FC also serves Oneida Community groups, local charitable organizations, and Oneida members through the Finance Committee Donation Policy and the Community Fund.

### **Finance Committee Members**

Members of the FC include two BC council members and the Treasurer who chairs the meetings. Other members include: 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.

### **First Quarter Meetings**

The Finance Committee met 6 times in Q1 on: Oct. 2nd, 16th & 30th (for Nov mtg.); Nov. 13th; Dec. 4th & 8th, 2017. The FC also held 4 work meetings on Oct. 2nd, 16th, 30<sup>th</sup>; & Nov. 13th, 2017 to work on updating the FC By Laws and internal processes and procedures. There was a new Community Elder member sworn in partway into the quarter. She attended 3 meetings (including work meetings) and was paid a stipend of \$150.00 total for this quarter.

### **FY18 Goals**

The identified goals as reported in the annual GTC report include:

1. Continue to develop endowments for the Nation in the areas of Language, Land, and Health in order to sustain funding for these important areas for future generations;
2. Demonstrate consistent community commitment by providing Donations to Not-for-Profits, veteran's groups, and charitable organizations; and by offering Community Funds/Products to the Oneida membership and Oneida community groups and;
3. Continue to support and improve all processes, procedures, laws, budgets, and resolutions that pertain to responsible financial oversight for the Nation.

## FINANCE COMMITTEE SUMMARY OF FY18-FIRST QUARTER ACTIVITIES

- **REQUESTS FROM THE ORGANIZATION**

In the First Quarter the FC reviewed and approved 28 requests from the organization that included: Sole Source Contracts for Legislative, Health, & Economic Development Services; Capital Expenditures for Slots; Insurance Renewals; and FY18 Blanket Purchase Orders. The FC also reviewed 20 internal updates including: FC Monthly Reports, Investment Updates, Government to Government Agreements, Slot Lease/Percentage Games and the Acheson Endowment Resolution.

- **INVESTMENT UPDATES**

Fr the Dec. 2017 Update the CFA provided: *“From the investment report, the highlights included the performance of all the money managers, the numbers for the current month, the last several months, the fiscal year, and since inception, The Nation’s Investment Policy is specific on conservative investing to protect our assets; all funds are obligated dollars and are not liquid; there was further discussion of specific investors in the long and short term markets and the bond market; overall with the stock market still high most of our managers have done very well or have exceeded the indices they are compared with; there will be one or two managers to provide in-person annual updates early next year.”*

- **DONATIONS**

The FC has designated that they review Donation Requests at their second meeting of each month. The Donation Line total allocation for FY18 is \$50,000.00. The Q1 expenditures left a balance of \$40,000.00.

In the First Quarter the FC reviewed Donation Requests on: Oct. 16th, Nov. 13th, & Dec. 18th, 2017. There were 4 approved Donation Requests for a total expenditure of \$10,000.00. Per the Finance Committee Donation Policy all requests approved represent the following categories: 1) Oneida Community Causes; 2) Local Groups (charitable); and 3) Nation Groups (Indian Affiliated). An attached spreadsheet offers more details.

- **COMMUNITY FUND**

The FC has designated that they review Community Fund requests at their first meeting of each month. The FY18 allocated amount for the Community Fund is \$50,000. In the First Quarter, the FC reviewed Community Fund requests for funds and products on Oct. 2nd, Oct 30th (for Nov.) and Dec. 4th, 2017. The FC reviewed Thirty-Nine (39) funding requests for a total amount of \$14,191.00. One request for \$500 was deferred leaving a total amount approved of \$13,691.00. This overall increase (Q1 last year there were 18 requests for just over \$3,000.) is due in large part to individual request amounts being increased from \$200 to \$500. The approved requests

went mostly towards youth development activities, such as YMCA swim classes and various sporting activities. At the end of the first quarter \$36,309.00 remains for funding.

The Community Fund-Product is tracked by Contract Year (July 1, 2017 to June 30, 2018). The allocated amount for product is \$5,000 which equates to approximately 494.55 Cases for CY17/18. In CY-Q1 (July-Sept. 2017), there were 6 Coca-Cola Product Requests approved for a total of 138 Cases of Product (spend total \$1,264.92). In CY-Q2 (Oct-Dec. 2017), there were 3 approved Product Requests for a total of 40 Cases of Product (spend total \$327.90). All product requests were in support of Oneida community and/or Fundraising events. The mid-year balance for CF-Products is \$3,407.18 or approximately 337.01 cases remaining.

The First Quarter CF Funding Request List and the CY17/18 CF Product Request List are attached that offers added details.

**Oneida Finance Committee - FY 2018**  
**DONATIONS (Beginning Balance \$50,000.)**

	Mtg Date	Requester	Representing	Request Amt	Category/ Type	Number	Request Description	FC Action
	<b>Q1</b>							
1	16-Oct-17	Leanne Baeten	St. John's Homeless Shelter	\$5,000.00	2/Local Group	FY18-039-083117-DS	St. John's Homeless Shelter - Gala Fundraiser @Radisson	<b>Approved \$2500.00</b>
2	16-Oct-17	Dorothy Ninham	Blue Skies Foundation	None Listed	1/Oneida Comm	FY18-040-101617-DS	<b>LATE ADD:</b> Referral fr: OBC-Blue Skies Foundation Golf Fundraiser for Freedom House	<b>Approved \$2500.00</b>
3	13-Nov-17	Racquel Hill	Oneida United Methodist Church	\$ 2,500.00	2/Local Group	FY18-041-103117-D	Oneida United Methodist Church -regular maintenance/upkeep	<b>Approved \$2500.00</b>
4	18-Dec-17	Jolene Bowman	WI Ind Educ Assn	\$ 2,500.00	2/Local Group	FY18-042-112917-DS	2018 WIEA Annual Conference in Keshena	<b>Approved \$2500.00</b>

**END OF FIRST QUARTER**

**Total Expenditure \$10,000.**

<b>FIRST QUARTER DONATIONS</b>			
<b>Designations/Percentages</b>	<b>Allocation</b>	<b>Expenditures</b>	<b>Balance</b>
1. Oneida Community Causes - 40%	\$20,000.00	\$2,500.00	\$17,500.00
2. Local Groups (Charitable) - 40%	\$20,000.00	\$7,500.00	\$12,500.00
3. Nat'l Groups (Indian Affil.) - 20%	\$10,000.00	0	\$10,000.00
	<b>\$50,000.00</b>	<b>\$10,000.00</b>	<b>\$40,000.00</b>

FY 2018 Finance Committee - First Quarter Activities  
for the COMMUNITY FUND

FC Mtg Date	Requestor	Reason /Descriptionj of Request	CF Category	Funds Approved	
1	2-Oct-17	Penny Cornelius	St.Norbert Youth Symphony fees for son (AC)	SD-Youth	\$ 300.00
2	2-Oct-17	Penny Cornelius	St.Norbert Youth Symphony fees for son (SC)	SD-Youth	\$ 300.00
3	2-Oct-17	Jason Danforth	Y.M.C.A. Swimming class fees for daughter	SD-Youth	\$ 300.00
4	2-Oct-17	Jason Danforth	Y.M.C.A. Swimming class fees for son	SD-Youth	\$ 300.00
5	2-Oct-17	Cindy Bork	Freedom Youth Basketball fees for daughter (NB)	SD-Youth	\$ 100.00
6	2-Oct-17	Cindy Bork	Freedom Youth Basketball fees for daughter (JB)	SD-Youth	\$ 75.00
7	2-Oct-17	Shakira Rasmussen	GB Area Youth Hockey Assn fees for son	SD-Youth	\$ 200.00
8	2-Oct-17	Vivki Parker	HS DECA Jr/Sr. Class Trip fees	SD-Youth	\$ 150.00
9	30-Oct-17	Tana Aguirre	Green Bay Elite Cheer fees for daughter	SD-Youth	\$ 500.00
10	30-Oct-17	Sylvia Cornelius	WI Power GB Volleyball Club Season fees for daughter	SD-Youth	\$ 500.00
11	30-Oct-17	Tonya Webster	Tri County Gymnastics & Cheer fees for daughter	SD-Youth	\$ 500.00
12	30-Oct-17	Angelena Sunshine Bain	Better Body Fitness enrollment fees	SD-Adult	\$ 132.00
13	30-Oct-17	Victoria Swift	Madeline Graves Gymnastics class fees for daughter	SD-Youth	\$ 500.00
14	30-Oct-17	Tanya Danforth	National AAU Basketball fees for son	SD-Youth	\$ 500.00
15	30-Oct-17	Megan White	GB Area Youth Hockey Assn fees for son (CW)	SD-Youth	\$ 500.00
16	30-Oct-17	Megan White	GB Area Youth Hockey Assn fees for son (BW)	SD-Youth	\$ 500.00
17	30-Oct-17	Louis Cottrell	Tri County Gymnastics & Cheer fees for daughter (CC)	SD-Youth	\$ 500.00
18	30-Oct-17	Louis Cottrell	Tri County Gymnastics & Cheer fees for daughter (CLC)	SD-Youth	\$ 500.00
19	30-Oct-17	Jermaine Webster	Seymour Fast Pitch training fees	SD-Youth	\$ 500.00
20	30-Oct-17	Jolina Silva	STARZ Academy Gymnastics for daughter	SD-Youth	\$ 500.00
21	30-Oct-17	Cheryl Danforth	AAU Basketball Registration for daughter	SD-Youth	\$ 500.00
22	30-Oct-17	Jeremy VandeHei	Team WI Middle School Box Lacrosse Tournament fees for son	SD-Youth	\$ 500.00
23	30-Oct-17	William King	Team WI Middle School Box LAX Tournament fees for son	SD-Youth	\$ 500.00
24	30-Oct-17	Tricia Danforth	Team WI Middle School Box Lacrosse Tournament fees for nephew	SD-Youth	\$ 500.00
25	4-Dec-17	Ann Stingle	Volleyball Club fees for daughter	SD-Youth	\$ 500.00
26	4-Dec-17	Eric Doxtater	Adobe Certified Expert (ACE) Exam fee @ NWTC	SD-Adult	\$ 180.00
27	4-Dec-17	Rosa Laster	Southwest Youth Football fees for son	SD-Youth	\$ 75.00
28	4-Dec-17	Debra Cloud	Southwest Youth Basketball registration for daughter	SD-Youth	\$ 125.00
29	4-Dec-17	Sacheen Lawrence	Southwest Youth Basketball registration for daughter	SD-Youth	\$ 125.00
30	4-Dec-17	Debra Richmond	Air Force Gymnastics Academy fees for daughter	SD-Youth	\$ 500.00
31	4-Dec-17	Judy Nicholas	Ideal Weight Start Up Costs	SD-Adult	<i>Deferred</i>
32	4-Dec-17	Jodi Skenandore	Volleyball Club fees for daughter	SD-Youth	\$ 500.00
33	4-Dec-17	Christopher Kurth	Synergy Sports Performance training fees	SD-Adult	\$ 500.00
34	4-Dec-17	Jolene Billie	Impact Sports Academy fees for daughter	SD-Youth	\$ 500.00
35	4-Dec-17	Rosa Laster	Team WI Box Lacrosse Tournament fees for son	SD-Youth	\$ 200.00
36	4-Dec-17	Evangeline Danforth	Air Force Gymnastics Academy fees for granddaughter	SD-Youth	\$ 500.00
37	4-Dec-17	Cindy Bork	Christmas Break Basketball Clinic fees for daughter (JB)	SD-Youth	\$ 60.00
38	4-Dec-17	Alicia Tisch	Bode Bootcamp class fees	SD-Adult	\$ 500.00
39	4-Dec-17	Lorraine Frias	Jackrabbit Cheer- Tumbling class for daughter	SD-Youth	\$ 69.00
					\$ 13,691.00