

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 24 / 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 Second Quarter Report (Jan.-Mar. 2018)

## 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**

**2nd Quarter Report  
(Jan. to Mar. 2018)**

**Purpose:** *The Finance Committee is a working sub-committee of the Oneida Business Committee and 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.

### **Second Quarter Meetings**

The Finance Committee met 6 times in Q2 on: Jan. 2nd & 15th; Feb. 5th & 19th; and Mar. 5th & 19th, 2018. The FC also held 3 work meetings on Jan. 15<sup>th</sup>, Feb. 5<sup>th</sup> & 19<sup>th</sup> 2018 to work on updates for the SOP's for the Community Fund, the FC Bylaws, and an Education (Ramah) Endowment. The FC Elder member attended 3 meetings (including work meetings) and was paid a stipend of \$150.00 total for the second 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 – SECOND QUARTER ACTIVITIES**

### **REQUESTS FROM THE ORGANIZATION**

In the Second Quarter the FC reviewed and approved 25 requests from the organization that included: Sole Source Contracts for Comprehensive Health, Cash Reimbursement (Retail); Pilot Program Funding, Capital Expenditures; Insurance Premium Payments; and FY18 Blanket Purchase Orders. The total amount spent from these requests was \$5,496,408.93; all were budgeted requests.

The FC also reviewed 26 internal updates including: FC Monthly Reports, Investment Reports, Government to Government Agreements, Slot Lease/Percentage Games; Asset Disposal and Follow up information from previous requests. Work meeting items are identified in earlier section of this report.

### **INVESTMENT UPDATES**

At the March 19<sup>th</sup> FC meeting the investment manager from Sage Point provided the 2017 recap/updates to the Finance Committee of the performance of the investments his firm manages for the Oneida Nation (Large Cap Equity). He provided handouts of the two funds he manages for the Oneida Nation and discussed the recap of 2017 investment earnings of 20.57%, but he also noted that it was an unusually strong year in the market and not to look forward to that in the coming year due to the tumultuous nature in Wall Street in the recent months. Now that the year has concluded he is in the process of rebalancing the portfolio to remove/replace the underperformers.

### **DONATIONS**

The FC has designated that they review Donation Requests at their second meeting of each month. The Donation Line total allocation for FY18 was \$50,000. After the Q1 expenditures a balance remained of \$40,000. In the Second Quarter the FC reviewed four (4) Donation Requests on: Jan. 15<sup>th</sup>, Feb. 19<sup>th</sup>, & Mar. 19<sup>th</sup>, 2018. There were 3 approved Donation Requests for a total expenditure of \$7,500.00. After the Q2 expenditures the Mid-Year balance is \$32,500.

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. At the end of the first quarter \$36,309.00 remained for funding.

In the Second Quarter, the FC reviewed Community Fund requests for funds and products on Jan. 2<sup>nd</sup>; Feb 5<sup>th</sup>; Mar. 5<sup>th</sup>, 2018. The FC reviewed Forty-Four (44) funding requests for a total amount of \$14,165.25 after adjustments. The approved requests went mostly towards youth development activities, such as high school class trip fees, dance club fees; gymnastics fees and various sporting activities such as volleyball, basketball, football, lacrosse and baseball. Adult requests included weight loss program registration costs, fitness & kayaking costs, and conference registration costs. The mid-year balance was \$22,330.75 after adjustments.

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-Q3 (Jan-Mar. 2018), there were five (5) Coca-Cola Product Requests approved for a total of 175 Cases of Product for a spend total \$1,470 between 4 requests. One of the five was a short notice request and the FC did not have returned product from an earlier request from last fall so that product, amounting to 6 cases, was provided to the requestor. The balance after three contract quarters is \$1,937.08 or approximately 191.60 cases remaining.

The Second Quarter CF Funding/Product Request List is attached that offers added details. It is anticipated, based on prior years that during the next quarter the product from future requests will be depleted and the funding from future requests may be depleted for the fiscal year.

# Oneida Finance Committee - FY 2018

## DONATIONS - SECOND QUARTER

Q2							
15-Jan-18	John Breuninger	Woodland Indian Arts, Inc.	\$ 2,500.00	1/Oneida Comm	FY18-043-010318-D	Woodland Indian Arts and Market in June	<b>Approved \$2500.00</b>
19-Feb-18	David Powless	MCI President	\$ 2,500.00	1/Oneida Comm	FY18-044-011818-D	Mountain Chief Institute-Oneida camps 2018	<b>Approved \$2500.00</b>
19-Feb-18	Rev.Roger Patience	Holy Apostles Church	\$ 2,500.00	2/Local Group	FY18-045-012918-D	Holy Apostles Church-AC replmt in church ofc.	<b>Approved \$2500.00</b>
19-Mar-18	George Melchert	Oneida Member	\$ 1,951.00	1/Oneida Comm	FY18-046-022818-D	Harvest Maple Sap & Product Maple Syrup	<b>DENIED</b>

<b>SECOND QUARTER DONATIONS</b>			
<b>Designations/Percentages</b>	<b>Bal. after Q1</b>	<b>Expenditures</b>	<b>Balance</b>
1. Oneida Community Causes - 40%	\$17,500.00	\$5,000.00	\$12,500.00
2. Local Groups (Charitable) - 40%	\$12,500.00	\$2,500.00	\$10,000.00
3. Nat'l Groups (Indian Affil.) - 20%	\$10,000.00	\$0.00	\$10,000.00
	<b>\$40,000.00</b>	<b>\$7,500.00</b>	<b>\$32,500.00</b>

FY 2018 Finance Committee - Second Quarter Funding  
for the COMMUNITY FUND

FC Mtg Date	Requestor	Reason /Descriptionj of Request	CF Category	Funds Approved
1	2-Jan-18	Rhiannon Metoxen	Recreational Youth B-Ball League fees for son	SD-Youth \$ 87.00
2	2-Jan-18	Rhiannon Metoxen	Team WI Box Lacrosse Tournament fees for son	SD-Youth \$ 465.00
3	2-Jan-18	Dana Calmes	Freedom Dance club fees for daughter	SD-Youth \$ 300.00
4	2-Jan-18	Constance Danforth	STARZ Academy Gymnastics fees for daughter	SD-Youth \$ 500.00
5	2-Jan-18	Cindy Bork	T-Ball fees for daughter	SD-Youth \$ 40.00
6	2-Jan-18	Cindy Bork	10U Softball team fees for daughter	SD-Youth \$ 40.00
7	2-Jan-18	Cindy Bork	Summer Softball team fees for daughter	SD-Youth \$ 55.00
8	2-Jan-18	Joshua Bailey	Jackrabbit Cheer Tumbling classes for daughter	SD-Youth \$ 62.10
9	2-Jan-18	Joshua Bailey Morningstar	Jackrabbit Cheer Tumbling classes for daughter	SD-Youth \$ 31.05
10	2-Jan-18	Cornelius	Jackrabbit Cheer Tumbling classes for daughter	SD-Youth \$ 62.10
11	5-Feb-18	Judy Nicholas	Ideal Weight Start Up Costs-resubmitted	SD-Adult \$ 500.00
12	5-Feb-18	Jeff Mears	WI Powere Volleyball fees for daughter	SD-Youth \$ 500.00
13	5-Feb-18	Lisa Rauschenbach	Team 1848 AAU basketball registration for son	SD-Youth \$ 500.00
14	5-Feb-18	Zandra John	UW-Whitewater Youth Football camp for son	SD-Youth \$ 260.00
15	5-Feb-18	Phillip Wisneski	Oneida Future Thunderhawks Team Tournament fees	SD-Youth \$ 750.00
16	5-Feb-18	Timothy Ninham	H.S. Student Class Trip to Washington, D.C. for daughter	SD-Youth \$ 500.00
17	5-Feb-18	Angelena S. Bain	Better Body Fitness Class fees	SD-Adult \$ 368.00
18	5-Feb-18	Kateri Baker	ACA Certification-Kayaking	SD-Adult \$ 440.00
19	5-Feb-18	Lee Schuyler	Impact Sports Academy-BaseBall Team fees for son	SD-Youth \$ 500.00
20	5-Feb-18	Michelle Reed	AAU WI Blaze Team fees for daughter	SD-Youth \$ 500.00
21	5-Feb-18	Karen S. Hill	Green Bay Purple Aces Basketball fees for daughter	SD-Youth \$ 500.00
22	5-Feb-18	Sam & Margaret VandenHeuvel	DePere Sluggers Little Sluggers Baseball fees for son	SD-Youth \$ 36.00
23	5-Feb-18	Sam & Margaret VandenHeuvel	DePere Sluggers Little Sluggers Baseball fees for son	SD-Youth \$ 36.00
24	5-Feb-18	VandenHeuvel	DePere Baseball Minor League fees for son	SD-Youth \$ 45.00
25	5-Mar-17	Lisa Liggins	Pulaski HS Band Trip fees for daughter	SD-Youth \$ 270.00
26	5-Mar-17	Alicia Tisch	Synergy Sports Perfor Acad-Winter Track for son	SD-Youth \$ 323.00
27	5-Mar-17	Lois Barker	Education First: Explore America trip fees for daughter	SD-Youth \$ 500.00
28	5-Mar-17	Jason Widi	Boy Scout Summer Camp for son	SD-Youth \$ 500.00
29	5-Mar-17	Jason Widi	Cub Scout Summer Camp for son	SD-Youth \$ 170.00
30	5-Mar-17	Lorraine Frias	Allouez Stampede Soccer team fees for son	SD-Youth \$ 275.00
31	5-Mar-17	Lorraine Frias	Allouez Stampede Soccer team fees for son	SD-Youth \$ 275.00
32	5-Mar-17	Constance Danforth	CEC-Baby Moccasin Class fees	SD-Adult \$ 40.00
33	5-Mar-17	Sharon Metoxen	Ideal Weigh Start Up Costs	SD-Adult \$ 500.00
34	5-Mar-17	Jeremiah Danforth	Enspire LLC -Blaze Basketball registration for daughter	SD-Youth \$ 250.00
35	5-Mar-17	Cherie Elm	2018 Great Mother Conference Registration	SD-Adult \$ 150.00
36	5-Mar-17	Cherie Elm	2018 Great Mother Conference Registration for son	SD-Youth \$ 500.00
37	5-Mar-17	Cherie Elm	2018 Great Mother Conference Registration for son	SD-Youth \$ 500.00
38	5-Mar-17	Arthur King	Firecracker Softball Team fees for daughter	SD-Youth \$ 500.00
39	5-Mar-17	Arthur King	Firecracker Softball Team fees for daughter	SD-Youth \$ 500.00
40	5-Mar-17	Sherry Flauger	Green Bay Purple Aces Basketball fees for daughter	SD-Youth \$ 500.00
41	5-Mar-17	Amanda Danforth	Green Bay Elite Cheer class fees for daughter	SD-Youth \$ 450.00
42	5-Mar-17	Sacheen Lawrence	Enspire LLC -Blaze Basketball registration for daughter	SD-Youth \$ 500.00
43	5-Mar-17	Sacheen Lawrence	Enspire LLC -Blaze Basketball registration for daughter	SD-Youth \$ 375.00
44	5-Mar-17	Debra Cloud	Enspire LLC -Blaze Basketball registration for daughter	SD-Youth \$ 375.00

FY 2018 Finance Committee - Second Quarter Product  
for the COMMUNITY FUND

	FC Mtg Date	Requestor	Reason /Descriptionj of Request	CF Category	Product Approved
1	2-Jan-18	John Breuninger	2018 Woodland Indian Art Show & Market	CommunityEvt	25 Cases
2	5-Feb-18	Dan Skenandore	Hillcrest Elementary School-Family Fun Night	Fundraiser	25 Cases
3	5-Feb-18	Abby Danforth	Holy Apostles Church - Fish Fry Fridays	Fundraiser	25 Cases
4	5-Feb-18	Tonya Boucher	Family Fundraiser for the Boucher Family	Fundraiser	Approved fr rtned amt
5	5-Mar-17	Tonya Webster	Annual Oneida Powwow in July 2018	Fundraiser	100 Cs-Water