



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

# Oneida Tribe of Indians of Wisconsin, Inc.

# COPY



UGWA DENOLUN YATENE

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.

DE PERE  
ROUTE 4



WISCONSIN  
54115

May 6, 1977 - 8 p.m.  
Special Meeting  
Tribal Building

Present: Chrmn. Purcell Powless, Vice Chrmn. Norbert Hill, Sec. Amelia Cornelius, Trea. Chester Smith, Members: Rick Hill, Loretta Metoxen, Margaret Doxtator

Others: Alma Webster, Nancy Nelson, Carleton Smith, Priscilla Manders, Carl Rasmussen

Discussion on raise for Carleton Smith. He stated that for the last 3 years his salary has been \$15,300 and he has never had a raise or salary increase.

After a great deal of discussion, Amelia Cornelius moved that any salary increase or raise over his present base salary of \$15,300 be based upon 5% of any revenue generated from the development of the Industrial Park from the net profits, semi-annually beginning with the date the Standing Stone Building was rented to Green Bay Trophy. Second by Norbert Hill, 4 for, 1 opposed, 1 abstained. Motion carried.

Loreeta Metoxen moved to approve the revised March 17, 1977 budget change for the Health Center project to include \$6,600 for Carl Smith as the Project Coordinator. Second by Chester Smith, 4 for, 2 opposed. Motion carried.

Amelia Cornelius moved to adopt the following procedures as presented by the Accounting Office and as discussed:

1. Only personnel who will be allowed access to the accounting office will be program directors or thier designated messengers. People will deal with the clerk first. Preferably, they should first phone for availability and priority.
2. Check request vouchers forms will be required. Schedule for all check writing. (no execeptions)

Request submitted by:

Tuesday Noon  
Thursday Noon

Check ready by:

Wednesday AM  
Friday AM

Local milage checks submitted on the last Thursday of the month (except for last month of funding period)

3. New checking accounts will be opened only by the Tribal Treasurer. The Treasurer will also be responsible for notifying the banks for changes in authorized signatures
4. All financial reports and request for payments will be

May 6, 1977

P. 2

Oneida Tribe of Wis,

prepared at the Accounting Office with the program directors present if they wish. Seconded by Margaret Doxtator, carried.

Loretta Metoxen moved to accept the Indirect Cost Rate proposal as submitted by the BIA. Second by Amelia Cornelius, motion carried.

Rick Hill moved to take care of the following items of business: Recreation program, IAT request and OTDC requests. Second by Norbert Hill, motion carried.

Carl Rasmussen request to have Recreation meeting on date other than May 13. Discussion. It was decided to meet with the group at 8 pm at the regular meeting on May 16 for 1 hour.

OTDC request to modify lease rental of the forklift. Amelia designated to check out cost of lease for a forklift and to report on Mondays meeting.

Chester & Margaret request copy of OTDC Charter & ByLaws.

Discussion on line of Authority of OTDC to wait until all members of Business Committee are present.

IAT. Request by Jerry Fisher to attend meeting in Denver on May 10-12 with tribal Chairman.

Norbert Hill moved to honor request. Second by Rick Hill, motion carried.

Norbert Hill moved to adjourn, Second by Loretta Metoxen, motion carried. Time approx. 12 p.m.

MEMORANDUM

To: Oneida Business Committee

From: Carl Smith, Industrial Developer

Date: April 27, 1977

Subject: Work Accomplishments.

1. Since employed, funds was derived for O.N.A.P. carry-over monies.
2. When O.N.A.P. funds were depleted, Tribal Council directed me to secure funds for the Industrial Development Program in whatever manner possible. Funds were then obtained from the Upper Great Lakes Regional Commission. Total, \$30,000.00.
3. After presenting Tribal Council with a number of possible tenants for the Standing Stone Building, it was finally leased to the Green Bay Trophy and Supply for five years. This revenue should be used to develop other park developments. Total revenue generated \$7,700.00, to date.
4. There was a considerable amount of letter writing in a mailing campaign to promote the industrial park, of which was very little response by mail. However, there was a number of phone calls that was received, that suggested that the overall attitude or disposition should be changed before anybody (State, Federal, or local businesses) would be interested in helping us. This in itself was, and is a big burden, to try to overcome.
5. Prepared the overall Economic Development Program book of our reservation, this also is a very important document of our Tribe. If this document (O.E.D.P.) is not up to date and on file at all State and Federal agencies, it would be impossible for the Oneida Tribe to obtain "Grants" to develop the reservation like it should be. Please note that August 1, 1977, is the deadline to update the O.E.D.P. This should be the duty of the 701 Planner.
6. Was instrumental in securing and preparing all of the necessary documents that were required to obtain our Oneida Post Office Building, which was an E.D.A. grant of \$251,000.00.
7. Assisted a number of tribal members interested in a business enterprise of their own, either through B.I.A., S.B.A., or their bank.

8. Prepared resolutions, leases and other documentary required forms that are beneficial to the economic development of our reservation, both now and in the future, which was done verbal or in writing to State, Federal, Commissions and other agencies that gain interest in us, basically to convey a better understanding of a corporation between us. A public relations bit, so more grant dollars flow into our reservation.
9. Gave input into the Nursing Home Project while in the stage of accumulating supporting information and documents to make this a reality.
10. Have an enormous amount of prospect and other state and federal agency information on file that are too numerous to mention, but are very important to development and well being of our reservation, that are available for your scrutiny at any time.
11. Compiled all the appropriate documents that lead to creation of our Community Health Center which is now under construction as a result of an E.D.A. grant of \$525,250.00 and was appointed as Project Coordinator of this development.
12. Instituted all the forms to acquire a \$30,000.00 grant from E.D.A., to detect if it is feasible to build or invest in a Printed Paper Forms Plant. This study has just been completed by Economics Research & Associates from Chicago and is being prepared for E.D.A. for approval or disapproval. At this point everything appears feasible.
13. This, then, is an extemporaneous synopsis of my accomplishments, since becoming employed by the Tribe, but does not include the extracurricular involvement of our reservation on a day-to-day basis.

ADMINISTRATION BUDGET

(Indirect Costs)

January 1, 1977 - December 31, 1977

Wages\*

Tribal Chairman			\$16,430.00
Tribal Secretary			10,070.00
Administrator			15,000.00
Accountant	Jan. 1 - Aug. 31, (10,176/Yr)	\$6,784.00	
	Sept. - Dec. 31, (10,786/Yr)	<u>3,596.00</u>	10,380.00
Bookkeeper			9,922.00
Building Manager			11,125.00
Janitor	(2.44/Hr. - 20Hrs./Wk)		2,538.00
Clerk			6,175.00
Purchasing Agent			<u>8,000.00</u>
Total Wages			\$89,640.00
Fringe Benefits (15%)			13,450.00
Utilities, Repairs, Maintenance			20,000.00
Insurance - Bonding and Liability			2,000.00
Telephone			2,400.00
Office Supplies			2,400.00
Travel & Per Diem			3,000.00
Depreciation			4,500.00
Equipment Rentals			<u>5,000.00</u>
			<u>\$142,390.00</u>

\* Includes 6% raises from January 1

## Accounting Problems and Suggested Solutions

1. Too much traffic in accounting office. This problem has 2 facets:

A) Much of the material we work with is confidential and should not be seen by everyone.

B) Alma and Nancy have too many interruptions in their work.

*(1)* Solution: The only personnel who should be allowed access to our office would be program directors or their designated messengers. These people would deal with Ellie first.

2. Persons expect checks on demand. We write approximately 600 checks (not including payroll) per month. Writing checks while people wait for them interrupts our regular work and wastes our time.

*(2)* Solution: We have ~~check request~~ <sup>request</sup> voucher forms and wish to establish a firm schedule for all check writing (no exceptions):

Request Submitted By:

Tuesday Noon  
Thursday Noon

Check Ready By:

Wednesday A.M.  
Friday A.M.

Local mileage payment requests would be submitted on the last Thursday of each month (except for the last month of the funding period) to allow us to include mileage in the month's expenses.

3. There is a question concerning who has the authority to open new checking accounts for the Tribe.

*(3)* Solution: New accounts should be opened only by one person designated by the Business Committee (such as the Treasurer). This person should also be responsible for notifying the banks if there are any changes in authorized signatures.

4. Some of the programs fill in their own financial reports, funding requests, etc. We do not always receive copies of these reports (which we need for auditors). These reports do not always match the financial records. Also, we receive checks for deposit with no identification. Because we are unaware of the request, we don't know where to credit these funds.

*(4)* Solution: All financial reports ~~and funding requests~~ <sup>for payment</sup> should be prepared by our office. *with director present if they wish -*

\*

5. We only pay invoices authorized by program directors. The problem here is that there is usually only the director's word that goods or services were received.

Solution: Hiring a purchasing agent (bonded). This person would order goods and services for all programs and would distribute them. (This position was previously approved and posted. There were no qualified applicants so the position was not filled. The job description is attached.) The funding for this position would come from indirect costs.

## JOB DESCRIPTION

POSITION: Purchasing Agent

LOCATION: Oneida Nation Memorial Building

SALARY: \$667/MO.

QUALIFICATIONS: Accounting courses or experience in purchasing.  
Related office experience will also be considered  
Must be bondable.

DUTIES: Contact suppliers for purchase of all equipment and  
supplies. Includes negotiating for discounts and  
processing bids.

Process orders from program directors and distribute  
purchases to them.

Maintain records of equipment locations

Assist Tribal Bookkeeper in other matters relating to  
property management and control.