

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Corporate Loan Procedures	ORIGINATION DATE: 10-22-2025
DEPARTMENT: Oneida Business Committee	APPROVED BY: Oneida Business Committee OBC meeting minutes 10-22-2025	DATE: 10-22-2025
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1. PURPOSE & POLICY

- 1.1. The purpose of this Standard Operating Procedure (SOP) is to establish a process for Oneida Tribal Corporations to request a loan from the Nation.
- 1.2. It is the policy of the Nation that these for-profit entities to be managed separately in accordance with good corporate governance and their respective charter, by-laws and operating agreement. However, the Nation recognizes that some of our business ventures will need on going financial support in the form of a loan to maintain or grow operations.
- 1.3. This S.O.P. is intended to cover the needs of the corporate entities when the entities are unable to plan or strategize for the need.

2. DEFINITIONS

- 2.1. Business loan means short or long-term financing to pay for business expenses such as equipment purchases, operating expenses, and improvements.
- 2.2. Loan Terms define how much must be repaid, how often the payments must be made and the interest rate of the loan.

3. WORK STANDARDS/PROCEDURES

3.1. Work Standards

- 3.1.1. All for profit corporate businesses are expected to practice good financial management. Requesting a loan from the Nation should only be done after all other alternatives have been exhausted or not doing so would create a dire business or financial situation.
- 3.1.2. Only requests approved by the corporation's board or managing member may be submitted.
- 3.1.3. The Chief Financial Officer (CF)) shall exercise oversight over the loan fund process.

3.1.3.1. Recommended loan terms shall be based on the Secured Overnight Financing Rate (SOFR) and shall not exceed the life cycle of any asset being purchased with the requested loan funds.

3.1.4. All requests shall be funded through the Economic Development, Diversity and Community Development Fund. If this fund is exhausted, the Chief Financial Officer shall recommend an alternative.

3.2. PROCEDURES

3.2.1. Tribally chartered entities shall:

3.2.1.1. Submit a request to the Chief Financial Officer in writing and include the following:

3.2.1.1.1. Cover memo from the individual making the request.

3.2.1.1.2. Amount of funding needed.

3.2.1.1.3. Other sources of funding considered.

3.2.1.1.4. Description of why the funds are needed and the expected outcome if denied.

3.2.1.1.5. The date of when the funds are needed.

3.2.1.1.6. Appropriate back up documentation to the request may include:

3.2.1.1.6.1. Board approval.

3.2.1.1.6.2. Business plan, cash flow and financial statements.

3.2.1.1.6.3. Bids or quotes for equipment or improvements.

3.2.2. The Chief Financial Officer shall:

3.2.2.1. Review all corporate requests.

3.2.2.2. Meet with the requestor to discuss funding options.

3.2.2.3. Submit a resolution for the Business Committee to approve/deny the CFO's recommended action.

3.2.2.4. The CFO will notify the corporation of the Business Committee's decision and if approved submit a copy of the resolution to Central Accounting for processing.

3.2.2.5. Loan fund repayment will be reported out on the ownership report in the monthly Treasurer's report.

D. Research Request from Dr. Cary Gleason - University of Wisconsin-Madison/Alzheimer's Disease Research Center's Clinical Core - Establishment of the Indigenous Dementia Diagnostic Biomarker (InDx) Project - Review recommendation and determine next steps (00:45:56)

Sponsor: Mark W. Powless, CEO-Nation Services

Motion by Lisa Liggins to approve the research request from Dr. Cary Gleason - University of Wisconsin-Madison/Alzheimer's Disease Research Center's Clinical Core - Establishment of the Indigenous Dementia Diagnostic Biomarker (InDx) Project in accordance with BC resolution # 05-08-19-A, seconded by Jameson Wilson. Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Lisa Liggins, Kirby Metoxen, Jameson Wilson

Not Present: Marlon Skenandore, Jennifer Webster

E. Determine next steps regarding the CY-2026 Oneida Business Committee meeting, reporting, and standing schedules (00:47:04)

Sponsor: Lisa Liggins, Secretary

Motion by Lawrence Barton to approve the CY-2026 Oneida Business Committee regular meeting and reporting schedules, to approve removing the Environmental Resources Board and Oneida Personnel Commission from the quarterly reporting schedule until further notice, and to accept the standing meeting schedules as information, seconded by Jameson Wilson. Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Lisa Liggins, Kirby Metoxen, Jameson Wilson

Not Present: Marlon Skenandore, Jennifer Webster

F. Approve the OBC SOP entitled Corporate Loan Procedures (00:50:33)

Sponsor: RaLinda Ninham-Lamberies, Chief Financial Officer

Motion by Lisa Liggins to approve the OBC SOP entitled Corporate Loan Procedures, seconded by Jonas Hill. Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Lisa Liggins, Kirby Metoxen, Jameson Wilson

Not Present: Marlon Skenandore, Jennifer Webster

G. Schedule a special Business Committee meeting on December 19, 2025, at 10:00 a.m. regarding the Year-End Financial Statements (00:51:46)

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to schedule a special Business Committee meeting on December 19, 2025, at 10:00 a.m. regarding the Year-End Financial Statements, seconded by Lawrence Barton. Motion carried:

Ayes: Lawrence Barton, Jonas Hill, Lisa Liggins, Kirby Metoxen, Jameson Wilson

Not Present: Marlon Skenandore, Jennifer Webster

Secretary Lisa Liggins left at 9:28 a.m.