

# **CNCA Meeting of the Board of Directors**

## **Meeting Minutes**

Date: Friday February 13, 2015

Time: 2:00 pm CDT

Location: Community and Cultural Outreach Conference room

**Meeting called to order** by Dawena Mackey at 2:04 pm

Roll Call done by Dawena Mackey– Present: Dawena Mackey, Jacquie Archambeau, Ron Qualls, TC Julia Coates. Present by telephone: Robin Smith, TC Jack Baker. Special Guests present: Chad Harsha and Chrissi Nimmo of the CN Attorney General Office, Robert Daugherty and Tammy Keeter-Miller- CCO, Kevin Stretch-CCO- TA, Traci McClellan-Sorell and Brandon Caruso. Special Guests Present by telephone: George Lynch-San Diego Cherokee Community, Mike Beidler and Maggie Grieves Knisley- Capital City Cherokees and Kurt West of Klamath Falls, Oregon.

**Quorum was declared**

**Minute approved from previous meeting**

Motion made by Ron Qualls to approve, Robin Smith seconded. Vote passes, minutes approved.

**Welcome and Introductions done**

**Update on Group Exemption Process:**

Report submitted by Jacquie Archambeau

**1. Capital City Cherokee Community (CCCC):**

A request from Mike Beidler to place the CCCC on the CNCA's Board Meeting agenda to show that they are working on fulfilling the requirements to become an official Satellite Community. An Organizational update and timeline accompanied the request. Jacquie Archambeau reported that the CCCC has been in contact and that they are working on getting chartered and is seeking recognition from the CNCA Board.

Jacquie Archambeau made the motion, "Request the Capital City Cherokee Community (CCCC) be acknowledged by the CNCA as an organization seeking chartering under the CNCA."

Ron Qualls seconded. Vote, motion passes.

Mike Beidler and Maggie Grieves Knisley give brief update and statement.

**What is the CNCA? Board to discuss:**

## **1. Roles and limits of CNCA responsibilities.**

Julia Coates spoke of the beginning of the CNCA and what its purpose is. Groups were meant to be autonomous but umbrella'd under the CNCA as it is the sole Non Profit. Information to clear up misunderstanding on exactly what and who the CNCA oversees.

Jacque Archambeau: The CNCA only oversees the 22 (soon to be 23) official At Large Satellite Communities.

Much discussion from all present on points that the CNCA does not have funding, that there are CN Staff on the Board, which may be a blurry line to the IRS. Need to revisit getting funding, strategic planning and makeup of the Board.

## **2. Board Officers and Members duties**

Jacque Archambeau spoke that correspondence comes from the Board; but the Compliance Officer/Secretary is the point of contact for the Board.

Ron Qualls spoke that we need to get regular meetings scheduled.

## **3. Mission Statement:**

Needed to complete the CNCA Website and also to let all know who we are, what we do and who we serve.

Jacque Archambeau made a motion to form a committee to write a mission statement.

Dawna Mackey seconded. Vote, motion passes.

Committee members: Dawna Mackey, Robin Smith George Lynch and Brandon Caruso.

## **4. Reports:**

Announcement that Reports must be submitted in writing and submitted in a timely fashion in order be placed on the CNCA Meeting Agenda.

San Diego Cherokee Community (SDCC) requested Robin Smith to bring a list of their questions to the CNCA Board. Robin Smith reported on the list received from the SDCC and said that she was honored to have been invited to attend their event. George Lynch of the SDCC spoke that the discussion earlier in the meeting about "What is the CNCA", etc answered many of their questions.

## **Response to request received from Kurt West concerning forming additional Satellite Community.**

Jacque Archambeau reported a request for information from Kurt West on forming an At Large Community in Klamath Falls, Oregon. Board discussion. In the existing At Large Satellite Communities the basic guideline for an Official Community to be formed and recognized by the CNCA and serviced by the Cherokee Nation Community and Cultural Outreach (CCO) is that

the area has a population of approximately 700 “households” of Cherokee citizens within a 100-mile radius.

The Cherokee Nation Geo Data Department has supplied us with the requested population information needed to answer your query.

- There are a total of 285 “Citizens” in the zip codes within 50 miles of Klamath Falls, OR.

This does not fall within the basic guidelines.

In discussion, Dawnena Mackey made points that Cherokee people getting together is always a good thing, but that the CN will probably not allot funding. Julia Coates spoke the many requests received over the years to organize group, but the difficulty in sustaining area of small Cherokee Citizen Population when only 3-5% of the population is active. Concern that resources need to be a proportionate return would need to also be considered. Central Florida was a group that was able to overcome a small population by hard work to create a Satellite.

### **Update on Social Media Policy.**

#### **1. Confidentiality**

#### **2. Code of Ethics/ Statement of Values**

Drafts of the CNCA Social Media and Confidentiality Policy written by Traci McClellan-Sorell and Scott Lemmon and the Statement of Core Values written by Jacquie Archambeau were presented to the Board. Discussion. Tabled to the next meeting, lots of work to do there.

### **Update on CNCA Webpage:**

Calendar has been added. Not ready to release at this time. Kevin Stretch continues to update, Agendas, etc.

### **Update on Bill Andoe's replacement:**

Discussion about whom. Still waiting to find out.

### **Announcements:**

CCO Conference over Cherokee National Holiday.

Ron Qualls made a motion to schedule CNCA Board Meetings Quarterly. Jacquie Archambeau seconded. Vote, motion passes.

CNCA Board Meetings are now scheduled quarterly on the second Friday at 2pm Central time. Scheduled for 2015: May 8<sup>th</sup>, exception in September due to the CCO Conference but will be scheduled to meet during the conference, November 13<sup>th</sup>.

Brandon Caruso stated that he was excited about how the CNCA is moving forward.

## **Report on CNCA's Group Exemption Process: February 13, 2015**

By Jacquie Archambeau, CNCA Secretary, Tammy Miller, CCO

As of the November 7, 2014 CNCA Board Meeting:

1. CPA was contacted. Donna Lowery will be working with us through the Process. She apprised me that we had until the end of December, first week of January to get the first round of applications in before tax season came into effect. After that time, we would have to wait until mid to late March.

Focus was on the initial 12 Chaptered Organizations (told were chaptered as of April 8, 2011)

Albuquerque, NM Cherokee Southwest Township (CSWT)

Anaheim, CA Cherokees of Orange County (COC)

Los Angeles, CA Tsa-La-Gi LA (TLGLA)

Riverside, CA Cherokee Community of the Inland Empire (CCIE)

San Diego, CA San Diego Cherokee Community (SDCC)

Bakersfield, CA Cherokee Community of Central California (CCCC)

Sacramento, CA Cherokees of the Northern Central Valley (CNCV)

Denver, CO Colorado Cherokee Circle (CCC)

Dallas, TX Cherokee Community of North Texas (CCNT)

We hoped to get all 12 through the process.

All 12 groups were asked to send a Primary and Secondary Contact, to ease the Process communication. From these same groups we requested copies of their Bylaws, Board Members, (citizenship and their contacts).

a) Original Plan was revised due to slow response

- Some groups had changed Board Members and needed to update
- Some groups were updating their Bylaws
- Board meetings of groups did not occur in the short period of time which information was requested.
- Also, information received was incomplete... e.g. names, no emails, no citizenship information, etc.
- Signature page on bylaws was nonexistent, including a signature page for the CNCA Bylaw Amendment concerning Secretary Role; which are required by the IRS.
- Misunderstanding/confusion concerning make-up of membership

b) Revised to focus on two (2) groups, The Cherokee Community of Central California (CCCC), Bakersfield and San Diego Cherokee Community (SDCC) because they were the quickest in getting initial information in and CCCC has been consistent in sending a monthly financial report.

However, time was running out due to the end of the year and tax season rapidly closing in. Complete information has not been received. Unable to make reports of quotas of Board and Memberships at this time.

## 2. What was accomplished?

I have come to better understand where each group is at this time in their Group activity of Board Elections, need of greater and clearer assistance in completing reporting tasks.

Understanding need of comprehensive, uniform, detailed instructions/guide, sent to all groups.

To Include:

- Example membership rolls rules and Bylaws. Mt. Hood Cherokee Community has agreed to the CNCA using theirs as an example.
- Example of Signature page
- Example Board contact reporting.
- Minutes from Meetings
- Financial Report due by April 1<sup>st</sup>
- DEADLINE

## 3. Moving ahead

a) Continue to work closely with the CCCC and SDCC to have a pilot group to begin the exemption process.

- Deadline of mid to late May 2015 to have CCCC and SDCC ready to go or already to have submitted paperwork to the CPA. This will be a little prior to the CNCA's next Board Meeting in June.
- Continue to work in bringing the rest of the 12 to readiness and any other group that make progress in getting reports in.
- Compile reports of quotas of Board and Membership.

## San Diego Cherokees Recommendations given to Robin McLain Smith

1. Establish an annual plan for speakers and executive visits to all the satellite communities so that we can plan our year, reserve facilities, and control our budget. Last minute visits and date changes are disastrous for us to manage events and don't allow many of our members to attend events due to last minute announcements.
2. Do some polls or surveys of the At large Communities to get some statistical information on what we need, what our problems are, and what CNCA can do to help us. Web surveys are very common in industry, and are cheap. A private Facebook group that reaches the At Large Community leaders already exists. See George.
3. Create an At Large Advisory Council that is an official voice of the At Large Communities on current issues, such as appointments to the Board. Maintain regular

communications with them and listen to them. Maybe that is to make CALLnet an official member of the CNCA management process. Propose that to them.

4. Establish communication mechanisms from CNCA outward, be it newsletters, facebook pages, websites.
5. Create mechanisms for us to communicate to all Cherokees in our jurisdictions to invite them to meetings. That is restricted by privacy laws. The voter mailing list that Julia sent last year is all we have to go on. Maybe do some mailings from Tahlequah endorsing our communities for Cherokees on their mailing list to come to us? Needs a champion for this issue.
6. Become a Champion for At Large citizens. Take leadership in addressing the apparent hatred that some folks in Nation have for At Large citizens as evidenced by past facebook postings. That could be by championing Cherokee facebook standards of conduct, or monitoring Cherokee facebook sites that are renowned for this behavior and putting an end to it.
7. Create some new ideas about how the remote and Oklahoma communities can collaborate. Maybe creating joint projects in which communities inside and outside the 14 counties work together to accomplish something, or an idea of some years ago of gathering retired high tech executives from the satellite communities to work with CN leaders to create new business ideas in the CN boundaries, a SCORE kind of effort. Do something positive to prevent ignorant comments on facebook pages that alienate At Large citizens and help make the CN a better place for all Cherokees.
8. Attend community meetings all around the country to explain the mission of the CNCA and its plans, projects, goals, etc, and listen to the feedback. It would make a nice statement if you achieve the goal of visiting every one of the satellite communities who are the chapters of CNCA.
9. Host some sort of At Large welcoming event at the National Holiday and get local citizens to welcome them.

\*\*\*\*\*Approved Friday May 8<sup>th</sup>, 2015\*\*\*\*\*