

**Minutes of the Proceedings of the
SEATTLE INDIAN SERVICES COMMISSION**

June 17, 2008

CALL TO ORDER

The Council of the Seattle Indian Services Commission met in the Council Room in the Pearl Warren Building in Seattle, Washington on Tuesday, June 17, 2008, pursuant to the provisions of the Council Charter. The meeting was called to order at 5:45 p.m. with Chairman Walz presiding.

<i>The following members were Present: (7)</i>	
Chairman-Rosalee Walz	Seattle Indian Health Board
Vice-Chairman-Jackie Swanson	United Indians of All Tribes Foundation
Secretary - Les Liggins	Seattle Indian Center
Treasurer-Augustine McCaffery	United Indians of All Tribes Foundation
Andrina Abada	American Indian Women's Service League
Iris Friday	American Indian Women's Service League
Jim Price	Seattle Indian Center
<i>The following members were Absent: (1)</i>	
Howard Hansen	Seattle Indian Health Board
<i>Staff/Public Present:(2)</i>	
Michael Marshall	SISC Staff
Carol Peloza	SISC Staff

AGENDA ITEMS:

1. Approval of Agenda – Ms. Walz asked if there were any revisions to the agenda. It was suggested that the Commission take a tour of the common space; it was decided to postpone it to a later time. Ms. Walz requested a motion be made to approve the Agenda. Mr. Price made a motion to approve the Agenda seconded by Ms. Abada, by unanimous consent the Agenda was adopted.

2. Approval of Minutes – Ms. Walz asked if there were any corrections or additions to the minutes. There being no corrections or additions to the minutes of May 20th Ms. Walz requested a motion be made to approve the minutes of May 20th. Ms. Abada made a motion to approve the minutes of May 20th, 2008, seconded by Mr. Price, the motion to approve the minutes of May 20th; passed with Ms. Friday abstaining.

3. Executive Director's Report.

a. Financial Reports

OPERATING ACCOUNT-APPROVED DISBURSEMENTS		
MONTH-CLAIMS	CHECK NUMBERS	AMOUNT
July – December 2007	14810 thru 15090	\$625,527.64
January - 2008	15091 thru 15127	\$101,857.68
February - 2008	15128 thru 15167	\$111,684.31
March - 2008	15168 thru 15213	\$116,137.90
April - 2008	15214 thru 15251	\$77,435.01
May – 2008	15252 thru 15288	\$97,777.28

SISC PAYROLL ACCOUNT-APPROVED DISBURSEMENTS		
July – December 2007	7838 thru 7903	\$121,101.15
January - 2008	7904 thru 7914	\$19,906.50
February - 2008	7915 thru 7924	\$19,099.02
March - 2008	7925 thru 7934	\$19,463.77
April - 2008	7935 thru 7944	\$21,293.73
May - 2008	7945 thru 7954	\$23,089.25

TRADITIONS & BEYOND- APPROVED DISBURSEMENTS		
July – December 2007	4552 thru 4559	\$2,010.00
January 2008	0	0
February 2008	4561 thru 4562	\$6,000.00
March 2008	4560	\$48.72
April - 2008	4563 thru 4567	\$1,841.43
May - 2008	4568	\$600

Financial Reports –Ms. Walz reiterated that the financial detail information is available to all Commissioners any time they wish to peruse it.

Operating Account:

May - 37 checks 15252 to 15288 for a total of \$97,777.28 in claims were paid.

Payroll Account:

May - 10 checks from 7945 to 7954 for a total of \$23,089.25 in claims were paid.

Traditions & Beyond:

May - 1 check - 4568 for a total of \$600 in claims were paid.

Leschi - the water & sewer costs have gone down.

Pearl Warren – the electric & gas bills are still up as a result of the HVAC system.

Landscaping – groundcover will be used to replace grass in some areas.

Graffiti on both buildings is a continuing problem.

Financial Reports Mr. Marshall explained the May financial report and informed the Commission that glitches in the report were being worked on. A financial report that will be easier to read is being developed.

We will be providing the Volunteer Coordinator for the Elders Lab, a monthly transportation script for Metro.

Audit –Mr. Marshall informed the Commission this year the Commission will be audited twice. Mr. Price asked why we were having two audits. Mr. Marshall informed the Commission that one is a financial audit and the other is a compliance audit.

The audit engagement letter was given to the Commission. Ms. Swanson asked if the Watson & McDonell firm was the firm we were dealing with. Mr. Marshall informed her that they had taken over the clients from the O’Brien audit firm and had conducted our last audit. Ms. Walz requested a motion to accept the audit engagement letter from the Watson & McDonell firm. Mr. Price made the motion to accept the audit engagement letter, seconded by Mr. Liggins. The motion to accept the audit engagement letter passed with unanimous consent.

Ms. Walz asked if there were no further questions on the May financial reports and disbursements, that a motion be made, Mr. Price made a motion to approve the May Financial Report & Disbursements, seconded by Ms. Abada, the motion to approve the May Financial Reports & Disbursements passed with Mr. Liggins & Ms. McCaffery abstaining.

SISC Web Site – Mr. Marshall explained the changes he is making to the Web site and informed the Council that events that were a week out would not be posted.

Scholarship Requests – There were no requests.

5. OLD BUSINESS

1. Board Retreat – Ms. Walz appointed Ms. Friday to Chair the Board Retreat Committee. Ms. Friday requested that the notes from the last retreat be made available. The retreat will be held at the Talaris Center once a date has been selected.

2. Inventory – Mr. Marshall explained the categories for the new inventory. Two lists for the new inventory have been developed one is shrinkage that will never return to inventory. The items on this list have been damaged beyond repair, are missing or have been donated. The second list is items that were not found during the inventory count but may or may not return to the inventory list. Ms. Walz requested a motion to accept the two shrinkage inventory lists. Mr. Price made a motion to accept the two inventory shrinkage lists, seconded by Ms. Abada, the motion to accept the two inventory shrinkage lists passed with Mr. Liggins abstaining.

3. Annual Budget - Ms Walz asked if the Commission had adequate information to meet its fiduciary responsibility in approving the budget. Mr. Marshall responded that they had the necessary information and asked if there were anything in particular that the Commission needed. After some discussion Mr. Marshall was asked to present a description of the current benefit package for staff and comparable salary information for the position of executive director. He indicated it would be available at the next Commission meeting. There being no further questions on the Annual Budget Ms. Walz requested a motion to approve the annual budget with the understanding that the requested information would be provided at the July meeting. Mr. Price made a motion to approve the Annual Budget, seconded by Ms. Abada, the motion to approve the Annual Budget carried with unanimous consent.

There being no further business Ms. Walz adjourned the June meeting of the SISC at 8:15pm.

Respectfully submitted - CLPeloza