

**QAGAN TAYAGUNGIN TRIBE
P.O. Box 447
Sand Point, Alaska 99661**

MINUTES - SPECIAL MEETING

NOVEMBER 11, 1997

The Special Meeting of the Qagan Tayagungin Tribal Council was called to order by Vice-President David O. Osterback on Tuesday, November 11, 1997 at 10:06 a.m. in Room 11 of the Sand Point Municipal Building. Roll call was taken as follows:

Council Members Present: David O. Osterback, Vice-President
Connie Kochuten, Council Member
Anne Christine Nielsen, Council Member
Peggy N. Osterback, Council Member

Council Members Absent: Edith I. Jacobsen, President (excused)
Sharon Hakala, Secretary/Treasurer (excused)
Jack Foster Jr. Council Member (excused)

Tribal members present: Raymond Nutt.

BUSINESS ITEMS:

1. BIA Providers Conference:

The 7th Annual BIA Provider's Conference will be held December 1-3, in Anchorage. Several training sessions will be conducted at the conference on roads, TERO, and employment. Discussion included the benefits of the tribal council members attending these training sessions in preparation for the Red Cove Road project. The cost to send four tribal council members to the conference was estimated at \$5,180. David could attend the conference via his trip to the American Fisheries Society conference. The Shumigan Corporation may be able to cover his per diem costs. Peggy informed the tribal council that one of the members travel and per diem could be covered by the 2% BIA Transportation Funds. David, Connie, Christine and Peggy will attend the conference. Sharon and Jack will be contacted to see if they want to attend the conference. The tribal council members will also attend the AI-TC conference to be held Dec. 4-5. Peggy stated that AHA would also like to meet with the tribes while they are in Anchorage for the conferences and they would pay for the additional cost for the tribal councils to stay beyond the BIA/AI-TC Conferences to meet with them. The tribal council will be advised of location and date when it is set.

2. RESOLUTION 97-22: Authorizing a representative to attend the BIA Providers Conference training session in Anchorage utilizing the 2% Transportation funds.

MOTION: Christine made a motion to approve Resolution 97-22 and appoint Peggy Osterback as the representative to attend. Connie second. No discussion.

VOTE: Yes = 4, No = 0. Unanimous vote approving the motion.

3. RESOLUTION 97-23: Appointing the Primary and Alternate Representatives to the Alaska Inter-Tribal Council Annual Convention.

MOTION: Connie made a motion to approve Resolution 97-23, appointing Peggy Osterback, Primary and David Osterback, Alternate Representatives to the 1997 AI-TC Annual Convention. Christine second. No discussion.

VOTE: Yes = 4, No = 0. Unanimous vote approving the motion.

4. APPOINTMENT/ Primary & Alternate Commissioners to the Aleut Marine Mammal Commission.

MOTION: Connie made a motion to appoint Alvin D. Osterback, Primary Commissioner and Jack Foster, Jr. Alternate Commissioner to the Aleut Marine Mammal Commission. Christine second. No discussion.

VOTE: Yes = 4, No = 0. Unanimous vote approving the motion.

5. APPOINTMENT/ Federal Caribou Subsistence Committee Representative.

The tribal council discussed the subsistence hunt. Thirty-five caribou have been allocated for Sand Point out of the 160 caribou allocated for the subsistence hunt in our game unit. The subsistence committee will meet and set the guidelines for people to participate in the hunt and determine who will be responsible for issuing the permits. There was some concern on getting the committee together and getting the guidelines set up as soon as possible as the subsistence caribou season opened on Monday, November 10th. The tribal council supported the suggestion that elder's and needy families be given preference in the guidelines in acquiring a caribou permit.

MOTION: Christine motioned to appoint Peggy Osterback as QTT's representative on the subsistence committee. Connie second. No discussion.

VOTE: Yes = 4, No = 0. Unanimous vote approving the motion.

6. APIA FY-98 Annual Funding Agreement:

The tribal council reviewed the FY-98 AFA and agreed to the annual funding amounts to be transferred to the tribe from APIA from the programs included in the compact agreement. Peggy explained the differences between the line items designated as "Tribe", "Area" and "Agency". QTT will receive all the funding designated as "Area" and "Agency", except for the "Area" funds for Welfare and Adult Vocational Training. Peggy will request that APIA utilize the AVT - Area funds to train QTT's administrative staff. The AFA funding amounts will be negotiated on a yearly basis. Some tribes in the region have negotiated larger amounts in their AFA's and some tribes have negotiated smaller amounts compared to our tribes funding agreement with APIA. The tribal council members discussed setting up a meeting with Roger Duapeu, OSG coordinator during the BIA Providers Conference to discuss the process of the tribe assuming and managing more of its own programs.

MOTION: Christine motioned to approve the FY-98 Annual Funding Agreement amounts. Connie second. No discussion.

VOTE: David = yes; Connie = yes; Christine = yes; Peggy = yes.

Vote: Yes = 4, No = 0. Unanimous vote to approving the motion.

ADJOURNMENT

MOTION: Christine motioned to adjourn. Connie second. Unanimous vote approving the motion to adjourn.

There being no further business to come before the Tribal Council the meeting was adjourned at 11:14 a.m.

Respectfully Submitted,

Peggy N. Osterback
Administrator

Approved: ____/____/____

PROPOSED BUDGET

FY-98

REVENUES:

TRIBAL OPS (BIA)	13,550
APIA - AFA	49,477
DOCKET 369	112,000
DONATIONS	
Christmas Fund '98	1,500
Christmas Carryover '97	1,000
ORAL HISTORY PROJECT	
Humanities Grant	8,000
Donations	33,200

TOTAL REVENUES

\$ 218,727

EXPENDITURES:

TRIBAL COUNCIL

Travel	3,560
Per Diem	4,625
Training	<u>425</u>
	8,610

(8,610)

ADMINISTRATION

SALARIES:

Administrator	34,000
Secretary/Bookkeeper	28,000
Finance Officer	28,000
Fringe (22%)	19,800
Contract Labor	<u>12,000</u>
	121,800

(121,800)

EQUIPMENT:

10,000

(10,000)

OFFICE EXPENSES:

Rent	5,604
Telephone	2,500
Supplies	<u>1,500</u>
	9,604

(9,604)

OTHER EXPENSES:

Audit	10,638	
Legal	<u>3,000</u>	
	13,638	(13,638)

TRAINING:

Travel	1,500	
Per Diem	2,875	
Instruction Fees	<u>2,100</u>	
	6,475	(6,475)

MEMBERSHIP SERVICES:

Christmas Programs	2,500	
Elections	1,200	
Enrollment	2,500	
Newsletter	<u>1,200</u>	
	7,400	(7,400)

Sub-total Expenditures: **(\$ 177,527)**

ORAL HISTORY PROJECT **41,200** **(41,200)**

TOTAL EXPENDITURES: **(\$ 218,727)**

FY-98 BUDGET NARRATIVE

REVENUES:

The tribe's current revenue source for operations is derived from \$13,550 in BIA Tribal Operations funds and the FY-98 APIA AFA in the amount of \$49,477. The additional \$31,200 increase in the AFA is a permanent addition and comes from tribal share dollars distributed under the compact agreement. The \$1,242 listed in the FY-98 AFA for AVT-Area is also included in the \$49,477. APIA will need an amendment to the FY-98 AFA approving the new dollar amounts for distribution under the Annual Funding Agreement (AFA).

APIA donated \$1,500 to the tribe for this year's Christmas activities. We also had a carryover of Christmas funds for FY-97 in the amount of \$1,000. This year we used these funds to buy Christmas stockings for the Sand Point School Christmas Program and the QTT Christmas potluck for our tribal members and their families.

The tribe is currently soliciting funds for the Oral History Project and has been awarded an \$8,000 grant from the Humanities Forum. We also anticipate receiving private and business donations in the amount of \$33,200 for the project during this fiscal year.

Revenues for the Red Cove Road Project have not been incorporated into the proposed budget at this time. When we have a better idea of what these budget line items entail the budget can be amended to include those line items.

EXPENDITURES:

TRIBAL COUNCIL. The travel budget amount includes a total of seven (7) round trip airfares; four (4) at \$470. and three (3) at \$560. Per diem is figured at \$125. x 37 days. The per diem covers four council members attending the BIA /AI-TC meeting in December (28 days) and three additional business trips (9 days). Training covers the BIA and AI-TC convention fees.

ADMINISTRATION: Salaries include the Administrator, Secretary/Bookkeeper, and Financial Officer. Fringe covers the employer's FICA, Medicare, ESC, and Worker's Comp. insurance expenses. The Contract Labor amount includes funds owed to Michelle Zerbitz and Larry Lau for the services they provided under the ANA grant. When the ANA grant is closed out this amount should be reimbursed later in the fiscal year. The remaining amount will be used to contract with Michelle to develop a grants for a community recreation building and value added processing facilities and equipment.

EQUIPMENT: This line item includes the cost of two workstations for the secretarial and finance positions, two IBM compatible computers and software, and two file cabinets.

OFFICE EXPENSES: This line item includes the current office space rent of \$2,532 and \$3,072 to rent the adjoining room to house our additional office staff and equipment.

OTHER EXPENSES: This amount includes payment for our FY-96 audit and the funds required to do the FY-97 audit. The audit expenses are not covered under our grant funds and must be paid by the tribe from its general fund.

TRAINING: The training budget includes three round trip airfares to Anchorage for staff training for enrollment and fund accounting. Per diem is figured for 23 days x \$125 = 2,875. Instructional fees include the cost of the enrollment, fund accounting, and computer training.

MEMBERSHIP SERVICES: The Christmas program funds are provided by APIA to be used for Christmas activities. This year the funds were used to purchase Christmas stocking for the school Christmas program and the QTT Christmas potluck.

The line item for elections will cover the cost for two elections. One for the annual election and one to do a special election if needed.

This year we plan to update the enrollment files. Updating the enrollment will require several mail outs and supplies to issue new cards to our tribal membership.

This year we plan to do a minimum of two newsletters. The amount budgeted should cover the cost of producing the newsletters and postage.

ORAL HISTORY PROJECT:

This project is partially funded by a Humanities Forum grant in the amount of \$8,000 and the remaining funding from private donations.

SUMMARY:

As you can see the proposed budget for FY-98 is an increase from the budget proposed for FY-97. The proposed increase should cover the increased projects and activities planned for this fiscal year. This will be a very busy year for the tribe. The Red Cove Road Project should start up early this Spring if all goes according to plan. We should also see the Agate Pulltab operation start sometime in late January, and the Oral History Project has already begun. These three projects are very exciting as they mean more jobs for our tribal members and other members living in our community.

Although these projects are exciting they also mean a lot more work for the tribes administrative staff and in order to meet the increased demand of time and resources we need to get our basic staff in place. With the basic staff in place our administration's time and efforts can be used more efficiently and affectively for our tribe.

This year the Administration is proposing to update our tribal enrollment files. To review and update the election ordinance, enrollment ordinance, and personnel policy. The Administration will propose new policies covering financial expenditures to meet the regulations required by our funding sources as recommended by our auditor. The FY-97 audit needs to be done along with preparation for the FY-98 audit.

The Administrator is working with Shumagin Corporation on the new office building project. If the budget and funding sources are approved by the Tribal Council the Administrator will also work with Michelle Zerbitz on grants and other funding sources for a community recreation center and some value added processing facilities and equipment.

In closing this will be a very busy year for the Tribal Council and the tribe's staff.