



## Iowa Tribe of Oklahoma

335588 E. 750 Rd.

Perkins, OK 74059

Phone: (405)-547-2402

Fax: (405)-547-1032

### Regular Business Committee Meeting

#### Administrative Conference Room

January 15, 2014

10:00 A.M.

#### Minutes

#### Officers Present

Gary Pratt, Chairman

Bobby Walkup, Vice Chairman

Lisa Switch, Treasurer

Renee Lincoln, Councilperson

#### Staff/Guest Present

David McCullough, Attorney

Lori Stropes, Acting Tribal Admin.

Amy Scott, Executive Assistant

Melissa Crusoe, F&C Accountant

Scott Huebert, F&C Accountant

Jarrold Cochran, McInnes Group

Scott Sachse, McInnes Group

Chairman Pratt called the meeting to order at 10:36 a.m.

Councilperson Lincoln performed roll call and all officers were present except Secretary Tanyan who is excused.

Chairman Pratt declared a quorum present to conduct official business.

Chairman Pratt gave the invocation.

#### Secretary's Report

Treasurer Switch moved to approve **October 28, 2013** and **November 6, 2013** minutes. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Vice Chairman Walkup moved to postpone **November 20, 2013** and **December 4, 2013** minutes. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

#### Treasurer's Report

#### Financials

Scott Huebert presented the November 2013 financials for review. Total assets for all Governmental funds was \$31.1 million, total liabilities for all governmental funds was \$2.8 million and total of all liabilities and fund balances was \$31.1 million. Total Revenues for all governmental funds was \$8.3 million, total expenditures for all governmental funds was \$16.6 million, gaming transfers in was \$11.9 million and fund balances at the end of the year was \$28.2 million.

#### Medical Card Presentation

Presentation given by McInnes Group.

\*\*\*\*\*Councilperson Lincoln exited the meeting at 11:21 am\*\*\*\*\*

### **New Budgets**

Treasurer Switch moved to approve **Resolution I-14-01** a resolution authorizing the approval of the 2014 General Fund Budgets. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Treasurer Switch moved to approve **Resolution I-14-02** a resolution authorizing the approval of the 2014 Indirect Cost General Fund Budgets. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

### **Credit card statements & travel reconciliations-Monthly**

Discussion ensued concerning Policies and Procedures for approving credit card statements monthly are currently being created. Also, Travel policy and procedures for the Business Committee are being created.

### **Enrollments**

Vice Chairman Walkup moved to approve **Resolution I-14-03** a resolution to enroll Sir Kassius Lynndell Wayne Neal-Robinson to the Iowa Tribe of Oklahoma membership roll. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

\*\*\*\*\**Chairman Pratt called for a break at 12:32 pm.*\*\*\*\*\*  
\*\*\*\*\**Chairman Pratt called meeting back to order at 1:20 pm.*\*\*\*\*\*

### **Grant Submissions**

Treasurer Switch moved to postpone the EHS Grant Submission. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

### **Library**

Treasurer Switch moved to approve **Resolution I-14-04** a resolution authorizing submission of a grant application to CREC for a grant for the Iowa Tribe GED Program “Starting Points” expenses. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Treasurer Switch moved to approve **Resolution I-14-05** a resolution authorizing submission of a grant application to Dollar General for a grant for the Iowa Tribe GED Program “Starting Points” expenses. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-06** a resolution authorizing submission of a grant application to Wal-Mart- South 6<sup>th</sup> Street, Stillwater, OK for a grant for the Iowa Tribe GED Program “Starting Points” expenses. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-07** a resolution authorizing submission of a grant application to Wal-Mart- Perkins Road, Stillwater, OK for a grant for the Iowa Tribe GED Program “Starting Points” expenses. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-08** a resolution authorizing submission of a grant application to Wal-Mart- Chandler, OK for a grant for the Iowa Tribe GED Program “Starting Points” expenses. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-09** a resolution authorizing submission of a grant application to Wal-Mart- Cushing, OK for a grant for the Iowa Tribe GED Program “Starting Points” expenses. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Treasurer Switch moved to approve **Resolution I-14-10** a resolution authorizing submission of a grant application to the U.S. Department of Education, Office of Special Education, Rehabilitation Services Administration Vocational Rehabilitation Service Projects for American Indians with disabilities. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

**New Business**

Vice Chairman Walkup moved to ratify **Resolution I-13-124** a resolution committing a \$50,000 donation to the Grey Snow Eagle Genetic Project as a requirement to receive the matching donation in the amount of \$50,000 from the Shakopee Community Development Grant which was previously approved via email on December 13, 2013. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Treasurer Switch moved to ratify **Resolution I-13-125** a resolution authorizing the creation of an account for Tribal Operations at Spirit Bank previously approved via email on December 30, 2013. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Treasurer Switch moved to ratify **Resolution I-13-126** a resolution authorizing closure of the account for Tribal Operations at Spirit Bank previously approved via email on December 30, 2013. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Treasurer Switch moved to ratify the 2014 Holiday Closing Schedule previously approved via email on January 3, 2014.

Vice Chairman Walkup moved to approve **Resolution I-14-11** a resolution authorizing the Regional Director, Southern Plains Regional Office to approve Oil and Gas Lease No. 0000005816 with Calyx Energy LLC on Iowa M68, Charles C. Murray allotment which the Iowa Tribe owns an undivided interest. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

No action was taken on Ag Lease-BIA Allotment 97

No action was taken on Ag Lease-BIA Allotment 62

Vice Chairman Walkup moved to approve Canvas IT's Scope of Work for the Perkins Family Clinic. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-12** a resolution authorizing Chairman Gary Pratt to execute a contract with the Natural Resources Conservation Service (NRCS). Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-13** a resolution authorizing SGS LLC as the contractor for the Iowa Tribe of Oklahoma Travel Plaza. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-14** a resolution designating Stephan Burris as the Chief Executive Officer (CEO) of the Iowa Tribe of Oklahoma Travel Plaza. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve **Resolution I-14-15** a resolution designating Jeff Black as the Chief Financial Officer (CFO) of the Iowa Tribe of Oklahoma Travel Plaza. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve paying \$10,000 earnest money (track #1) to purchase land from P & D Enterprises. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup moved to approve paying \$10,000 earnest money (track #2) to purchase land from MD Fagan. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Vice Chairman Walkup gave an update on possible savings from doing both the Travel Plaza and the Distribution Center at the same time. Discussion Only.

Treasurer Switch moved to postpone 401K Loans resolution. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

*\*\*\*\*\*Meeting recessed at 4:04 pm. Scheduled to reconvene on 1-16-2014 at 1:00 pm. \*\*\*\*\**

## **Reconvened Meeting on January 16, 2014**

*\*\*\*\*\*Chairman Pratt called meeting back to order on 1-16-2014 at 12:34 pm. \*\*\*\*\**

### **Officers Present**

Gary Pratt, Chairman  
Bobby Walkup, Vice Chairman  
Lisa Switch, Treasurer  
Renee Lincoln, Councilperson

### **Staff/Guest Present**

Amy Scott, Executive Assistant

Treasurer Switch moved to approve **November 20, 2013** and **December 4, 2013** minutes. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Business Committee voted to seek Ada White for the 2014 Election Board.

Treasurer Switch moved to approve in a blanket motion the **TAP Manager Job Description**, **Compliance Officer Job Description**, **Education Job Description**, **Library Job Description** and the **TAP Receptionist Job Description**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Business Committee agreed to move forward with the repairs on the AC Units at the Chena Building and chose SGS LLC to complete the repairs.

Attorney David McCullough advises the Tribe to process payment for the Lease 822 (Ioway Casino).

**With there being no further business the meeting adjourned at 12:55 p.m.**

**CERTIFICATION**

I, Leslie Tanyan, Secretary of the Iowa Tribe of Oklahoma, do hereby certify that the above are minutes of a duly called regular meeting held on January 15, 2014 at the Tribal Administrative Conference Room and were approved at a regular called meeting held on April 21, 2014 by a vote of 2 yeas, 0 nays, 2 absent and 1 abstention.



**Leslie Tanyan, Secretary  
Iowa Tribe of Oklahoma**