

Kilkich Residents Association Board of Directors

Chair: Tiffany Hargis
Vice-Chair: Sheldon Chase
Secretary/Treasurer: Shelley Estes
Rocky Doyle • Helen Howard



Date: March 10, 2025

Regular Meeting CIHA Office and Zoom AGENDA

1. Call to Order – Chair Tiffany Hargis
2. Roll Call of Board Members
3. Reading and Approval of Minutes from March 10, 2025
4. Amendments to Agenda
5. Treasurers Report
6. Old Business
 - o Board Vacancies Filled
 - o Coquille Indian Tribe Donation Request -\$500
 - o KRA Wear
 - o CITPD Easter - \$250
7. New Business
 - o Restoration Silent Auction Items / Table Schedule
 - o Stipend for Helen
 - o KRA BBQ – Sept 20th – Miss Mesquite
 - o Garage Sale – Aug 29 – 30th
 - o Safety Fair – September 26th
 - o Attendance Policy
 - o Meeting Schedule
 - o Storage access
 - o Debit card policy
 - o Preference for communication
8. Sea-Ha Runner additions?

Next Board Meeting: July 15, 2025 at 2:00PM

Killich Residents Association
Regular Meeting of the Board of Directors

Minutes

June 9, 2025

Call to Order

- Chair, Tiffany Hargis, called the meeting to order at 2:05 PM in person at the CIHA office.

Roll Call

- Board members in attendance: Shelley Estes, and Helen Howard.

Approval of Minutes

- The minutes for March 10, 2025, were approved.

Amendments to Agenda: None.

Treasurers Report:

- Balance now at \$2,937.66.

Business

- Restoration: Set up a schedule for board members to be present for the Silent Auction and 50/50 raffle for the Pendleton blanket during the information carnival. The winner of the 50/50 will be drawn at 7:30 PM on June 26th, must be present to win.
- Auction items will be picked up on the 28th between 7-10 AM from Shelley and Hellen.
- Stipend for Helens food was donated by casino staff.
- KRA BBQ scheduled for September 20th, CS is paying for Mesquite BBQ truck to cater lunch. Theme is "BEE KIND".
- KRA Garage sale was rescheduled for August 29-30th. Approved unanimously.
- Safety Fair is scheduled for September 26th, KRA theme is "Stranger Danger". Approved unanimously.
- Halloween: Scheduled for October 30th. We will be hosting movie night at the Plank house. Approved unanimously.
- New attendance policy, effective immediately. Approved unanimously.
- Meetings will be held monthly during summer months to ease the stress of event planning. Approved unanimously.
- New storage shed donated by CIHA, accessible only by Chair and Secretary. Approved unanimously.
- New debit card policy, effective immediately. Approved unanimously. Access to cards for Chair and treasurer only.
- Communication preference forms were handed out.

Sea-Ha Runner Notices/Additions Garage sale dates, and next meeting.

Public Comment: None

Next Board Meeting: July 14, 2025, at 2:00 PM.

Adjournment: The meeting was adjourned at 3:35 PM.



10 South First Avenue
 P.O. Box 907
 Walla Walla, WA 99362-0265
 bannerbank.com

Statement of Account

Statement Date	05/30/25
Page	1 of 1
Account Number	XXXXXXXXXXXX2862

(509) 527-3636 | (800) 272-9933 Toll-Free

Coquille Indian Housing Authority
 Killich Residents Association
 2678 Mexeye Loop
 Coos Bay OR 97420-7713



SUMMARY OF ACCOUNTS

Basic Business Checking	XXXXXXXXXXXX2862	\$2,937.66	Are you ready to dream BIG? Our annual Dream Big Sweepstakes is here and we've upped the cash prize to \$100,000! Enter through September 8 at DreamBigWithBannerBank.com . You'll also be eligible for monthly \$2,500 cash prizes.
-------------------------	------------------	------------	--

CHECKING ACCOUNT XXXXXXXXXXXX2862

Basic Business Checking

Account Title: Coquille Indian Housing Authority
 Killich Residents Association

Account Number	XXXXXXXXXXXX2862	Statement Dates	5/01/25 thru 6/01/25
Previous Balance	2,937.66	Days in the statement period	32
Deposits/Credits	.00	Average Ledger	2,937.66
Debits	.00	Average Collected	2,937.66
Service Charge	.00		
Interest Paid	.00		
Current Balance	2,937.66		

Daily Balance Summary

Date	Balance
05/01	2,937.66

* * * * * END OF STATEMENT * * * * *

Kilkich Residents Association
Banner Bank Checking Account Ledger
For the Period Ended May 31, 2025

Date	Transaction Description	Amount
6/27/2023	Opening balance (Included in 6/27/23 Deposit)	\$ 296.00
6/27/2023	Deposit - Proceeds from Restoration:	
	50/50 Drawing	169.00
	Auction	1,000.00
	Gift Basket	207.00
	Blanket	212.00
6/27/2023	Total Deposit: \$1,884	
7/10/2023	CIT Electronic Payment #034921 - Basket	700.00
8/15/2023	Deposit - Proceeds from Kilkich Yard Sale	30.00
9/11/2023	CK#1002 - Alison Felton Reimbursement \$117.76	
	Note Cards \$ 22.51, Logo Shirts \$42.47, and Banner \$52.78	(117.76)
9/11/2023	CK#1003 - The Mill Casino (Community BBQ)	(613.00)
9/20/2023	CK#1004 - Alison Felton Reimbursement \$137.75	
	BBQ supplies \$93.84 and Speakers \$43.91	(137.75)
9/20/2023	CK#1005 - Shelley Estes Reimbursement (Trick or Treat in Woods Event)	(306.37)
11/13/2023	CK#1006 - Mike Lenox - knife for Chief Merritt	(100.00)
11/13/2023	CK#1007 - VOID	
12/14/2023	CK#1008 - Pam Lenox Holiday Lights	(100.00)
1/17/2024	Deposit Proceeds from Winter Gathering	250.00
1/24/2024	CK#1009 - Alison Felton Reimbursement for Coffee with a Cop items	(111.07)
4/24/2024	CIT Electronic Deposit - Small Donation Grant	500.00
7/10/2024	Deposit - Proceeds from Tribal Restoration Celebration	1,356.00
9/23/2024	Deposit - Proceeds from Kilkich Yard Sale	50.00
9/23/2024	CK#1010 - Helen Howard Reimbursement for KRA Picnic supplies	(23.75)
9/24/2024	CK#1011 - Shelley Estes Reimbursement for KRA Picnic supplies	(182.48)
9/24/2024	CK#1012 - Shelley Estes for items to be purchased for Health/Safety Fair	(50.00)
10/21/2024	CK#1013 - Shelley Estes for items purchased for halloween	(196.42)
12/30/2024	CK#1014 - Shelly Estes for Holiday Lights gift cards (5x\$40)	(200.00)
1/27/2025	Deposit - Proceeds from Winter Gathering	380.00
3/14/2025	CIT Electronic Deposit - Small Donation Grant	500.00
3/26/2025	CK#1015 - VOID	
3/26/2025	CK#1016 - Shelley Estes Reimbursement for Gift cards & KRA uniforms	(323.74)
4/2/2025	CK#1017 - CITPD Easter Egg Hunt Co-sponsor	(250.00)
	Ending Balance	\$ 2,937.66

Kilkich Residents Association (KRA) Board Member Attendance Policy

Effective Date: 6/9/2025

1. Purpose

This policy ensures active participation and accountability of KRA board members, fostering effective governance and alignment with the association's mission.

2. Attendance Requirements

a. Frequency

- Members must attend **all** scheduled board meetings, and KRA events, unless excused by the KRA Chair.

b. Minimum Threshold

- **85% attendance rate** per fiscal year is required to maintain good standing.

c. Excused Absences

- Valid reasons include:
 - Illness or emergency.
 - Pre-approved conflicts (e.g., work, family obligations).
 - Unforeseen circumstances (e.g., extreme weather).
 - **Notification:** Members must inform the Board Chair **at least 24 hours** prior to the meeting (or ASAP for emergencies).
-

3. Consequences of Non-Compliance

a. Informal Discussion

- If attendance falls below 85%, the Board Chair will privately discuss concerns with the members to identify solutions.

b. Removal Process

- Persistent non-compliance will trigger removal from their position on the KRA Board.

c. Future Eligibility

- Attendance records may influence re-election, or leadership positions.
-

4. Attendance Tracking & Record Keeping

a. Definitions

- **Absence:** Failure to attend a meeting without prior notice. Partial attendance (less than 75% of the meeting) may count as an absence.

b. Responsibility

- The Chair tracks attendance via roll call and updates records.
- Annual reports are shared with the board.

c. Accessibility

- Policy distributed during onboarding and stored in the KRA binder located at CIHA.
-

5. Quorum Requirements

- **Quorum:** A majority (50% + 1) of total board members must be present to conduct official business.
 - **Adjustments:** Quorum thresholds adhere to KRA bylaws.
-

6. Policy Communication & Review

- Reviewed annually; amendments require board majority approval.
 - Questions? Contact the Board Chair at kraboard@outlook.com or 541-217-7732.
-

Approved by the KRA Board on:

Board Chair Signature: *Tiffany Hargis*

This policy balances accountability with flexibility, promoting consistent engagement while respecting members' commitments.

Kilkich Residents Association Financial Policy Report

Policy Title: Debit Card Access

Policy Statement:

The Kilkich Residents Association (KRA) financial policy mandates that only the Chair and Treasurer have access to KRA debit cards. These cards are stored in the Coquille Indian Housing Authority (CIHA) payroll office and must be checked out and returned daily. All purchases require prior KRA board approval, and receipts must accompany the returned card to CIHA payroll. Unauthorized purchases must be repaid immediately, and access to debit cards will be suspended for any violations. This policy ensures financial security and accountability within the association.

Purpose:

To safeguard the association's financial resources by limiting debit card access to designated board members.

Implementation:

The Chair and Treasurer will be responsible for all transactions and must maintain detailed records.

Review:

This policy will be reviewed annually to ensure compliance and effectiveness.