



# NATIONAL INDIAN EDUCATION ASSOCIATION

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Board Members/Other Attendees	Present	Absent Excused	Absent Unexcused
President, Patricia Whitefoot		X	
Vice-President, Ronalda Tome-Warito	X		
Secretary, Dr. Jolene Bowman	X		
Treasurer, Dr. Sylvia Hussey	X		
Parliamentarian, Brett A. Locklear		X	
President-Elect, Yatibaey Evans	X		
Member, Angie Butler	X		
Member, Robert Cook	X		
Member, Dr. Teresa Makuakane-Drechsel	X		
Member, Ryan Wilson			X
Student Board Member, Samantha Eldridge	X		
Student Board Member, TaNeel Real Bird		X	
<b>Staff/Guest Time Log In</b>			
Executive Director, Ahniwake Rose	X		

**NIEA Board Governing Documents (included on the agenda as a standing reminder):**

1. NIEA Board Policies – Oath of Office, Code of Ethics, Conflict of Interest, Record Retention and Documentation Destruction Policy, Board Development Menu
2. NIEA Budget, Financial Status and Audit
3. NIEA Constitution & By-laws
4. NIEA Contracts/Agreements:
  - Accountant
  - Board – (12)
  - Executive Director
  - Legal Counsel (in progress)
  - MABU
5. NIEA Policies – Board, Fiscal, Investment, Personnel, Convention Planning Guide
6. NIEA Strategic Plan and Fund-raising Plan

**NATIONAL INDIAN EDUCATION ASSOCIATION  
BOARD OF DIRECTORS MEETING**

*Tuesday, April 26, 2016  
Via Conference Call*

**1. Call Meeting to Order and Opening Prayer**

Vice President Ronalda Warito-Tome called the meeting to order at 3:08 p.m. EST and Robert Cook opened the meeting with a prayer and blessing. Treasurer Sylvia Hussey taking minutes for Secretary Jolene Bowman completed the Board roll call for attendance.

**2. Approval of Agenda**

*Action: Moved by Yatibaey Evans to approve the agenda; seconded by Teresa Makuakane-Drechsel; no opposition, no abstention, motion carried.*

**3. Approval of Minutes – March 22, 2016 Board Meeting**

*Action: Moved by Robert Cook to approve the meeting minutes of the March 22, 2016 meeting as posted; seconded by Sylvia Hussey; no opposition, no abstention, motion carried.*

**4. Executive Director’s Report**

Executive Director’s written report is on file with an oral update provided by Executive Director Ahniwake Rose. Updates also included responses to follow up questions from Fiscal Committee regarding the MABU and legal professional services contracts.

**5. Treasurer’s Report and Approval**

**A. Q1 – 3/31/2016 Financial Statements and Transactions > \$10,000**

*Action: Moved by Sylvia Hussey, seconded by Yatibaey Evans to approve the 2016 March YTD/Q1 financial statements for the three months ended 3/31/2016, including the new Gates Grant report; no opposition, no abstentions, motion carried.*

*Action: Moved by Sylvia Hussey, seconded by Jolene Bowman to note the Q1 transactions >\$10,000 and affirm previously Board approved transactions; no opposition, no abstentions, motion carried.*

**B. Contracts for Approval**

*Action: Moved by Sylvia Hussey, seconded by Teresa Makuakane-Drechsel to approve the selection of the GES proposal in the range of \$7,000 to \$9,000 (without signage estimates) for convention decorator services; no opposition, no abstentions, motion carried.*

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***Action:** Moved by Sylvia Hussey, seconded by Yatibaey Evans to approve the selection of the Fenton proposal for a communications plan (\$20,000 base + \$16,000 in optional services) for a total of up to \$36,000 NIEA contractual commitment. Discussion included the low probability or likelihood that the optional services related to website and other matters (included in the \$16,000 optional services proposal), would be triggered; staff will come back to Fiscal Committee and Board as necessary with any need to and request for approval to trigger any optional services; all approved, no opposition, no abstentions.*

**6. New Business – Committee Reports (Refer to posted Committee Reports)**

**A. Organizational Policy Committee**

Co-Chair Teresa Makuakane-Drechsel shared the current work of the Committee including review of updated and revised fiscal, Board and NIEA organization policies and procedures as well as Board meeting attendance format, all of which will be forwarded to the Board for review and approval. The Committee is also working on new Board candidate orientation process and information for on-line posting, pre-convention, at convention and post-election orientations. Key activities and dates shared included the following: a) pre-convention orientation - TU – 8/9 (5PM to 6PM EST) and FR – 8/12 (4PM to 5PM EST); b) Board pre-convention orientation dress rehearsal at the 8/4 Board meeting; c) On-site Board candidate orientations is scheduled for WE – 10/5 (4PM to 5PM PST); d) on-site post-election orientation will be with the continuing Board members and the newly elected Board members on SA – 10/8 (6PM to 7PM PST). It was requested and recommended to post the schedule of Board candidate key dates on the website as soon as possible.

**B. Convention & Events (C & E) Committee and Convention Planning Committee (CPC)**

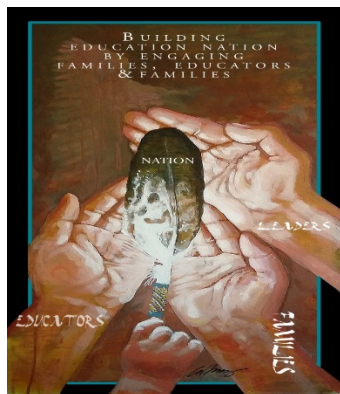
Co-Chair Yatibaey Evans reported about the work of both the CPC and C & E committees including: a) The results of the site visit to Reno with NIEA staff and on-site convention planning committee members in early April; b) Walk through of the hotel accommodation, convention and other logistics; meetings with local tribes, local contacts and planning committees members; c) Noting the provision of 1,800 lanyards by University of Nevada – Reno for the convention; d) Workshop proposals scoring in process and will be proposed for approval by the Board via e-mail no later than Wednesday, 4/27; e) Discussion that the on-site bowling fundraiser will be lead by Melvin Monette and Robert Cook, to generate fund for NIEA organization; and f) Artwork submissions for Board vote as posted.

***Action:** Yatibaey Evans moved, Sylvia Hussey seconded to approve the Cal Nez artwork submission for the convention (see below); all approved, no objections and no abstentions.*

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## **C. Project, Programs & Research Committee (PPRC)**

Co-Chair Ronalda Warito-Tome shared that a number of the contracts related to programming were discussed earlier by the Executive Director and Fiscal Committee. The website had a soft launch earlier in the month with a hard launch scheduled on 5/5, Board members can continue submitting inputs on the website. 28 research proposals are currently being considered and the first ever poster session is being assembled. A recommendation regarding inclusion of information from the STEP program was made by President Patsy Whitefoot to include information from the Navajo, Choctaw and Nez-Pierce tribes and an invitation is forthcoming. with an invite; membership proposal will be further reviewed; updates on grants provided—Gates, First Kids 1<sup>st</sup>. vocational rehabilitation funds discussed and communications and Connect Ed proposals.

## **D. Legislative & Resolutions Committee** – Co-Chair Yatibaey Evans provided a number of updates including actions needed from the Board regarding two letters of support and one resolution at NCAI mid-term meeting as follows:

***Action:** Yatibaey Evans moved, Sylvia Hussey seconded to approve the Dine college support letter (as posted) SB 2564 – reauthorization of the Dine college; all approved, no opposition and no abstentions.*

***Action:** Yatibaey Evans moved, Sylvia Hussey seconded to approve the letter of support for NICWA at NCAI; all approved, no opposition and no abstentions.*

***Action:** Yatibaey Evans moved, Sylvia Hussey seconded to adopt the motion to oppose the McCain SB 2711 via resolution at NCAI mid-term meeting; discussion held regarding content of SB; all approved with no opposition and one (Samantha Eldridge) abstention.*

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**E. Fiscal Committee** – Co-Chair Sylvia Hussey reported no additional items from the Fiscal Committee other than what was discussed in the Treasurer’s report section earlier.

**F. Officers** – Vice President Ronalda Warito-Tome reported for President Patricia Whitefoot that there were no items raised for Board discussion in the Officers meeting.

**G. New Business**

No new business to address.

**H. Old Business**

Vice President Ronalda Warito-Tome noted no outstanding old business items.

Board member Robert Cooks shared about an Ojibwe-Lakota immersion school just chartered in Minneapolis school district, one teacher applying to TFA and received alternate certification route to go through teacher training program and be a licensed teacher, recipient of an ANA grant and importance of immersion language school and related struggles through state certification process.

**7. Adjournment – 4:05 p.m. EST**

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**Appendix A – Standing Committee Assignments and Schedule**

<b>Committee</b>	<b>Eastern Standard Time (EST)</b>
Board of Directors	4 <sup>th</sup> Tuesday, 3 pm
Projects, Programs & Research <ul style="list-style-type: none"> <li>• Ronalda Warito-Tome, Co-Chair</li> <li>• Patsy Whitefoot, Co-Chair</li> <li>• Angie Butler</li> <li>• Sylvia Hussey</li> </ul>	2 <sup>nd</sup> Wednesday, 1 pm
Legislative & Resolutions <ul style="list-style-type: none"> <li>• Yatibaey Evans, Co-Chair</li> <li>• Ryan Wilson, Co-Chair</li> <li>• Angie Butler</li> <li>• TaNeel Real Bird</li> <li>• Robert Cook</li> </ul>	3 <sup>rd</sup> Wednesday, 3 pm
Organizational Policy <ul style="list-style-type: none"> <li>• Teresa Makuakane-Drechsel, Co-Chair</li> <li>• Joleen Bowman, Co-Chair</li> <li>• Brett Locklear</li> <li>• Samantha Eldridge</li> </ul>	1 <sup>st</sup> Thursday, 2 pm
Convention & Events <ul style="list-style-type: none"> <li>• Yatibaey Evans, Co-Chair</li> <li>• Samantha Eldridge, Co-Chair</li> <li>• TaNeel Real Bird</li> <li>• Ryan Wilson</li> <li>• Brett Locklear</li> <li>• Robert Cook</li> </ul>	1 <sup>st</sup> Thursday, 3 pm
Fiscal (Audit and HR Sub-Committees) <ul style="list-style-type: none"> <li>• Sylvia Hussey, Co-Chair</li> <li>• Brett Locklear, Co-Chair</li> <li>• Joleen Bowman</li> <li>• Yatibaey Evans</li> <li>• Teresa Makuakane-Drechsel</li> <li>• Patsy Whitefoot, President</li> </ul>	3 <sup>rd</sup> Thursday, 2 pm

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<b>Committee</b>	<b>Eastern Standard Time (EST)</b>
<ul style="list-style-type: none"> <li>• Ronalda Warito-Tome, Vice President</li> <li>• Lucas Blanchard, External Audit Sub-Committee member</li> </ul>	
Convention Planning Committee (CPC) – National Planning Committee <ul style="list-style-type: none"> <li>• Yatibaey Evans</li> <li>• Sylvia Hussey</li> <li>• Ronalda Warito-Tome</li> <li>• Ryan Wilson</li> </ul>	2 <sup>nd</sup> Thursday, 4 pm
Officers <ul style="list-style-type: none"> <li>• Patsy Whitefoot, President</li> <li>• Yatibaey Evans, President-Elect</li> <li>• Ronalda Warito-Tome, Vice President</li> <li>• Joleen Bowman, Secretary</li> <li>• Sylvia Hussey, Treasurer</li> <li>• Brett Locklear, Parliamentarian</li> </ul>	4 <sup>th</sup> Monday, 2 pm

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**Appendix B – Standing Committee Assignments and Schedule  
(DRAFT) BOARD OF DIRECTORS GOVERNING DOCUMENTS**

NIEA DOCUMENTS	RESPONSIBLE COMMITTEE	APPROVAL DATE
<b>1. NIEA Board Agreements (12)</b>	Organizational Policy, Officers	Annual Board Elections
A. Board Orientation B. Board Development Menu C. Code of Ethics Policy D. Conflict of Interest Policy E. Document Retention and Destruction Policy F. Oath of Office		
<b>2. NIEA Financials</b>	Fiscal	
A. Monthly Financial Statements B. Annual Budget and 5-year Projections C. Annual Audit and Related Management Letters D. Annual Form 990 – [Informational] Return of an Organization Exempt from Taxes		A. Monthly B. Annually, no later than 9/30 C. Annually, no later than 5/15 D. Annually, no later than 5/15
<b>3. NIEA Constitution and By-Laws</b>	Organizational Policy	Amended October 28, 2011
<b>4. NIEA Employment Contracts</b>		
A. Executive Director	Officers	February 2, 2015
<b>5. NIEA Grants &amp; Contracts</b>		
A. Gates Grant B. Others	Projects, Programs & Research	
<b>6. NIEA Memorandums of Understanding</b>		



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NIEA DOCUMENTS	RESPONSIBLE COMMITTEE	APPROVAL DATE
A. National Indian Head Start Association	Projects, Programs & Research	October 17, 2015
<b>7. NIEA Nonprofit Corporation (Domestic), MN</b>		
A. Articles of Incorporation (Minnesota)	Officers	December 21, 2015, Renewal December 31, 2016
B. District of Columbia Foreign Corporation Certificate of Authority	Officers	Annually
<b>8. NIEA Professional Services Agreements</b>		
A. Accountant Consultant (O'Conner Year to Year Accounting Outsourced Contract)	Fiscal	December 19, 2014
B. Financial Auditor	Fiscal	Targeted completion of RFP is no later than September 2016
C. Legal 1) Education and Advocacy 2) General	1) Legislative & Resolutions  2) Fiscal	
D. Convention Consultant (MABU 5-Year Agreement)	Convention & Events	January 14, 2015
<b>9. NIEA Policies:</b>		
A. Board of Directors Policies and Procedures	Organizational Policy, Legislative & Resolutions	Revised October 2013
B. Convention Guide	Convention & Events	Updated October 28, 2013

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<b>NIEA DOCUMENTS</b>	<b>RESPONSIBLE COMMITTEE</b>	<b>APPROVAL DATE</b>
C. Fiscal and Accounting Policies and Procedures	Fiscal	Revised 2/15/14
D. Personnel Policies and Procedures	Fiscal - Human Resources	Revised 1/2014
<b>10. NIEA Strategic Plan 2014 – 2019</b>	Organizational Policy	February 3, 2014