

Little Traverse Bay Bands of Odawa Indians Election Board

Carol Quinones, Chairperson (2017)
Vice-Chairperson, Vacant (2019)
Melissa Laughlin, Secretary (2019)

Jon Shawa, Treasurer (2017)
Alice Hughes, Board Member (2017)

SATURDAY, MARCH 17, 2018 MINUTES

CALL TO ORDER

Meeting was called to order at 8:55 a.m. by Chairperson Quinones.

ROLL CALL

Carol Quinones, Chairperson	Present
Vice-Chairperson	Vacant
Jon Shawa, Treasurer	Absent
Melissa Laughlin, Secretary	Present
Alice Hughes, Board Member	Present

Quorum Present

Guests: Rose Ann Smalley

Public Comment: Request for Petitions Rose Ann Smalley

APPROVAL OF AGENDA

Motion made by, Secretary Laughlin, supported by Board Member Hughes to approve the agenda for Saturday, March 17, 2018 with additions.

Motion read back by Secretary Laughlin.

4 Yeas 0 Nays 0 Abstained 1 Absent (Treasurer Shawa)

Motion Carried

APPROVAL OF MINUTES

Motion made by Board Member Hughes, supported by Chairperson Quinones, to table the minutes of Saturday, March 3, 2018 until next Election Board meeting on March 31, 2018.

Motion read back by Secretary Laughlin

3 Yeas 0 Nays 0 Abstained 1 Absent (Treasurer Shawa)

Motion carried.

OFFICERS REPORTS

Chairperson's Report

- Contacted by Rose Ann Smalley requesting recall petitions

Motion made by Secretary Laughlin, supported by Board Member Hughes to accept Chairperson Quinones verbal report for March 17,2018.

Motion read back by Secretary Laughlin.

3 yeas 0 Nay 0 Abstained 1 Absent(Treasurer Shawa)

Motion Carried

Vice-Chairperson's Report

- NO REPORT

Treasurer's Report

- Absent NO REPORT

Secretary's Report

Received call from Tribal Member asking about Recall Process

Motion made by Secretary Laughlin, supported by Board Member Hughes to accept Chairperson Quinones verbal report for March 17,2018.

Motion read back by Secretary Laughlin.

3 yeas 0 Nay 0 Abstained 1 Absent(Treasurer Shawa)

Motion Carried

BOARD MEMBER

NO REPORT

VOTER REGISTRATION UPDATE

1,787 Registered Voters as of 3/17/2018

ADDITIONAL BUSINESS

Recall Petitions were given to Rose Ann Smalley for Vice-Chairperson Stella Kaye and for Tribal Council Member Marci Reyes.

Each petition must contain 156 Registered Voter Signatures to be a valid petition.

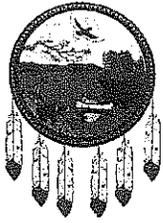
Petitions due back by 5:00 p.m. on June 15, 2018. Ten signature pages per petition were given along with valid voter registration list. Also a copy of the certified 2017 General Election results were presented to Rose Ann Smalley.

ANNOUNCE DATE OF NEXT MEETING/WORK SESSION

- WORK SESSION: FRIDAY, MARCH 30, 2018 4:30 p.m.
- REGULAR MEETING: SATURDAY, MARCH 31, 2018 at 9:00 a.m.

ADJOURNMENT

MEETING ADJOURNED by Chairperson Quinones at 11:30 a.m.



Waganakising Odawak
Little Traverse Bay Band of Odawa Indians
Accounting Department
7500 Odawa Circle • Harbor Springs, Michigan 49740
Phone 231-242-1440 • Facsimile 231-242-1445

Policies and Procedures for the Accounting Department
Record Retention Policy

I. Governmental Accounting:

- A. Keep last 3 years of audited records: Travel Requisitions and Purchasing Requisitions
- B. Keep last 5 years of audited records: Accounts Payable, Contracts, Accounts receivable
- C. Keep last 6 years of audited records: All Payroll records
- D. Grants: Once a grant or cooperative agreement contract has been close out, and an audit has been completed, records will be kept for 3 subsequent years.
- E. Bank records: Statements and cleared checks, 5 years after reconciled and the year has been audited.

II. Enterprises:

- A. Cash register reports, credit card settlement reports, bank deposit slips, proof of tax agreement purchases (logs), keep 5 years
- B. Other ancillary documents (that are generally stored in the sales envelope) can be shredded after the previous years' audit has been completed
- C. AP, Contracts, Bank statements, keep 5 years