

TRADITIONAL TRIBAL BURIAL, INC.
616 Petoskey Street, Suite 202, Petoskey, MI 49770
Regular Meeting
May 18, 2019
9:30 a.m.

Attendees: Kevin Willis, Chairman; Lisa Flynn, Treasurer; Gwen Teuthorn, Secretary

Absent: Patrick Wemigwase, Vice Chairman

Guests: Tonia Gasco, contractor

Meeting called to order at 9:30 a.m.

Roll call; quorum met.

Motion made by Secretary Teuthorn and supported by Treasurer Flynn to approve the agenda as amended.

Yes – 3 No – 0 Abstained – 0 Absent – 1 (P.Wemigwase)

Motion carried.

Motion made by Secretary Teuthorn and supported by Chairman Willis to approve the April 6, 2019 Regular Meeting Minutes with changes.

Yes – 3 No – 0 Abstained – 0 Absent – 1 (P.Wemigwase)

Motion carried.

Motion made by Chairman Willis and supported by Treasurer Flynn to approve stipend for the Contractor to attend the May 18, 2019 Regular Meeting, not to exceed \$100.00.

Yes – 2 No – 0 Abstained – 1 (G.Teuthorn) Absent – 1 (P.Wemigwase)

Motion carried.

Motion made by Secretary Teuthorn and supported by Treasurer Flynn to accept TTBI Phone Poll No. 042619-01 to approve the final draft of the FY2018 Traditional Tribal Burial, Inc. Final Audit from Rehmann Robson.

Yes – 3 No – 0 Abstained – 0 Absent – 1 (P.Wemigwase)

Motion carried.

Motion made by Secretary Teuthorn and supported by Treasurer Flynn to accept the TTBI Phone Poll No. 042619-02 to approve Vice Chairman Wemigwase and Treasurer Flynn to sign the Management Representation letter dated April 26, 2019.

Yes – 3 No – 0 Abstained – 0 Absent – 1 (P.Wemigwase)

Motion carried.

Motion made by Secretary Teuthorn and supported by Chairman Willis to approve stipend for the Treasurer for the outside auditing work performed in preparation for the FT2018 audit.

Yes – 2 No – 0 Abstained – 1 (L.Flynn) Absent – 1 (P.Wemigwase)

Motion carried.

Motion made by Secretary Teuthorn and supported by Chairman Willis to approve the Treasurer to submit payment to Jack VanTreese and Associates for the 2nd year of the 616 Petoskey Street TTBI Office, not to exceed \$5,400.00.

Yes – 3 No – 0 Abstained – 0 Absent – 1 (P.Wemigwase)

Motion carried.

Board Reports

- Chairman Report
 - o NRCS grant update
 - o Excavating services for grave opening

Motion made by Treasurer Flynn and supported by Secretary Teuthorn to accept the Chairman's report as presented.

YES – 2 No – 0 Abstained – 1 (K.Willis) Absent – 1 (P.Wemigwase)

Motion carried.

Vice Chairman Wemigwase arrives at 10:52 a.m.

- Treasurer's Report
 - o PNC Account update

Motion made by Vice Chairman Wemigwase and supported by Chairman Willis to accept the Treasurer's Report as presented.

Yes – 3 No – 0 Abstained – 1 (L.Flynn) Absent – 0

Motion carried.

- Vice Chairman's Report
 - o Annual Membership Meeting update

Motion made by Chairman Willis and supported by Treasurer Flynn to accept the Vice Chairman's Report as presented.

Yes – 3 No – 0 Abstained – 1 (P.Wemigwase) Absent – 0

Motion carried

- Secretary's Report
 - o Land and Reservation Meeting update
 - o Insurance on TTBI property/assets
 - o Office Space update
 - o EIS presentation on March 26th
 - o Upcoming reports
 - o Tribally Accepted Accounting Practices Statute
 - o Office staff contract
 - o Online training proposal

Motion made by Secretary Teuthorn and supported by Treasurer Flynn to approve the purchase of one Fred Pryor Seminars License for online training, not to exceed \$500.00.

Yes – 4 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Vice Chairman Wemigwase and supported by Treasurer Flynn to approve stipend for board members to attend the June 11th TTBI Work Session.

Yes – 4 No – 0 Abstained – 0 Absent – 0

Motion carried.

Motion made by Chairman Willis and supported by Treasurer Flynn to accept the Secretary's written and oral report as presented.

YES – 3 No – 0 Abstained – 1 (G.Teuthorn) Absent – 0

Motion carried.

- Contractor's Report
 - o Quick Books update
 - o Giveaway gifts for Annual Membership Meeting
 - o Policy drafting

Motion made by Secretary Teuthorn and supported by Treasurer Flynn to accept the Contractor's written and oral report as presented.

Yes – 4 No – 0 Abstained – 0 Absent – 0

Motion carried.

Public comment open at 11:44 a.m.

Public comment closed at 11:45 a.m.

Old Business

- Regulations

New Business

- Policies and Procedures

Motion made by Treasurer Flynn and supported by Vice Chairman Wemigwase to adjourn the meeting at 12:16 p.m.

Yes – 4 No – 0 Abstained – 0 Absent – 0

Motion carried.

These Meeting Minutes were approved on June 15, 2019 during the Regular Meeting by a vote of 4-Yes, 0-No, 0-Abstained, 0-Absent.

Gwendolyn Teuthorn /es/
Gwendolyn Teuthorn, TTBI Board Secretary

Date: 06/18/2019