

Center for World Indigenous Studies

P.O. Box 2574
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Rudolph C. Rýser, Chairman

18
20 July, 1995

MEMORANDUM

TO: J. BURROWS, EXEC. DIR.
L. KORN, RESEARCH DIR.

FROM: R. Rýser, Chair

SUBJECT: ADMINISTRATION AND ACCOUNTING (298) Self-Gov Prj.

I received a telephone call from Lummi Chair Henry Cagey this morning advising me that "Maureen Kinley is putting together the Grant forms for the Self-Governance Process Evaluation Project and will have them done by Friday." This means that we will receive the Lummi Government's grant award for the \$100,000 project shortly thereafter or at that time. In any case, we must now finalize our administrative and accounting planning to launch this project fully so we are effectively underway in the week of 24 July.

Administration:

Personnel:

This project calls for six personnel positions:

SELF-GOVERNANCE PROCESS EVALUATION PROJECT PERSONNEL

Positions/Incumbent	Function	S&W Category
Principal Investigator Rudolph C. Rýser	Overall Project Supervision, Planning, Organization, analytical responsibilities.	Salary
Associate Investigator Leslie E. Korn	Planning, analysis and Research Assistant coordination, and scheduling.	Salary
Research Assist-pos 1 John H. Burrows, III	Researcher Team Leader in charge of project data records administration (hard and soft copy), data collation, data entry, database development and management and report development	Wage
Research Assist-pos 2 (vacant)	Data collection and collation, data entry, and database development and management and report development.	Wage
Research Assist-pos 3 John Varra	Data collection and collation, data entry, and database development and management and report development.	Wage
Proj Data Entry Clerk (Vacant)	Data Entry	Wage
Admin Data Entry Clerk (Vacant)	Data entry	Wage

Executive Director John H. Burrows, III	Organization Administration, Program Administration, Board Administration	Salary
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Each position will require a full "Position Description" to be added to the CWIS Administrative Manual. This project will support not only the personnel listed in the above table, but partial support for overall administration in the Executive Director and the Data Entry Clerk who will maintain financial transaction records.

CWIS has operated as a decentralized organization since its founding in 1984. It appears that the technology developed since that year will permit us to continue this organizational approach. The following sites will be involved in operation, conduct and administration of the Self-Government Process Evaluation Project:

Site	Type	Function	Personnel
CWIS Headquarters Olympia, WA	Primary Office	Administration and Records Maintenance, Organization Management, Communications	Executive Director
CWIS SGPE Project The Evergreen State College Olympia, WA	Field Office	Project Records maintenance, data management, communications, copy and duplication, meeting rooms, Interne operations.	Executive Director Interns, and Researcher Assistants Project Data Entry Clerk
CWIS Operations Occidental, CA	Secondary Office	Financial Management, Project Supervision, Planning, Project Development	BOD Chair Principal Investigator Research Director Associate Investigator Admin Data Entry Clerk
CWIS Researcher Bellingham, WA Marysville, WA	Field Office	Project Data management, data entry, data collation	Researcher Assistants
CWIS Consultants Eugene, Or	Field Office	Project data collation and entry.	Consultants

Communications:

To facilitate effective communications between the far-flung parts of CWIS Admin/Ops and the 298SGPE Project several action items may need attention. These include:

1. Internet Accounts:
 - a. Extend RCR Acct at West Coast On-Line - Rohnert Park California
 - b. Establish LEK Acct at West Coast On-Line
 - c. Determine if CWIS can get on the TESC Internet Acct.
 - d. Confirm Research Assist remote Internet Accts.
2. Federal Express Account:

Inquire with Fed Express what is involved in getting an

- account number to expedite hard-copy movement.
3. Install another telephone line at CWIS headquarters
 4. Install another telephone line at CWIS Operations--
Cellular

Office Space:

1. CWIS 298SGPE Project Site - Evergreen State College
Determine what is needed to confirm location of Project
at TESC site.
2. Office Space at Occidental, CA is being secured for
"Accounting Office"
3. Confirm "home office" or other facilities for Research
Assistants.

Accounting Procedures and Practices:

ACTION ITEMS:

1. Travel Voucher forms updated and duplicated
2. Cash Expense Voucher forms updated and duplicated
3. Personnel Time-sheet forms updated and duplicated.
4. Issue Tax ID and withholding (IRS) forms to employees
and establish personnel file for each person if not
already completed.
5. Set up 298SGPE Project Banking Account at Interstate
Bank in Olympia- Authorized signatures: RCR, Chair;
JRyan, Treasurer; JHB, Executive Director.
6. Purchase Intuit "Voucher Checks" (500)with CWIS ADDRS.
7. Purchase Order forms updated and duplicated
8. Arrange Purchase order account with Costco/Office Depot

PROCEDURES & PRACTICES:

1. All financial transactions must be authorized & tracked.
Travel, purchase, cash expense and other vouchers must
precede an actual purchase. These are to be sent for
the project to the Principal Investigator for authoriz-
ation and then to the "Accounting Office" for processing
2. Those given Authorized signature status may not sign
their own checks. All 298SGPE project checks will be
signed by the Principal Investigator except for his
personal payroll or reimbursements. Those will be
signed either by the Treasurer or Executive Director.
3. Budget status statements reported to the Chair,
Treasurer and Exec. Dir. each month.
4. 940 and 1099 forms will be filed with the IRS quarterly.
5. A reserve account shall be established to hold quarterly
personnel withholdings and paid to IRS and other appro-
priate agencies from that account.
6. The Chart of Accounts for 298SGPE will follow the same
form as existing CWIS accounting.

Equipment:

1. Upgrade CWIS CPU2 computer (Occidental) (GenFund)
2. Purchase two computer/printer switches (PC & Mac)

3. Determine other computer lease requirements for Office sites: Headquarters, Operations and SGPE-Field.
4. Lease a mass storage unit.
5. Purchase: Computer Desk & Chair for "Accounting Office." (GenFund)

Software:

1. Timbuktoo-Remote access telecommunications for PC&Mac
2. Data Analysis software (Reflex type)

Supplies:

1. Office supplies should be purchased from Office Depot, Costco or some similar place where we can arrange a Purchase Order agreement.
2. Formal CWIS Stationery including Envelopes with logo with P.O. Box and physical address. If we develop a long term relationship with TESC, then we will consider stationery for that location.

This ends my initial Action Item list. More to come as I think of new items.

This memo and a Research Design memo (which I will prepare) should feed into a Plan of Action and schedule of events. LEK and I will draft the schedule and then share it with JBH for additions and adjustments. (This still needs to be done, so I am simply alerting us again.)