

# Totem Times

Building A Better Community By Providing Quality Communications



## Philanthropy in 2019

Cape Fox Corporation (CFC) has always been mindful of community and social responsibility. Throughout 2019, CFC did even more ... page 1



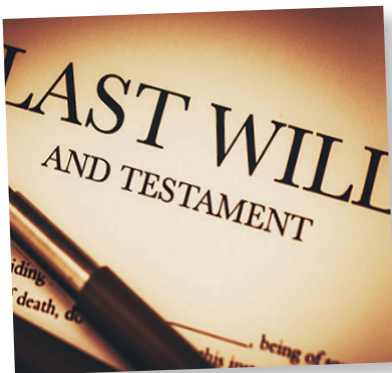
## Eugene Trout Scholarship

The Cape Fox Heritage Foundation's (CFHF) Eugene Trout Scholarship (ETS) Program is open to CFC Shareholders and their ... page 5



## Beware of Phone Scams

Every year there is an increase in tax scams. One of the most common is having someone impersonate an IRS agent... page 6



## Make Your Will – A Complete Check List

A Will is a signed document that describes your wishes about things that happen after your death, such as who receives your property, how they receive it, and in what amounts. Without a Will, the State Court System will make these decisions for you in a way that may not be what you wanted. It is important to make sure your Will is valid under State law, accurately describes your wishes, and does everything possible to benefit your loved ones.

*continued on page 4*

## Philanthropy in 2019

### Giving Back to the Community!



Cape Fox Corporation (CFC) has always been mindful of community and social responsibility. CFC each year has been able to include many philanthropic events to give back to our communities. Throughout 2019, CFC did even more than had been done in previous years. Here are just a few examples of additional 2019 philanthropy to show that Cape Fox cares.

*continued on page 3*



## In Memory

*"There are some who bring a light so great to the world that even after they have gone the light remains."* – Author Unknown

In the past twelve months, these Shareholders have walked into the forest:

- Garold E Charles
- James A Charles Jr
- Toni E Johnson
- Sharon Lopez
- Gerald D Williams
- William K Williams

Our thoughts are with all the families who have lost loved ones in the year 2019. If any of your loved ones are not accounted for here, we acknowledge and share in your loss.

## Unsettled Estates

CFC gives its deepest condolences to the families of Shareholders who have passed away. The list below shows the estates that have not been settled. Estates go unsettled if beneficiaries do not complete enrollment or CFC has not received documentation from the family such as a: death certificate, will or testamentary, or a Relatives of Deceased form.

If you are a beneficiary of a Shareholder on the list below, please contact Shareholder Services by email at [shareholderservices@capefoxcorp.com](mailto:shareholderservices@capefoxcorp.com) or by phone at **907.225.5163** to find out what information is needed to complete the estate transfer.

## Current Unsettled Estates

- |                      |                      |
|----------------------|----------------------|
| • Lucille Blake      | • Toni E Johnson     |
| • Martha L Casallo   | • Mark A Lemler      |
| • Roderick Chappel   | • Sharon Lopez       |
| • James A Charles Jr | • Audrey J Perez     |
| • Samuel J Denny     | • John T Preshaw III |
| • Barbara L Giesick  | • Shirley A Ritter   |
| • David W Guthrie    | • Tristan A Vandel   |
| • Jeromy L Johnson   | • Gerald D Williams  |
| • Laureen D Johnson  | • William K Williams |

## CEO's Message

Thank you for a great 2019! We ended the year on a positive note by exceeding our revenue and profit goals for the year. We project to close the year with \$75-76M in 2019 revenue. This is significantly more than previous years with \$68M in 2018 and \$60M in 2017. Our growth this year was driven by both the commercial and federal government business lines.

The businesses saw growth in revenue from existing properties along with an additional increase due to the addition of new properties and tours to the Cape Fox portfolio. Our investment in renovating Cape Fox Lodge has already paid off with an increase in our average room rates. In addition, the newer enterprises, Sweet Mermaids and Dockside Galley, created an additional revenue boost.

On the federal business side, there was revenue growth in healthcare services, information technology, and logistics services through the addition of new contracts with the Defense Health Agency, US Army, US Air Force, and National Institutes of Health.



As we transition into 2020, we are already seeing new growth opportunities across both commercial and federal business lines. We have two new commercial business acquisitions that will open prior to the tourism season this year, 108 Tap House and Burger Bar (formerly Mike's Elbow Room) and Bar Harbor Ale House (formerly Bar Harbor Restaurant). 108 Tap House was purchased in the Fall of 2019 and Bar Harbor was purchased in early January. Both restaurants will enable us to grow our tourism industry business in Ketchikan.

The federal business received a variety of new contract awards in late 2019 and early 2020 from the Defense Health Agency, US Postal Service, and US Air Force. These contracts along with the projected commercial business growth, should enable us to have another year of strong growth in 2020.

Have you followed Cape Fox Corporation or Cape Fox Federal Contracting Group on any of our social media pages yet? Here are the top reasons we recommend you do:

- It is a great place to get more news and updates in real-time.
- It is another way you can connect to the business
- We post fun, entertaining items and not just the standard business-only topics

Follow **@CapeFoxCorp** or **@CapeFoxFCG** on Twitter, Facebook, or LinkedIn. We would love to connect.

Gunalchéesh

Chris Luchtefeld  
Chief Executive Officer  
Cape Fox Corporation

## Philanthropy in 2019

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### National Philanthropy Day Award

November 15th, 2019, Corporate Chef, Chris LeMerond and Cape Fox Lodge (CFL) Assistant General Manager, Billy Joe Thomas, attended an event hosted by PeaceHealth to celebrate National Philanthropy Day and to recognize the philanthropic efforts made by CFL earlier in the year.

**“We [CFC and its employees] do try to do as much as we can to help our community, whether it’s with the youth or giving firefighters half off their meals. We try to do something every week, every month, and when we do, do it right.”** Billy Joe Thomas

At this year’s event, CFL was one of two companies in Ketchikan, AK, highlighted for their charitable efforts. CFL was honored for a fundraiser that was organized to support the family of a floatplane crash victim from Ketchikan, AK.



### Coats for Kids

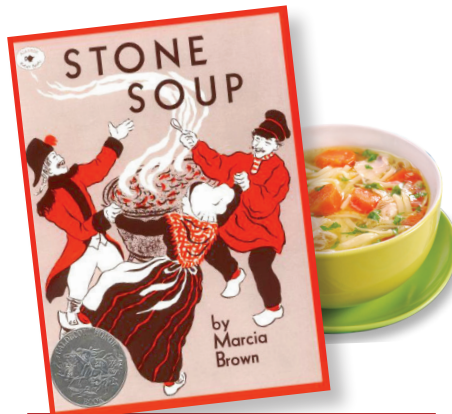
In the fall of 2019, CFC partnered with the City of Saxman to support the charity Coats for Kids. The mission of this charitable effort was to ensure all the children of Saxman had warm coats in the winter, donated from CFC. The Coats for Kids program, not affiliated with any other national program, was for all children who were 18 years and who are attending school. For children who were younger than four

and not in school, parents had the option to make special requests, and the program made every effort to grant each request.

This is the first year CFC has managed and participated in Coats for Kids. The Corporation will be making this program into an annual event each fall with the idea that “no children in Saxman should go without having a warm coat in winter.”

### Cape Fox Lodge

CFL hosts many charitable events throughout the year, and the holidays were no different. On December 26th, 2019, the CFL assisted the Ketchikan Public Library with Soup and Storytime.



CFC, Inspiring the love of reading in a whole new generation of kids.

All community children were invited and Corporate Chef Chris read his favorite book, Stone Soup. After storytime, he served chicken noodle soup to all the children.

Additionally, CFL hosted a holiday event for the community with food, drink, and holiday cheer. This event had many families in attendance and created many wonderful holiday memories with friends and family. ■

## Results of 46th Annual Meeting of Shareholders

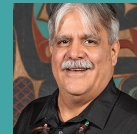
CFC would like to thank all of our Shareholders who took time to vote at the 46th Annual Meeting of Shareholders on Saturday, September 7th, 2019. CFC is pleased to announce the election results:



**Chairman**  
Richard Shields, Sr



**Vice Chairman**  
Albert White



**President**  
Clifford Blair



**Vice President**  
Tom Harris



**Secretary/  
Treasurer**  
Candace Williams



**Vice Secretary/  
Vice Treasurer**  
Clarita Seludo



**Director**  
Charles Denny



**Director**  
Carolyn Heersema



**Director**  
Crystal Blair

Congratulations and welcome to our newly elected Board of Directors!



# Make Your Will

## – A Complete Check List

A properly prepared Will can avoid costly, time-consuming legal battles over your property. It is a good idea to see an estate planning lawyer for assistance. Below are steps you can take to prepare your Will.

### 1. Decide what property to include in your Will

To get started, list your significant assets. Then, decide which items should (or must) be left by other methods outside of your will.

### 2. Decide who will inherit your property

Decide who gets what, how they receive it, and in what amounts. After you make your first choice, do not forget to choose alternate (contingent) beneficiaries in case your first choice does not survive you.

### 3. Choose an executor to handle your estate

An executor is a person who will be responsible for carrying out the wishes contained in your Will. If no executor is chosen, the court will appoint someone to act as executor.

### 4. Choose a guardian for your children

If your children are minors, decide who you want to raise them in the event that you and their other parent cannot.

### 5. Choose someone to manage children's property

If you leave property to a minor child(ren), you should choose an

adult to manage their inheritance until they come of age. You do this by making an adult property custodian under a law called the UTMA.

### 6. Make your Will

If you've made the above decisions ahead of time, you can begin to make your Will. It is recommended you seek a real estate planning lawyer to prepare your Will. CFC Shareholder Services does not provide legal advice, nor services in preparing your Will.

### 7. Sign your Will in front of witnesses

After making your Will, you will need to sign it in the presence of at least two witnesses. If you are using a document called "self-proving affidavit" which simplifies the process when the Will goes through probate court after your death, your signature must be notarized.

### 8. Store your Will safely

You can store your Will with the Shareholder Services Department at the CFC Saxman Office, who will then place your Will in your Shareholder file. Make sure to tell your executor where your Will is and how to get access to it when the time comes. ■

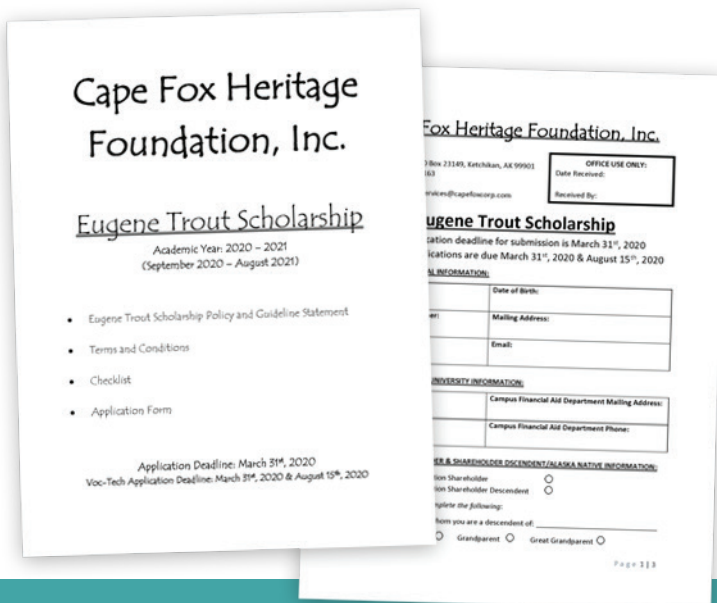
# Eugene Trout Scholarship

## Investing In Higher Education

The Cape Fox Heritage Foundation's (CFHF) Eugene Trout Scholarship (ETS) Program is open to CFC Shareholders and their immediate families. The ETS Program awards academic scholarships for undergraduate, graduate, and vocational studies at accredited colleges or universities.

Full-time recipients (taking a minimum of 12 credits) receive an award up to \$2,500 distributed in two disbursements for the Fall and Spring semesters. Part-time recipients (taking a minimum of three credits) receive a pro-rated award based on the number of credits taken per semester. VOC-TECH recipients are considered full-time recipients, but must provide additional information.

The application period opens January 1st of each year and the application deadline is on March 31st of each year. Voc-Tech applications are due on March 31st and August 15th of each year. Applications must be completed and postmarked by the deadline to be eligible. Applications can be found online at [capefoxcorp.com](http://capefoxcorp.com), [MYCAPEFOX.com](http://MYCAPEFOX.com), or picked up in person at CFC headquarters located at 2851 S Tongass Hwy, Ketchikan, AK 99901. For any questions, please contact Shareholder Services by email at [shareholderservices@capefoxcorp.com](mailto:shareholderservices@capefoxcorp.com) or by phone at **907.225.5163**. ■



## Application Deadlines

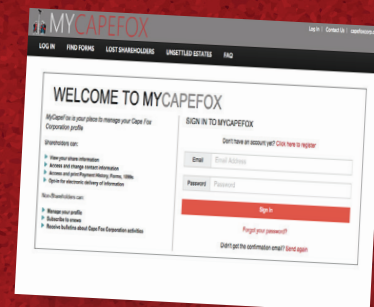
Applications – March 31st

Voc-Tech Applications – March 31st & August 15th

*Must be postmarked by deadline date to be eligible*

## What is MyCapeFox?

MyCapeFox is the simplest way to access and manage your Shareholder information and keep in touch with CFC.



## Features

- LiveStream Shareholder Meetings and Events
- Update Contact Information
- View Stock Information
- Setup or Change Direct Deposit
- View Distribution Payment History
- Access and Print IRS Form 1099
- Stay Up-To-Date with the Cape Fox Corporation News Feed

## To Register

What you need to register with MyCapeFox:

- Name
- Date of Birth
- Current Mailing Address
- Last Four Digits of Social Security Number
- Valid Email Address

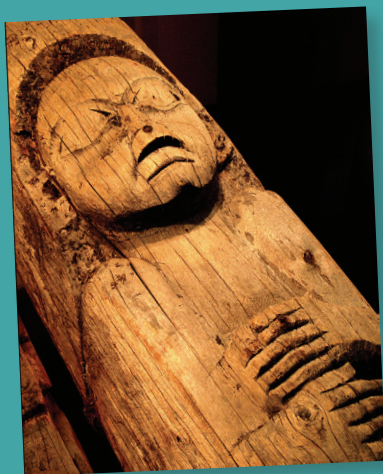
## Getting Started

Simply visit  
[MyCapeFox.com](http://MyCapeFox.com)

## Questions

Please contact Shareholder Services at—  
[shareholderservices@capefoxcorp.com](mailto:shareholderservices@capefoxcorp.com)  
**907.225.5163**





## Lost Shareholders

CFC is dedicated to keeping in touch with our Shareholders. We want to ensure you can be reached for future corporate publications including the Totem Times newsletters, job openings, important notices, and future distributions.

We need your help to find the Lost Shareholder(s) listed below:

- Shaun T Guthrie

If you know anyone on this list, please encourage them to update their contact information by registering online at the CFC Shareholder portal at **MYCAPEFOX.com** or by contacting Shareholder Services at **shareholderservices@capefoxcorp.com**  
**907.225.5163**

## SECURITY ALERT



Every year there is an increase in tax scams. One of the most common is having someone impersonate they are with the IRS either by phone, email, or in-person. This scam has cost people much of their time and money. The IRS urges people to stay vigilant against scams and avoid becoming a victim.

Here are some important tips for taxpayers to keep in mind to avoid scams:

### Avoid Telephone Scams

Criminals impersonate IRS employees and call taxpayers in aggressive and sophisticated ways. They use fake names and phony IRS identification badge numbers. They are demanding and threatening – and do not reflect how the IRS handles enforcement matters.

### Avoid Email, Phishing, and Malware Schemes

Scammers send emails to trick businesses and taxpayers into thinking the messages are official communications from the IRS or others in the tax industry. As part of phishing schemes, scammers ask taxpayers about a wide range of topics, such as refunds, filing status, confirming personal information, ordering transcripts and verifying personal identification numbers. The truth: The IRS does not use email, text messages, or social media to discuss tax debts or refunds with taxpayers.

### IRS Employees May Make Official, Unannounced Visits

IRS employees may make official and sometimes unannounced visits to discuss taxes owed or returns due as a part of an audit or investigation. Taxpayers generally will first receive a letter or notice from the IRS in the mail. If a taxpayer has an outstanding federal tax debt, IRS will request full payment but will provide a range of payment options.

### The Truth:

- All IRS representatives will always provide their official credentials, called a pocket commission and an HSPD-12 card. The HSPD-12 card is a government-wide standard form of reliable identification for federal employees and contractors. Taxpayers have the right to see these

credentials. IRS employees can provide an additional method to verify their identification. Upon request, they are able to provide a toll-free employee verification telephone number.

- Collection employees **will not** demand immediate payment to any source other than "U.S. Treasury."
- IRS employees may call taxpayers to set up appointments or discuss audits but **not without** first attempting to notify taxpayers by mail.
- IRS employees conducting criminal investigations are federal law enforcement agents and **will never** demand money.

Find more information about criminal investigations and how to verify it is the IRS calling or knocking on doors for audits and collection on **IRS.gov**.

#### Note the IRS Does Not:

- Demand that people use a specific payment method, such as a prepaid debit card, gift card, or wire transfer. The IRS will not ask for debit or credit card numbers over the phone. For anyone who owes taxes or make payments to the U.S. Treasury, review **IRS.gov/payments** for IRS online options.
- Demand immediate tax payment. Traditional correspondence begins with a letter in the mail which taxpayers can appeal or question what they owe. All taxpayers are advised to know their rights as a taxpayer.
- Threaten to bring in local police, immigration officers, or other law enforcement agencies to arrest people for not paying. The IRS also cannot revoke a license or immigration status. Threats like these are common tactics scam artists use to trick victims into believing their schemes. ■

## HOW TO REPORT IRS SCAMS

Taxpayers can use these options to report phone, email, and other IRS impersonation scams:

- 1 Report impersonation scams to the Treasury Inspector General for Tax Administration on the **"IRS Impersonation Scam Reporting" webpage**.
- 2 Report phone scams to the Federal Trade Commission using the **FTC Complaint Assistant**. Add "IRS Telephone Scam" in the notes.
- 3 Report an unsolicited email claiming to be from the IRS or an IRS-related system like the Electronic Federal Tax Payment System to the IRS at **phishing@irs.gov**



## CFC Careers Site

Committed to an uncompromising pursuit of excellence, CFC and its subsidiaries are actively seeking individuals of exceptional talent, integrity, and professional responsibility. Employment applications are available online. To apply, go to CFC's homepage at **capefoxcorp.com** and click on "Careers" at the top of the page. Log in if you have already created an account, or create a new account to get started. The CFC Careers Site offers Shareholders the opportunity to contribute in a meaningful way to the mission we support. Apply today to join the Cape Fox family!

### Ketchikan Based Job Openings

#### Cape Fox Tours

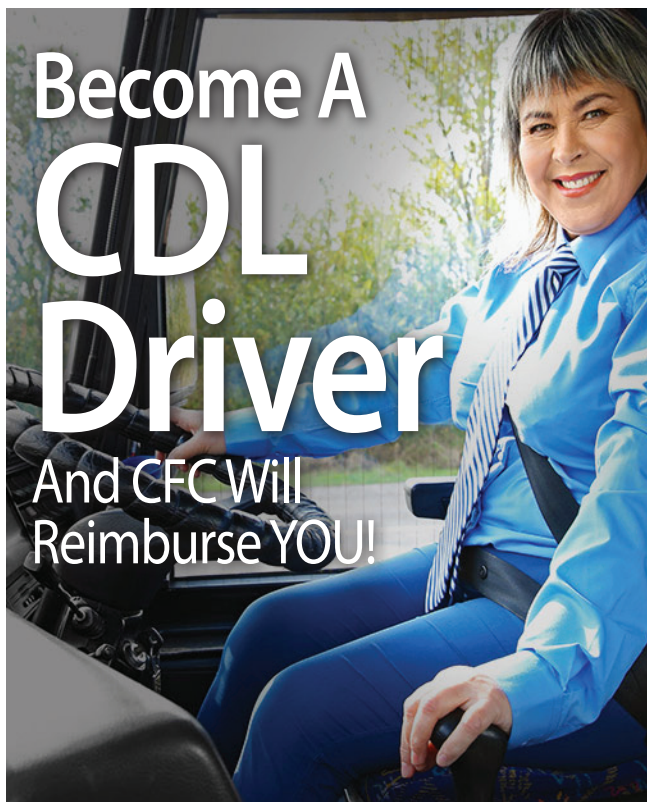
- Adult Dancers
- Child Dancers
- Tour Hosts
- Store Clerk

#### Sweet Mermaids

- Kitchen Staff

**capefoxcorp.com**

(then click on Careers)



**Cape Fox Corporation (CFC) will reimburse the fees for anyone who wants to become a CDL driver and then work for CFC.**

Many requirements must be completed before obtaining a CDL. To get a license, you must first earn a Commercial Learner's Permit (CLP). Your CLP allows you to drive with a qualified driver to learn the skills needed to operate a vehicle safely. You must wait 14 days after earning your learner's permit to apply for your CDL. The following is required by the DMV to obtain a CDL:

### **Step 1 – Schedule and Complete a Medical Exam**

to obtain your Medical or DOT Card, also known as a Medical Examiner's Certificate (MEC). Call KIC Medical Appointments Phone at **907.228.9200** or Creekside Family Health Clinic at **907.220.9982**. <http://doa.alaska.gov/dmv/akol/cdl/commercial-requirement-medical.htm>

### **Step 2 – Fill Out the Following Forms**

- Application for Alaska Driver License, Permit, or Identification Card (Form 415) <http://doa.alaska.gov/dmv/forms/pdfs/415.pdf>
- Commercial Driver Medical & Self Certifying Verification (Form 413) <http://doa.alaska.gov/dmv/forms/pdfs/413.pdf>

### **Step 3 – Prepare for the Following Tests**

- General Knowledge <http://doa.alaska.gov/dmv/dlmanual/cdlmanual.pdf>
- Vision

### **Step 4 – Gather the Following Documentation**

- Alaska Driver's License (must have held for at least one year)
- Proof of your Social Security Number
- Proof of your Legal name, Date of Birth & Citizenship. Please bring one:
  - An original or certified copy of a U.S. Birth Certificate (From Vital Statistics)
  - U.S. Passport or U.S. Passport Card.
  - A foreign passport with appropriate immigration status forms issued by the U.S. Department of Homeland Security, U.S. Citizenship, and Immigration Service.
  - A resident alien, temporary resident alien, or employment work authorization document issued by the U.S. Department of Homeland Security, U.S. Citizenship, and Immigration Service.
  - Certificate of Citizenship, Naturalization, or Birth Abroad.
  - U.S. Military Identification for active duty, retiree, or reservist. (Additional documentation is required to prove citizenship and lawful status.)

### **Step 5 – Go to the DMV**

with all completed above requirements to take the tests. You will be required to pay a permit fee of \$15.00 and may be required to pay an additional \$10.00 fee for your Driving Record.

### **Step 6 – Schedule Your Road Test**

The fee is \$25.00. <https://online.dmv.alaska.gov/starii/index.aspx> (If you schedule online, you can schedule a test as soon as you have received your permit. If you go into the DMV, you will not be allowed to take a test until after the 14 day period.)

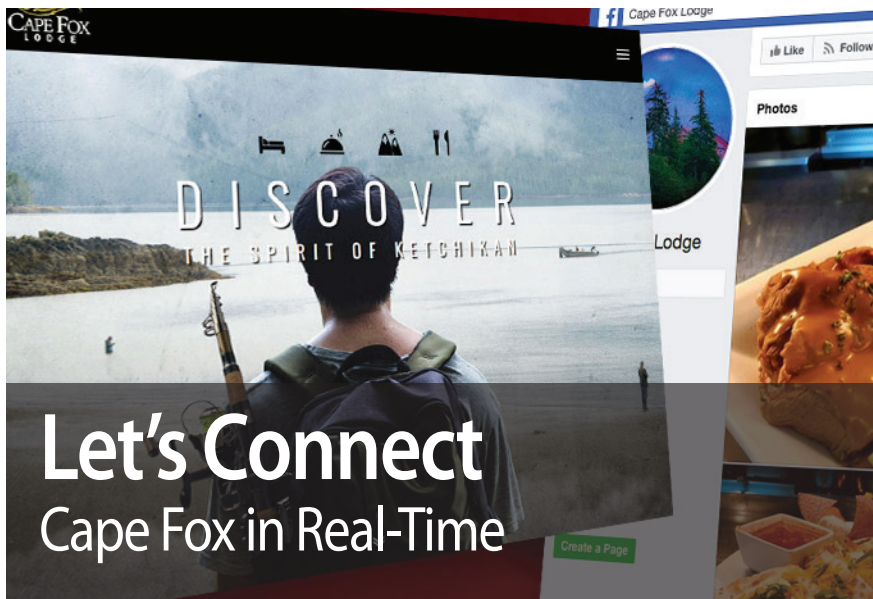
### **Step 7 – Successfully Complete**

a road test with a vehicle matching the class and endorsement of license you are obtaining.

### **Step 8 – Pay the CDL Fee of \$120.00**

CFC will reimburse the applicable fees for Shareholders and current employees to obtain a CDL in hopes of encouraging more Shareholders to qualify for CFC positions. For more information regarding the reimbursement from CFC, please contact Shareholder Services by email at [shareholderservices@capefoxcorp.com](mailto:shareholderservices@capefoxcorp.com) or by phone at **907.225.5163**. ■





Cape Fox has various ways you can learn more about our companies in real-time. Here is a listing of links to all the Cape Fox social media channels. We would love to connect with you.

#### **Cape Fox Corporation**

Follow @CapeFoxCorp on Twitter, Facebook, LinkedIn, Instagram, or YouTube.

#### **Cape Fox Federal Contracting Group**

Follow @CapeFoxFCG on Twitter, Facebook, LinkedIn, or YouTube.

#### **Cape Fox Lodge**

View the featured chef's daily food and drink specials on the CFL Facebook page.

<https://www.facebook.com/Cape-Fox-Lodge-112398462136595/>

You can also check out their latest videos on YouTube at:

<https://www.youtube.com/channel/UC-DL9dWOJ01JbdSTbSuU3sjA>

#### **Sweet Mermaids**

You can almost smell the wonderful baked goods so eloquently pictured on the Facebook page for Sweet Mermaids.

[https://www.facebook.com/pg/Sweet-Mermaids-155086911217158/about/?ref=page\\_internal](https://www.facebook.com/pg/Sweet-Mermaids-155086911217158/about/?ref=page_internal)

#### **Dockside Galley in Saxman**

Do not miss out on seeing the new Freak Shake each Friday by visiting the Facebook page for Dockside.

<https://www.facebook.com/dockside-galleysaxman/>

#### **108 Tap House and Burger Bar**

We have two words for you: Indian Tacos. Welcome to the Facebook page for the new 108 Tap House and Burger Bar.

<https://www.facebook.com/108-Tap-House-Burger-Bar-100755991452217/>

#### **Cape Fox Cultural Foundation**

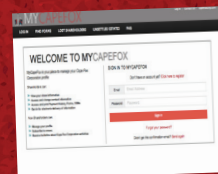
The new Facebook page for the Cape Fox Cultural Foundation does much to preserve the Tlingit heritage through art and displays. Check out the pictures.

<https://www.facebook.com/capefoxculturalfoundation/>

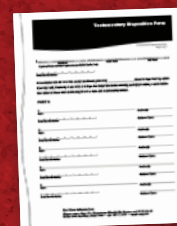
## Red Ticket Incentive

The Red Ticket Incentive was designed in 2017 to motivate CFC Shareholders to update their Shareholder files. By providing this updated information, it ensures CFC has the most current contact information for each individual Shareholder and fulfills their wishes in regards to their shares and life insurance.

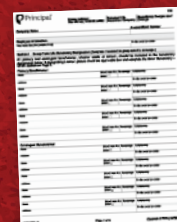
CFC offers a chance to win \$200.00 cash at future Shareholder Meetings if your Shareholder file has been updated since the Red Ticket incentive started January 1, 2017.



### 1 Register for MYCAPEFOX.com



### 2 Fill out Testamentary Disposition Form



### 3 Fill out Principal Life Beneficiary Designation Form

To inquire about your Shareholder file before the next meeting, please contact Shareholder Services at – [shareholderservices@capefoxcorp.com](mailto:shareholderservices@capefoxcorp.com) 907.225.5163



Cape Fox Corporation  
PO Box 8558  
Ketchikan, AK 99901

## Contact Us

**Cape Fox Corporation  
Headquarters**  
2851 S Tongass Hwy  
PO Box 8558  
Ketchikan, AK 99901  
P: 907.225.5163  
F: 907.225.3137

**Ketchikan Title Agency**  
2855 Tongass Ave  
Suite 101  
Ketchikan, AK 99901  
P: 907.225.9635

**Cape Fox Tours**  
2711 Killer Whale Ave  
Ketchikan, AK 99901  
P: 907.225.4421

**Cape Fox Lodge**  
800 Venetia Ave  
Ketchikan, AK 99901  
P: 907.225.8001

**Dockside Galley**  
2843 S Tongass Ave  
Ketchikan, AK 99901  
P: 907.225.4885

**Sweet Mermaids**  
340 Front Street  
Ketchikan, AK 99901  
P: 907.225.3287

**Shareholder Services**  
Email: [shareholderservices@capefoxcorp.com](mailto:shareholderservices@capefoxcorp.com)

## CFC Mission

It is the mission of CFC to grow and maintain a strong financial foundation by profitably managing financial and land resources to provide immediate and long-term economic, education, and cultural benefits for Shareholders.

## 2020 Upcoming Events

- **January 1 – Eugene Trout Scholarship Application Period Open**  
2020-2021 ETS Application Period Open  
Deadline: March 31, 2020
- **February 10 – Cape Fox Tours Employment Application Available**  
Cape Fox Careers Site, [CapeFoxCorp.com](http://CapeFoxCorp.com) > Careers
- **February 14 – Elizabeth Peratrovich Day (Observed)**  
CFC Saxman Office Closed
- **February 15 – Elizabeth Peratrovich Day**
- **February 17 – Presidents Day**  
CFC Saxman Office Closed
- **March 31 – Eugene Trout Scholarship Application Period Closed**  
2020-2021 ETS Application Period Closed  
CFHF must receive Application Forms no later than March 31, 2020  
Application Forms must be postmarked on or before March 31, 2020
- **April 3–4 – Q1 Board of Directors Meeting**  
Cape Fox Corporation, Tlingit Board Room @ 8:00am  
2851 S Tongass Hwy, Saxman, AK 99901
- **April 5 – Shareholder Informational Meeting**  
Cape Fox Lodge, Shaa Hit A, B, & C @ 11:00am  
800 Venetia Ave, Ketchikan, AK 99901