



Minutes for Friends of KSPS Board Meeting November 21, 2013

Attending – Leo Stevens(President), Pati Dahmen (Vice-President), Jeffrey Adams (Treasurer), Marvo Reguindin (Secretary) , Kelly Konkright, Roberta Brooke, Mary Joan Hahn, Gary Livingston, Kathleen Mackenzie, Rosemary Selinger, Bob Morrison (phone), Mary Phillips-Rickey (phone)

Absent – Clint Marvel, Christine Johnson

Staff – General Manager Gary Stokes, Development Director Dawn Bayman, Special Gifts Officer Sandra Kernerman, Corporate Support Representative Jason Miller

Guests- Tom Dingus, Alanna Lakey, Linda Oien

President Leo Stevens called the meeting to order at 4:40pm and asked for a motion to approve the Minutes from the October 30th meeting. Motion to approve by Rosemary Selinger, 2nd by Kelly Konkright. Unanimously approved.

President Stevens then introduced Linda Oien of business PATHS, for a discussion about a Board Retreat/ Strategic Planning Session. Discussion concerned goals and objectives for the retreat and how much time Board members would be willing to devote to the process. After further discussion (location, who should attend, framework) it was determined the Executive Committee would poll the Board on available dates and objectives.

New Business

Audit Report - Board Co-Treasurer Jeffrey Adams introduced Tom Dingus and Alanna Lakey of Dingus, Zarecor, who conducted the FY 12-13 Fiscal Year End Audit. Jeff reported this is considered an unqualified audit (aka unmodified) meaning all information contained and reported is correct. Tom Dingus walked the Board through the Audit: Liabilities exceeded cash due to a decrease in dollars raised and an increase in the payment to Spokane Public Schools. There were no problems conducting the audit, and except for the actual dollars, numbers this report is similar to last year. Jeff Adams made a motion to approve the Audit report, with one correction (a restatement of the annual building lease amount), seconded by Pati Dahmen. Motion approved.

October Financials – Jeff Adams – The good news is we’re outpacing projected revenues on the Development side , but other revenue sources (contracts with WSU) are lagging behind in payments. Some of that is timing, some is settling out how these services are billed. However, we’re also not spending as much as budgeted, so, compared to budget we’re doing well. That could change once other expenses start to catch up with the budget. Jeff asked for a motion to approve the October Financials. Motion by Marvo Reguindin, 2nd by Rosemary Selinger. Approved by all.

Investment Policy – Jeff Adams – Jeff asked the Board to consider a change in the Investment Policy which would entail moving our investment dollars into cash. Given the volatility in the market, the fee expense we’re incurring with the investments and the possible need to access further cash assets, this temporary step helps strengthen our financial position. No Board action required at this meeting, but vote could be called in the next two weeks, requiring unanimous approval.

Line of Credit – Gary Stokes – With the PBS Dues bill due by the end of November to avoid a substantial penalty and a possible delay in our grant from the Corporation for Public Broadcasting, we’ve been meeting with financial institutions about a possible line of credit to bridge the gap. They are willing to work with us, but want some guarantee from the Board that we have the assets to guarantee the loan. The amount they seem willing to approve is \$500,000 and we would like to put together a combination of capital and cash assets to back that line of credit. We can use cash on hand to pay this but, it could potentially weaken our cash flow, so pursuing this makes sense. The payback plan would be to use CPB funds to replenish our cash outlay and repay the loan back using existing and future revenues. Gary added, we were granted an extension to make the PBS dues payment, but we’ll need that time to get this done. After further discussion Pati Dahmen made a motion authorizing Gary to put together a list of capital assets and cash that could be used to guarantee a line of credit of up to \$500,000. Jeff Adams 2nd. Unanimously approved

Capitalization Policy – Gary Stokes – as part of the audit report, it was suggested we institute a capitalization policy, which sets a threshold for what capital items are fixed assets, as well as which capital purchases can be made through a discretionary fund and which need prior Board approval. The new policy sets a new capital threshold of \$5,000 and a capital spending discretionary fund of \$50,000 for the General Manager’s use. Any capital project not previously budgeted or beyond the scope of the discretionary fund must be approved by the finance committee or the full Board of Directors. After further discussion, a motion for approval of this new policy was made by Gary Livingston, 2nd by Pati Dahmen and unanimously approved.

Department Reports

General Manager – Gary Stokes

- We’re back on the air in Missoula. Thanks to great work by engineers Mike Peterson and Steve Covert. We were only down a couple of weeks and we’re paying less rent in our new location.
- With a hiccup or two, we transitioned all phone and network systems with new phone numbers and new IP addresses. Still some work to do, but the bulk of it is done.

Development Director – Dawn Bayman

- Jason Miller – new corporate support representative recently joined the team. Already working on projects and prospects.
- Downton Abbey Season 4 sponsorships are sold out (Heritage, STCU and Calgary Library)
- Downton Abbey Preview Party on 12/15 at Lincoln Center, 350 set to attend, so far.
- Rick Steves is coming back for a series of events. Lecture at Rockwood South (60 attending at @\$30 each) then an evening of live Pledge here at KSPS.
- Dawn and Sandra Kernerman looking forward to their trip to Edmonton and Calgary in January.
- Membership is trending well, making goal in September & October and on track for November.
- December Pledge starts Thanksgiving Weekend

Committee Reports

Nominating Committee – Mark Anderson, Associate Superintendent for Spokane Public Schools and former ex-officio on the Friends Board, would like to serve as a Board member. After some discussion, Roberta Brooke nominated him for Board membership, 2nd by Rosemary Selinger. Unanimously approved.

Development Committee – Pati Dahmen /Sandra Kernerman – We had a great meeting with great ideas. Our \$500-a-plate Downton Abbey event will likely sell out. The Frank and Vinnie event at the Bing was a great chance to meet donors and thank them...we need to do that more often. We're still working on a case statement, but we need to distill it/cut it down. Pati added we need to incorporate everyone as part of the Development Committee, and encourage Board members to increase your contributions and look for new opportunities to help tell our stories.

After some discussion from Mary Joan Hahn about the strategic plan and the development plan and Pati's suggestion that Board members consider KSPS as part of their end of the year charitable contributions, President Leo Stevens adjourned the meeting at 6:12pm

Next Friends of KSPS Board meeting is scheduled for December 19th, 2013 at 4:30pm.