



**Minutes of the Friends of KSPS Board Meeting
March 26, 2015**

Attending: Pati Dahmen (President), Jeff Adams (Vice-President), Clint Marvel (Treasurer), Bob Morrison (Secretary, videoconference), Don Anderson, Mary Joan Hahn (phone), Ann Hurst, Gary Livingston, Mary Phillips-Rickey (videoconference), Steve Walther

Absent: Mark Anderson, Kelly Konkright

Guests: Leo Stevens (Community Advisory Board)

Staff: Gary Stokes (General Manager), Dawn Bayman (Director of Development)

President Dahmen called the meeting to order at 4:37 p.m. (PDT).

Minutes of the January 22, 2015 Board Meeting

No changes to the January 22nd minutes were identified. Jeff Adams moved to approve the minutes, seconded by Don Anderson, unanimously approved.

New Business

February, 2015 Management's Financial Report

Clint Marvel reviewed the *Financial Report*. The organization is doing very well – ahead of last year despite the realized and unrealized losses due to the decline in the Canadian dollar. The final payment has been made to PBS and the \$373,000 award from the Corporation for Public Broadcasting will be received in April. There is no money owed on the line of credit and no outstanding liabilities to the Spokane Public Schools. Mary Phillips-Rickey moved to approve the *Financial Report*, seconded by Ann Hurst, unanimously approved.

International Asset Transfer Policy

Jeff Adams reviewed the proposed *Asset Transfer Policy*. This has been discussed and recommended by the Finance Committee. If the funds in the Canadian account reach C\$200,000, it will be drawn down to C\$100,000. Clint Marvel moved to approve the *International Asset Transfer Policy*, seconded by Steve Walther, unanimously approved.

Bylaw Changes

Jeff Adams reviewed the concerns from the previous meeting concerning changes to the bylaws. It was confirmed that the titles for the Board President and Vice-President would be changed to Chairman and

Vice-Chairman respectively. The General Manager will be President and the Chairman will be Vice-President with authority to act in the President's absence. In terms of day-to-day operations, the Director of Development and Staff Accountant have been designated to act for the General Manager as required.

Decision-making responsibilities under the proposed bylaws were discussed and confirmed. Mary Joan Hahn requested that a detailed succession plan and procedure be provided. With two changes (the date of the previous bylaws and the date of the Board resolution), Clint Marvel moved to approve the *Restated Bylaws*, seconded by Steve Walther, unanimously approved.

Check Signing Policy

Jeff Adams reviewed the proposed *Check Signing Policy*. To increase accountability and reduce logistical problems, amendments were proposed to replace the Staff Accountant with the Treasurer as a signer and require notice to the Board at the next regular meeting of expenditures not previously approved by the Board of between \$10,000 and \$99,999.99. With those amendments, Gary Livingston moved to approve the *Check Signing Policy*, seconded by Ann Hurst, unanimously approved.

Selection of Chairman and Vice-Chairman

Pati Dahmen was nominated as Chairman by Clint Marvel, seconded by Gary Livingston, unanimously approved.

Jeff Adams was nominated as Vice-Chairman by Clint Marvel, seconded by Ann Hurst, unanimously approved.

CRTC Decision on Future of TV

Bob Morrison reviewed the decision by the Canadian Radio-Television and Telecommunications Commission on the basic TV package carried by cable and satellite providers in Canada. The CRTC is requiring a \$25 entry-level package with other channels sold on a "pick-and-pay" basis. PBS stations are not guaranteed a place in the entry-level package. The CRTC, though, has encouraged providers to include a set of "4+1" U.S. channels (ABC, CBS, NBC, Fox, plus PBS) in the entry-level package. Gary Stokes noted that the Canadian Friends of KSPS will be thanked for their comments to the CRTC in support of KSPS and PBS and will be encouraged to let their TV providers know how valuable KSPS/PBS is to them.

General Manager's Report

The U.S. House of Representatives and Senate will be working out their differences on the federal budget.

Gary has met with Vinnie Alfonso, Dean of Education at Gonzaga University, and KSPS will be signing on as a media partner for the Young Child Expo. It may also be possible to bring in some PBS people from outside Spokane for the event. Mary Joan Hahn noted that the Young Child Expo is designed for anyone interested in the 0 to 6 age group, focusing on both kids in general and those with special needs, and has been quite successful in New York City.

Gary Stokes, Gary Livingston, and Mark Anderson met with the learning and curriculum officers from Spokane schools about how KSPS/PBS content could be used in classrooms. The objective is to bring in an educator to develop learning plans for KSPS/PBS content.

In April, operations staff will attend the PBS Technical Conference and the National Association of Broadcasters Conference. Barb Harms and Lynn Veltrie have again been asked to make a presentation on workflow for TechCon.

KSPS, along with the Spokane and Tacoma stations, will be working with the state government on becoming part of FirstNet, the nationwide emergency response and notification system.

Plans are underway about how to say good-bye to Downton Abbey. The last Avista vignettes will begin in April.

Development Report

Dawn Bayman reviewed the results from the March drive. Support from current members has been maintained and Sustainers continue to grow. Support from new and lapsed members is below expectations while the U.S.-Canadian exchange rate and the Alberta economy remain a challenge. Canadian revenue from the March drive was 52% of the total, down from the usual 65% to 70%.

Sandy Kernerman will be visiting Calgary for the Calgary International Children's Festival. KSPS is underwriting an appearance of the Wild Kratts at the festival. Peggy Urlacher has developed some promising leads in Calgary for corporate sponsorship.

Upcoming events include the screening of *Last Days in Vietnam* and the Spokane appearance of *Antiques Roadshow*.

Other Updates

Jeff Adams reported that the Human Resources Committee is working on the evaluation templates for the General Manager and Board member self-evaluation. Ann Hurst has been leading the effort.

KSPS will be hosting a media fest for high school students in April organized by the Northwest Alliance for Responsible Media. Students will have the opportunity to learn about TV, radio, videography, still photography, newspapers, and social media.

The Federal Communications Commission is holding an information session in Seattle on April 27th to explain the spectrum auction.

Next Meeting

The date of the next Board meeting is May 28, 2015, 4:30 p.m. (PDT).

There being no other official business, President Dahmen adjourned the meeting at 6:05p.m. (PDT).