



Minutes
Friends of KSPS Board Meeting
November 30, 2017, 4:30 PM

Present: Ann Hurst (via remote), Nancy Ledeboer, Linda Finney, Don Anderson, Jeffrey Adams, Vincent Alfonso, Pati Dahmen, Klay Dyer (via remote), Jodi Harland (via remote), Jon Heideman (via remote), Mark Anderson, Adam Munson, Shannon Scheiwiller (via remote), David Tanner, Gary Stokes, Dawn Bayman, Darcell Yeager

Absent: Kelly Konkright, Kathleen MacKenzie, Monica Samper

Call to Order: President Ann Hurst, 4:33 pm

Public Comment: none

Audit Report: Treasurer Don Anderson introduced Brian Shull and Jaclyne Hawley of Clifton Larson Anderson, the firm's first year with KSPS. Brian and Jaclyne thanked Darcy and Gary for excellent cooperation. The process is that the organization provide information which the auditor reviews to assess if it is accurate. Auditors had a detailed meeting with Finance Committee earlier this afternoon and offered a summary of their findings and conclusions to the board. The auditors found that the KSPS financials are free of material misstatements and accurate. The auditors referred the board to the balance sheet which compares current assets and liabilities and shows that KSPS is in a strong short term financial position. Net cash provided by operating activities is healthy.

Don noted that nothing in the audit is considered significant, but there are some recommendations on internal controls—many already in process. Someone on the board will review bank statements monthly, look at how deposits are made, scrub the vendor list, and review journal entries. None of this is mission critical—these are suggestions, not weaknesses. Jeff Adams suggested putting together a realistic building policy that takes into consideration KSPS' reliance on volunteers.

Motion to approve the audit by Don Anderson. Seconded by Pati Dahmen. MSP.

Consent Agenda: Ann Hurst

September 28th Meeting Minutes

GM Report

Development Report

Strategic Plan Dashboard

Motion to approve: Nancy. Seconded Pati. Corrections: none. MSP

New Business: Don Anderson, Financials. In October, we are just two months into fiscal year. Revenue and expenses are within established budget.

Department Reports

(General Manager Report, Gary Stokes, deferred to Lynn Veltrie who is on duty for pledge drive)

Department Head Update: Lynn Veltrie, Operations Traffic Engineering IT Manager.

Lynn reviewed department staff roster, noted that there is in-depth cross-training in the department, which give staff the ability to adapt to change and learn on the fly. What has changed since our last conversation in Feb 2017?

1. Broad Stream installation is very close to being completed; consolidated 5 systems. PBS Kids launch
2. Utah Scientific Router coming on line very soon
3. Capital upgrades--character generator, new AC system at transmitter building, fat pipe firewall servers, Uninterrupted Power Supply system problems (power outage, off air, 7 pieces of equipment damaged). Building and replacing monitoring system in production. Upgrade of all desktop computers in the building. 2018: replacement of CDA transmitter (old equipment will go to Cottonwood/Butte site as backup). Upgrade of production streaming equipment--enhances ability to do remote programs; upgrade masstech asset management servers, moves files within the station. Replace monitoring system in master control. Replace production MAC editors and associated equipment. Frequency repack project, managed by federal government.
4. Major PBS network upgrade--PBS Interconnect System; KSPS one of handful of stations chosen to be an alpha test site for the new system.
5. Wish list: fire suppression system for transmitter building; format change which would require a new transmitter.

General Manager Report: Gary Stokes

1. Federal funding piece--not dire, but delayed. Continuing resolution expires in a week. So far both House and Senate have CPB fully funded through 2020. First round of community service

\$\$\$ has been approved by CPB and coming in the next ten days. Already paid PBS dues--may need to access line of credit if CPB payment is delayed by the expiration of the continuing resolution. Keeping a close eye on situation and will keep board informed.

2. Charlie Rose situation--program swaps, Washington Week in review on Friday going to one hour.

3. Thanks to Vinnie who put together a meeting with Gonzaga University and Spokane Public Schools to allow Bukola and Jason to present update on initiatives we are doing in education now. It is powerful to get the stakeholders together; eye opening information for them and what KSPS is doing. We will do this again.

4. Programming notes: annual holiday cooking special is not live this year, but it will be in the Second Harvest kitchen. *Hidden in Plain Sight* documentary and the town hall meeting that followed is a great example of what we've talked about in terms of community conversations. We are working with friends in District 81; it is levy time. *Victoria* returns in a few weeks. *Downton Abbey* marathon is coming back over New Year's weekend. Taping pledge breaks all day Monday. New *Northwest Profiles* starting next week. Moody Bible Institute contract is KSPS' new tenant in Chelan site; this is a revenue stream. Gary encouraged board members to visit KSPS education page. Bukola and interns are putting together programming with education objectives, making excellent progress.

Development Report: Dawn Bayman

1. The year-end fundraising and pledge drive are going well. Substantial number of new members are joining as sustainers. Met with the Spokane Aquifer joint board about renewing partnerships. Dawn reminded board members to put meeting notices and minutes on website--this is very important, send your information to Dawn and she will take care of it. Minutes are to be posted on line after they are approved. Take a look at the "about" page on KSPS.org. That's where meeting are listed.
2. Endowment Fund Policy materials: Sandy Kernerman. Sandy reviewed the changes and explained why they are necessary.

Motion: Nancy moved to accept the gift acceptance policy as written. Jeff seconded it. Discussion: take 10% off the top, put into separate revenue line, followed by board approval to fold into operations or back into endowment. Passed.

Motion by Jeff to change language of *endowment committee* to *development committee* and remove \$75 K threshold. Dave seconded. Passed.

Other changes were discussed; Sandra will revise and distribute to board for timely approval as conversation with a donor is pending.

3. Annual distribution from endowment will be \$20K; WTB has reviewed.

4. Soon you will be hearing, "This show brought to you in part by the KSPS Endowment. If you would like to be a part . . ."

Committee Updates: Board members referred to committee minutes as we need to clear the parking area for pledge volunteers.

Adjourned by Ann Hurst, 6:14 pm

Upcoming Meetings

18 January Friends of KSPS Board Meeting.

This is a change from the 25th to the 18th. Gary will be out of town, but if change becomes a problem, he can join remotely on the 25th.