

## Minutes of Regular Meeting of the Authority

1:00 p.m., Tuesday, April 25, 2017  
Conference Room, OETA  
7403 N. Kelley Avenue  
Oklahoma City, Oklahoma

### **DIRECTORS PRESENT:**

Mr. Garrett King, Chairman  
Dr. Richard Beck  
Ms. Denise Castelli  
Dr. Glen Johnson  
Ms. Elaine Hobson  
Ms. Suzanne Lair  
Dr. Larry Rice  
Dr. James Utterback

### **DIRECTORS ABSENT:**

Mr. Clarke Stroud, Vice-Chairman  
Ms. Joy Hofmeister, Secretary-Treasurer  
Dr. David Boren  
Mr. Burns Hargis

**VISITORS PRESENT:** Ms. Tiffany Wythe of the Attorney General's office

**STAFF PRESENT:** Mr. Mark Norman, Ms. Janet Lane, Mr. Curtis Calvin, Ms. Daphne Dowdy, Mr. Rick Ladd, Mr. Bill Perry, Mr. George Taylor, Ms. Janette Thornbrue, and Mr. Michael Vaughn.

The Oklahoma Educational Television Authority met in regular session at 1:00 p.m. Tuesday, April 25, 2017 at OETA Network Headquarters in Oklahoma City, Oklahoma. A Notice of Meeting had been filed with the Secretary of State and copies of the Agenda were posted in accordance with provisions of the Open Meeting Act.

Chairman, Mr. Garrett King opened the meeting with roll call and Interim Director Mr. Mark Norman introduced the guest in the room.

### **Action Item #1**

Review and Acceptance of the minutes from the February 28, 2017 meeting, Dr. Glen Johnson moved to accept the minutes and Dr. Larry Rice seconded the motion. All were in favor and the motion passed unanimously.

### **Action Item #2**

Review and Acceptance of the Financial and Personnel Report ending March 31, 2017 reported by Vice President of Finance George Taylor, Dr. Glen Johnson moved to accept the reports and Ms. Suzanne Lair seconded the motion. All were in favor and the motion passed unanimously.

### **Action Item #3**

Discussion and Possible action regarding, the tabled Personnel Report ending August 1, 2016 – September 30, 2016 Chairman Garrett King asked Interim Director Mr. Mark Norman to discuss the decision on why this report was tabled. Mr. Norman reported that it was requested that an accurate report of former Director Dan Schiedel's salary reflect all of his earnings at that time. It was confirmed that the State funded compensation was what the authority

minutes could reflect as that is what is known by the authority payroll system and that is reflected what was reported and is accurate. Dr. Richard Beck moved to accept the report and Ms. Suzanne Lair seconded the motion. All were in favor and the motion passed unanimously.

Interim Director Mark Norman presented a brief summary of each Vice Presidents report:

Division Reports – Information only

OETA Foundation  
Programming  
Communications  
Production, Arts, Documentary & News  
Technology and Engineering  
Operations  
Education & Outreach  
Future Board Meeting Schedule

Interim Director Mr. Mark Norman reported the findings from Mr. Gary A. Jones, CPA, CFE Oklahoma State Auditor & Inspector. The Auditors report requested by the Governor recommended:

1. At the end of each calendar month a Financial Report is sent to all board members.
2. Segregation of Duties over Inventory needed to be improved. This would include updated Inventory Policies and Procedures, disseminate them, and ensure compliance with such; and ensure that a comprehensive annual physical inventory count is performed and documented by someone independent of purchasing assets, maintaining inventory items and inventory records, and disposing of surplus assets.

Chairman Garrett King requested that an update be presented in the next meeting on the compliance of the Audit findings.

Ms. Daphne Dowdy, President of the Foundation discussed briefly their financial report noting that the Foundation is working with Interim Director Mark Norman and Vice President of Finance Mr. George Taylor to assist OETA in their current and projected needs.

The floor was opened to discussions concerning the budget.

Next scheduled meeting is 1:00 PM, Tuesday, August 22, 2017 Notice of this meeting will be made in accordance with applicable provisions of the Oklahoma Open Meetings Act.

**Adjournment**

There being no further business to come before the Authority, Dr. James Utterback moved and Ms. Denise Castelli seconded the motion to adjourn. The motion passed unanimously the meeting was adjourned at 2:16pm.

Adopted this 22th day of August, 2017

  
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Garrett King, Chairman

  
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Joy Hofmeister, Secretary-Treasurer