

Present: Dan Joseph, Courtney Farrell, Jim McCollough, Tom Leonardi, Robert Jones, Rob Davidson, Bobbi Tryon, Mercedes Macias, Jeanne Trizzino, Paul O'Rourke-Babb, LeAnn Cooley

Absent: Steve O'Bryan

Staff: Rick Anderson, Grant Parks, Ray Laager

Guests: Terre Reynolds

1. Meeting Opening:

1.1 Call to Order/Welcome: The meeting was called to order by Dan at 6:02 PM.

1.2 Agenda: Entered as written.

1.3 Amend/Approve Minutes: Discussion on how to handle changes to the minutes. Members are in agreement that content changes are to be brought to the board meeting and minor changes be emailed to Olivia. Motion by Rob to approve the August 14 minutes as amended. Second by Mercedes. Unanimous.

2. Announcements/Reports:

2.1 Announcements: None

2.2 Staff Reports:

2.2.1 General Manager, Rick:

CSUC Women's Volleyball began last week. KZFR tabled both games.

Pledge Drive October 3-12. Eliza Gilkyson and Nina Gerber will perform two shows during the pledge drive. All station pledge drive meeting, September 24.

Upcoming Events: Elilza Gilkyson and Nina Gerber, October 4, CWC; Will Durst, October 14, CWC; John Craigie, October 8, CWC; Darrell Scott, November 13, CWC; Christmas Party, December 14; California Honeydrops, December 16; English Beat, December 21. Tea sisters canceled.

Trey Robinson will conduct a diversity training at November 14 board meeting.

2.2.2 Office Manager Report, Grant

Sarah Downs is doing the Community Calendar. New contractor for tech work by the name of Matt Fidler. He has radio engineering background and is working on system upgrades which will help with the pledge drive data catch. He is also downloading music. Grant is working on an emergency alert system which will provide remote access. Also on software to allow for scheduling of PSA re-broadcasts.

Event Analysis: Not completed. Report at next Board meeting.

2.2.3 Underwriting Report, Ray:

This report includes all Underwriting activity for August 2018, involving 23 contracts: 9 renewals of existing accounts and 15 new or returning accounts; totaling \$7,480.00. Underwriting activity for August 2017 was \$7,570.00. August 2018 saw a decrease of 1% compared to 2017. Trade, Sponsorship and House accounts are not included in the monthly totals.

During the month of August, the NSPR / KZFR joint Campout Fund Raiser was canceled due to the amount of smoke in the air from the fires burning in Northern California. I met with Steve O'Bryon to review possible fund raising efforts.

Trades Accounts

Cartridge World \$1,200.00 Chico Women's Club \$1,200.00
Harrison, Daily, Wright \$2,400.00 Chico News & Review \$5,712.00
I.D. International \$1,200.00 The Printed Image \$5,400.00
Mt. Shasta Spring Water \$1,200.00 BCAC.tv \$1,200.00
Famous Blue Peace House \$2,800.00 Chico Chamber of Commerce \$1,000.00
Chico Guild \$600.00 Paradise Guild \$600.00
Paradise Audio \$600.00 Chico Performances \$500.00
Chico Performances \$500.00 Chico Velo \$1,200.00
Total \$25,712.00 The Blue Room Theater \$100.00

August Underwriters

Short Term Contracts – Bob's Dog Training \$100, Paradise Guild / Hanna Jane Kile \$50, Miners Foundry / Jerry Bash \$200, Earth Girl Art \$100, The Dungeon \$100, Sundial Music Festival \$150, Sierra Nevada / Joe Craven \$200, Messina Meats \$10, FRNC Dinner & Dance \$100, Bidwell Presbyterian \$100, Cedar Hills Manor \$200, Chico Performances \$500, Studio 129 \$100, Nor-Cal Jazz / Andersons \$100, Oroville Salmon Festival \$150, Comm. Memorial Museum / Sutter Co. \$200– Total \$2,560

6 Month Contracts – Sonia Aery Insurance \$600, Chico Hearing Aid Center \$432, The Zeppelin Works \$432, Floral Native Nursery & Restoration \$432, The Handle Bar \$432, - Total \$2,328

Annual Contracts – Advantage Insurance \$864, Bill Carter Realty \$864, Andrew Sprague Construction \$864 – Total \$2,592

New & Returning Underwriters – Bob's Dog Training \$100, Paradise Guild / Hanna Jane Kile \$50, miner Foundry / Jerry Bash \$200, Earth Girl Art \$100, The Dungeon \$100, Sundial Music Festival \$150, Sierra Nevada / Joe Craven \$200, Messina Meats \$10, FRNC Dinner & Dance \$100, Bidwell Presbyterian \$100, Cedar Hills Manor \$200, Chico Performances \$500, Studio 129 \$100, Nor-Cal Jazz / Andersons \$100, Oroville Salmon Festival \$150, Comm. Memorial Museum / Sutter Co. \$200, Sonia Aery Insurance \$600

Meetings & Events

8/02/18 KZFR Staff Meeting, BNI Meeting
8/07/18 Fund Raising w/ Steve O'Bryon
8/09/18 BNI Meeting
8/14/18 BOD Meeting
8/16/18 BNI Meeting
8/23/18 BNI Meeting, BNI Leadership Meeting
8/30/18 BNI Meeting

2.3. Treasurer Report, Jim: Explanation of variations in expenditure levels as normal pattern of approximately \$5000.

Data through September 11, 2018 is discussed in this report. The Fiscal Year 17-18 Year End is not closed. July and August 2018 records are not reconciled. As of today, KZFR books have not been reconciled since May 31, 2018, a period of 103 days.

a. KZFR Balance Sheet Report FY17-18 Total Liabilities and Equity as of:

Aug 31: \$164,131.61 (as of 20180911 Attachment a.)
Jul 31: \$165,571.19 (as of 20180911 Attachment b.)
Jun 30: \$171,943.55 (as of 20180911 Attachment c.)
Jun 30: \$173,103.45 (as of 20180814 Attachment d.) (Provided at BOD Meeting 20180814)

May 31: \$185,771.61
Apr 30: \$186,517.72 (Grant funds received.)
Mar 31: \$108,880.62

- b. KZFR P&L Budget vs Actual FY17-18 July 1, 2017 to June 30, 2018 Report: Not provided. Year End process not completed.
- c. KZFR P&L Budget vs Actual FY18-19 July 1, 2018 to July 31, 2018 Report: Not provided. Month end process not completed. Budget is not entered in Quickbooks.
- d. KZFR Open Invoice Report as of date listed:
 - Sep 11: \$5,322.00 (Attachment e.)
 - Aug 14: \$6,882.00
 - Jul 23: \$6,841.00
 - Jul 5: \$6,623.00
 - May 7: \$8,192.64

Issues:

- a) Open Invoice due amount is routinely over \$5000.00.
- b) As of September 11, 2018, accounts are past due for up to 406 days (last month 378 days). Note that 53 (last month 67) invoices for various underwriters are delinquent over 100 days. See Attachment e.
- c.) The Treasurer cannot document whether or not ads are being aired without prior payment made.

Station Manager directed Bookkeeper to write off all invoices over 100 days. That has not occurred. Bookkeeper stated to me that she cannot do what is being asked. Reason is not clear. Station Manager and Underwriter have both stated that Bookkeeper has taken care of this in the past. Both state that current situation is a matter of routine for various reasons.

In general a business process update/resolution is required so that Open Invoices are minimized. Station Manager has directed implementing a new process. While the issue may never be corrected, it should be minimized. It is not a good business practice to allow past due invoices to accumulate over 45 days.

Recommendations:

- a. When bookkeeper has reconciled FY17-18, Treasurer and Station Manager create a new FY budget based on actuals for the last FY. Bu
- b. Monitor Open Invoice amount and process.
- c. KZFR Staff and Board of Directors develop and implement MORE fund-raising opportunities for KZFR.

General discussion: Current planned income does not appear to be sufficient to meet expenses for new FY. Planned income increases are required for all Fundraising Categories: Events (25%), Pledge Drives (25%) and Underwriting (10%). Current bookkeeping documentation does not support detailed monitoring required to determine accurate financial status. Balance sheet appears to be decreasing but that is only based on data reconciled through May 2018. Decrease is normal this period of time during a FY because income is usually low until after first few Events and first Pledge Drive. However, growth required for Event and Pledge Drive income does not appear to be supported in current planning for the FY.

2.4 Committee Reports:

- 2.4.1 Program Committee: Regarding election, Grant reported four programmers applied and two community members applied, both former programmers. Bylaws state five to nine members, no more than four programmers but cannot outnumber community members. Need to hold a programmer election. Grant will send out a notice. Members will continue to seek community members to be on the committee.
- 2.4.2 CAB: Paul reported the committee met. Rick inadvertently not informed. Members want to be an action group in order to broaden outreach and involvement as well as program choices .

Specific suggestion is to review other CAB experience. Summary to be sent to the Board. No next meeting scheduled. No coordinator. Members needed. Approved by Board to seek. There was discussion about process relating to funding letter written by Mercedes. Courtney volunteered to bring a strategy proposal to the next Board meeting.

- 2.4.3 Fundraising Committee: Report by Bobbi. Pancake Breakfast set for October 28. Cost \$1000. Should bring in four to five thousand dollars. Forty volunteers are needed. ABC license required in order to serve Mimosas. Dan looking for musicians. Details to be referred back to committee. Committee will work with Rick. Motion by Rob to approve the Pancake Breakfast on October 28. Second by Courtney. Unanimous.

Bobbi interjected issue about Board agreement on approach to keep CPB funding. Rick has information on possible easier income requirements. Agreement that public discussion regarding CPB grant is unnecessary. Although we are budgeting to balance without it, we will continue to use it if awarded.

3. Matters for Discussion:

- 3.1 Fall Pledge Drive: Questions from Board members and answers from staff regarding approaches. Accent on station's benefits not on "poor needy KZFR". Discussed pledge captains, match benefits, team of programmers and thank you premiums.
- 3.2 AmazonSmile: Discussion on stations participation in. Wide range of opinions on the ethics of Amazon and whether we should make a political/ethical stand. No vote taken. Possible revisit?

4. Items for October meeting:

Fundraising Committee progress report.
Program Committee election and recruitment.
CAB report including strategy letter by Courtney.

The meeting was adjourned by consensus.

Next meeting Tuesday October 9, 2018, 6:00 PM in the KZFR Conference Room.

Submitted by Olivia duMosch