

**Board of Director's Minutes
January 9, 2018**

APPROVED

Present: Tom Leonardi, Carrie Welch, Bill Nichols, Robert Jones, Rob Davidson, Dan Joseph, Jim McCollough,

Absent: Guillermo Mash, Lupita Arim-Law

Staff: Rick Anderson, Ray Laager, Grant Parks

Guests: None

1. Meeting Opening:

1.1 Call to Order/Welcome: The meeting was called to order by Tom at 6:03 P.M.

1.2 Amend/Approve Agenda: The January 9, 2018 agenda entered as written.

1.3 Amend/Approve Minutes: Motion by Carrie to approve the December 20, 2017 minutes as written.
Second by Rob Unanimous.

2. Announcements/Reports:

2.1 Announcements:

Rick: Alexa of NVCF will attend the February meeting.

Ray: Fund raiser to benefit Debra Lucero's campaign on Saturday, January 13 at Red Hot Metal.

Dan: Safe Space dinners are all booked but if there is a cancellation he asked the Board if it would be interested in cooking this year again.

2.2 Staff Reports:

2.2.1 General Manager, Rick:

No events since December 20. CPB grant application deadline has been extended to February 13. Give Big to My Station drive brought in \$2,120. Main Sail donated \$2,000 at the end of the year.

Upcoming Events: T Sisters, January 26, CWC; Pegi Young and the Survivors, February 9, CWC; Daimh, March 4, CWC.

Server installation is progressing nicely. Every day brings something positive.

2.2.2 Office Manager Report, Grant:

Event summaries distributed for Emily Saliers, Poor Man's Whiskey, Greg Loiacono and Tim Flannery. California Honey Drops and Tim Bluhm upcoming. Intern started last Thursday. Grant and Ray are developing on verification system for in kind donation and will be done by the end of February. 1099's are in good shape per Rick.

2.2.3 Underwriting Report, Ray:

This report includes all Underwriting activities for the month of December 2017.

December 2017 involved 20 contracts: 17 renewals of existing accounts and 3 new or returning accounts; totaling \$10,313.00.00. Underwriting activity for the same time period last year, December 2016 was \$10,104.00. December 2017 saw an increase of 2%. The total for all ongoing Trade and Sponsorship activities for December 2017 equals \$2,204.00; bring the grand total for all Underwriting activity for December 2017 (Underwriters, Sponsorship and Trades) to \$12,517.00.

During the month of December I began converting all Underwriting invoices to the new template created by our Book Keeper, Dana Bigelow. This new format should make it easier and quicker for her to input data. I also attended Facebook trainings through our BNI group, (Business Network International) as well as attend weekly meeting. Worked with our Book Keeper to update open invoices and close past due accounts. I also continued to promote the "Holiday Special" and brought in one more business.

December Underwriters

3 Month, Holiday Special and Short Term Contracts – Cotton Party, Chico Perf. / Mary Rouch and ResQ Technology Solutions,

6 Month Contracts – Famous Blue Peace House, Chico Paper Company, Satava Art Glass, Tony's Hardwood Floors, North Rim Adventure Sports, Chico Custom Cabinets, Chico Sky Watch, Big Foot Carpets and Knockout Collision

Annual Contracts – Paradise Audio, The Pita Pit, Cold Creek Inn, Duffy's Tavern, Quciksilver Messenger Service

New & Returning Underwriters – Cotton Party and Chico Perf. / Mary Rouch

Trades

| | | |
|---------------------------|---------------------------|-------------------------|
| I.D. International | Chico Women's Club | Famous Blue Peace House |
| Printed Image | Cartridge World | Harrison, Daily, Wright |
| Mt. Shasta Spring Water | BCAC.tv | Has Beans |
| Chico News & Review | Chico Chamber of Commerce | Paradise Audio |
| Sierra Nevada Brewing Co. | | |

Meetings & Events

12/07/17 Staff and BNI Meeting

12/14/17 BNI Meeting and Leadership Luncheon

12/15/17 Staff Meeting

12/20/17 BOD Meeting

2.3 Treasurer Report, Jim:

Data through the end of October is discussed. Work is in progress to improve underwriter contract information including rates and in-kind donations. Open Invoices remain a problem. Total income remains low with net income negative for last fiscal year and through October for this fiscal year. More fund raising is required or expenses need to be lowered.

a. KZFR Balance Sheet FY16-17 Total Liabilities and Equity is \$159,767.33. Net income is <\$10,867.76>.

b. KZFR Balance Sheet FY17-18 Jun to Oct Total Liabilities and Equity is \$131,677.78. Net income is <\$6,808.54>. November and December data entry still required.

c. KZFR P&L Budget vs Actual FY17-18 Jul to Oct Report: Total Income is \$78,970.63. Net income is <\$6,808.54>. The budget for the same period indicates <\$19,075.66>. FY Grant Funding has not been added to the budget as of the end of October.

d. The current KZFR Open Invoice Report shows an outstanding balance of \$13,768.84. There is an entry for an Unknown Customer that totals \$11,432.34. If that entry is removed, the outstanding balance would be \$2,336.50. Oldest Open Invoice is 252 days. 20 are over 100 days. Solutions for closing Open Invoices are still required.

e. Tax reporting and Grant Funding reporting are not submitted. CPB Grant Report deadline extended to February 13, 2018.

Recommendations:

a. KZFR Staff and Board of Directors aid KZFR improve cash flow by helping to identify and document all in-kind donations. Review monthly in-kind donations at the monthly Board of Director meeting.

- b. KZFR Staff consider hiring a Quickbooks data entry person whose sole responsibility is to enter data and resolve issues with the bookkeeper. Report status at BOD meetings until person hired.
- c. KZFR Board of Directors proactively assist the KZFR Staff to develop more fund-raising opportunities for KZFR to meet income shortfall and increase the Net Equity.
- d. KZFR Staff develop and document a process for tracing accountability of cash collected at Events from the time cash is collected to when it is deposited in the bank. Two person control should be incorporated. At collection point, a process could involve two Board Members counting and signing a total receipts document for all the cash collected an Event at the door, raffle table, beer and wine bars, and tip jar. Discussion needed. Solution required.
- e. KZFR Board of Directors provide individual frequent participation at Fund Raising Events to help Staff with supporting Events.

In regard to hiring a Quickbooks specialist, Rick will follow up on the resumes that have been submitted and report back to the Board.

Discussion about cash accountability at events. Members signed up for upcoming events for this purpose.

Committee Reports:

2.3.1 Fundraising Committee Report: The committee did not meet.

There was discussion on proposed fundraising events. Carrie and Bill will help Guillermo with a music/comedy night at Duffys. Rob will gather information on a singer/songwriter night at Duffy's and bring back to the Board.

3. Matters for Discussion:

- 3.1 Birthday Donations: Grant reported that he is waiting for approval on Facebook.
- 3.2 Technology Equipment Report,: Grant reported the new server is in house and working grea. Data being transferred. Stress tests toifollow.
- 3.3 Personnel Committee Reminder: Meeting set for February 27.

ACTION/DISCUSSION ITEMS FOR February Meeting:

Joe Hill event

Follow up on fundraising ideas

Birthday donations

Strategic Plan report: Staffing News Director and Quickbooks specialist

The meeting adjourned at 7:25 P.M.

Next meeting Tuesday February 13, 6:00 P.M. in the KZFR Conference Room.

Submitted by Olivia duMosch