

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

Absent: Steve O'Bryan, Courtney Farrell, Mercedes Macias

Staff: Grant Parks, Ray Laager

Guests: Chris Nelson

1. Meeting Opening:

1.1 Call to Order/Welcomes: The meeting was called to order by Dan at 6:05 PM.

1.2 Amend/Approve Agenda: Add Chris Nelson. Add report on Grass Roots and NCFP conferences by Paul and Jeanne. Motion by Rob to approve the October 9, 2018 agenda as amended. Second by Robert. Unanimous.

1.3 Amend/Approve Minutes: Motion by Paul to approve the September 11, 2018 minutes as written. Second by Rob. Unanimous.

2. Announcements/Reports:

2.1 Announcements:

Ray: Salsa Brazilian band, October 21, Scotty's Landing; Jazz with Allison Scull and Victor Martin, October 17, MONCA.

Dan: Zombie Stomp, October 28, Paradise Community Guilds.

2.2 Staff Reports:

2.2.1 General Manager: No report

2.2.2 Office Manager Report, Grant

The event analysis has been completed for Rainbow Girls and Zach Gill and are on the google drive. Ray Wylie Hubbard generated \$7,934, Touch of Chico, \$3,250 and Chico Ladies Night, \$260. When expense data is received, complete reports will be available on the google drive.

Sarah Downs is no longer doing the Community Calendar. Jordon Booth is her replacement. Mandy is working on QuickBooks entries and underwriting with Ray directly. Matt Fidler, Jake's replacement, is a third party contractor and is responsible for downloading programs and keeping them in rotation.

2.2.3 Underwriting Report, Ray:

This report includes all Underwriting activity for September 2018, involving 22 contracts: 13 renewals of existing accounts and 9 new or returning accounts; totaling \$7,946.00. Underwriting activity for September 2017 was \$6,849.00. September 2018 saw an increase of 16%, compared to 2017. Trade, Sponsorship and House accounts are not included in the monthly totals.

During the month of September I sold three Program Guide Ads for the latest edition of the KZFR Program Guild, which helps offset printing cost. I also helped arrange a fund raiser for KZFR with the DACC, Sweet Sixteen event which we received half of the bar proceeds. Began planning for the Fall 2018 Pledge Drive and solicited "Thank You Gifts", accumulating 69 Gifts, valued at

\$2,453.00.

**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

**September Underwriters**

Short Term Contracts – CHIP / Rock the House \$100, Yosemite Songwriters \$500, Chico Perf. / Complexions \$400, Pullins Cyclry / PG Ad \$100, Petersen Tree Care / PG ad \$100, Affordable Automotive / PG ad \$100, Disco Dawn \$200, and Paradise Guild / Hanna Jane Kile \$50 – Total \$1,550.00.

6 Month Contracts – Karen Lemcke Realtor \$600, Chico Sports LTD \$432, Rooney Law \$432, Pearson Road Collision Repair \$432, Friends of the Arts \$432, Siphos \$300, Petersen Tree Care \$432, Tres Hombres \$432, Gonnson Tree Care \$480, The Specific Chiropractic \$480, C and A Cleaning \$480 and Modern Convergent Therapies \$300 - Total \$5,532.00

Annual Contracts – Chico Natural Foods \$864 – Total \$8,64.00

New & Returning Underwriters – Karen Lemcke Realtor \$600, CHIP / Rock The House \$100, Yosemite Songwriters \$500, Chico Perf. / Complexions \$400, Pullins Cyclry / PG Ad \$100, Petersen Tree Care / PG ad \$100, Affordable Automotive / PG ad \$100, Disco Dawn \$200 and Paradise Guild / Hanna Jane Kile \$50 – Total \$2,150.00.

**Meetings & Events**

9/06/18 BNI Meeting  
9/11/18 BOD meeting  
9/13/18 BNI Meeting  
9/20/18 BNI Meeting – Jim McCullough Sub.  
9/27/18 BNI Meeting - Jim McCullough Sub.  
m / Sutter Co. \$200, Sonia Aery Insurance \$600

2.3. Treasurer Report, Jim:

Data through October 10, 2018 is discussed in this report. The Fiscal Year 17-18 Year End is not closed. Current Fiscal Year Month records for July, August and September 2018 are not reconciled. As of today, KZFR books have not been stated as reconciled since May 31, 2018, a period of 131 days. Data is provided to show trend of data in Quickbooks. While not precise, data indicates low cause for concern as of today. Reconciliation and Year End Reporting is an ongoing priority.

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

Total Income:	\$332,472.09
Total Expenses:	\$308,648.11
Net Ordinary Income:	\$23,823.98

b. KZFR P&L Budget vs Actual FY17-18 July 1, 2017 to June 30, 2018 Report: Not provided because it is not useful at this point. Year End process not completed.

- c. KZFR Balance Sheet Report FY18-19 Total Liabilities and Equity as of:  
Sep 30: \$149,955.31 (as of 20181009 Attachment c.)  
Aug 31: \$154,633.69 (as of 20181009 Attachment d.)    \$164,131.61 (as of 20180911)  
Jul 31: \$165,411.19 (as of 20181009 Attachment e.)    \$165,571.19 (as of 20180911)
- d. KZFR P&L Budget vs Actual FY18-19 July 1, 2018 to July 31, 2018 Report: Not provided. Month end processes not completed. FY18-19 Budget is not entered in Quickbooks. (as of 20181009 Attachment f.)
- e. Jun 30: \$171,711.55 (as of 20181009 Attachment a.)  
Jun 30: \$171,943.55 (as of 20180911)  
Jun 30: \$173,103.45 (as of 20180814)  
May 31: \$185,771.61  
Apr 30: \$186,517.72 (Grant funds received.)  
Mar 31: \$108,880.62
- f. KZFR Profit and Loss FY17-18: (as of 20181009 Attachment b.) Year End process not KZFR Open Invoice Report as of date listed.

Oct 09: \$3,084.00 (Attachment g.)  
Sep 11: \$5,322.00  
Aug 14: \$6,882.00  
Jul 23: \$6,841.00  
Jul 5: \$6,623.00  
May 7: \$8,192.64

Issues:

- a) Open Invoices from last FY are still in report.
- b) Write off of \$2266 from last year invoices still required if all invoices due last year are written off. List has been or will be provided to bookkeeper.

g. KZFR Fundraiser Profit FY18-19 is \$3,625.93. (as of 20180930 Attachment h.)

Actions:

- a. When bookkeeper has reconciled FY17-18, Treasurer and Station Manager create a new FY budget based on actuals for the last FY using approved increases for fundraising categories.
- b. KZFR Staff and Board of Directors develop and implement MORE fund-raising opportunities for KZFR.
- c. Monitor Open Invoice amounts and process to minimize. Station Manager has directed implementing a new process. While the issue may never be corrected, it should be minimized.

General discussion:

- a. Current planned income does not appear to be sufficient to meet expenses for new FY. Income increases are required for all Fundraising Categories: Events (25%), Pledge Drives (25%) and Underwriting (10%).
- b. Current bookkeeping documentation does not support detailed monitoring required to determine accurate financial status. Current data is reconciled through May 2018. Balance sheet totals are decreasing. Decrease is normal this period of the current FY because income is usually low until after initial Events and first Pledge Drive. However, it should be noted that the current Balance Sheet total is based largely on late receipt of the Grant Funding during the last fiscal year. In order to sustain operations without depleting Balance Sheet equity, growth of Event, Pledge Drive and Underwriter income must occur in the current FY.
- c. Station Manager and Treasurer met with Auditor to discuss various topics to get concurrence and ensure Auditor is aware of KZFR business status. CPB funding was discussed. Change of bookkeeper is a Station Manager business decision. New data entry person is known by Auditor. Data entry person works for another not-for-profit and is well-known. Learning curve for Year End and CPB reporting requirements is not easy but doable. Auditor believes that Open Invoice issue is a matter of concern for all non-profits. Issue appears consistent for KZFR business compare

I just received two messages from the bookkeeper with the corrected FY17-18 Balance Sheet and PandL. Since I ran my reports at about 530 am, the first two paragraphs of the Treasurer Report sent earlier change to the following:

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

Jun 30: \$185,677.22 (as of 20181009 new Attachment a.) (Accounts receivable changed from minus \$8,746.67 in my report sent earlier to plus \$5,219.00 in the new Attachment a.)

b. KZFR Profit and Loss FY17-18: (as of 20181009 new Attachment b.)

Total Income: \$330,206.09 (revised from \$332,472.09)

Total Expenses: \$308,648.11 (revised from \$308,648.11)

Net Ordinary Income: \$21,557.98 (revised from \$ 23,823.98)

This means FY17-18 is now reconciled. I will discuss further at the meeting. While numbers will change somewhat since July 1, not much changes in the general discussion.

c. KZFR P&L Budget vs Actual FY17-18 July 1, 2017 to June 30, 2018 Report: Not provided because it is not useful at this point. Year End process not completed.

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2.4 Committee Reports:

- 2.4.1 Program Committee, Grant: Election for new members ended October 2 and brought in 8 votes. Terre Reynolds won; Jake Sprecher and Steve Scarborough tied. Board agrees on all three. One more community member needed so the search is extended for one more month. Five to nine members can be on the committee.
- 2.4.2 CAB, Paul: CAB has met the minimum requirement for the CPB grant. At this time the committee has one member and one provisional member. New members will be pursued. Next meeting has not been scheduled.
- 2.4.3 Fundraising Committee, Bobbi: Last weeks meeting was canceled and the committee will meet next week. Grant and Bobbi recorded promos for the Pumpkin Pancake Breakfast. Paul reminded members of the Valentine Swing Dance Contest.

3. Matters for Discussion:

- 3.1 Report on NFCB Summit and Grass Roots Radio Conferences, Paul and Jeanne: Paul reported that there was lots of good information on news production, fund raising, aspects of running a radio station, cyber security issues. He recommended annual Board attendance to conferences as a budget item because there is such a wealth of information to be had. Jeanne concentrated on fundraising workshops and came away with wanting to look at who our donors are and what kind of trends we have. One particular topic at the NFCB summit that Paul felt our station could learn from was the role of Community broadcasting during the 2017 fire. First lost was cell phone and internet connection. Huge gap was no emergency response agency ability to contact non-English speakers and issue of safety when the State National Guard was present at shelters. Giant barrier due to the ICE raids over the last two years. What can our station have in place that allows us access to the responders and ability to reach our populations? Discussion turned to our emergency alert system. Dan attended a CAL Fire seminar in Paradise and mentioned the possibility of having one for the station. Chris commented on the lack of reporting for non-English speaking listeners.
- 3.2 Fall Pledge Drive Update, Grant: The amount of \$27,500 has been pledged as of this evening. Behind last years marker. New gift certificates are being added daily.

4. Items for October meeting:

More Program Committee Members  
Trey Robinson's Diversity Training

The meeting was adjourned at 7:30 PM

Next meeting Wednesday, November 14, 6:00 PM in the KZFR Conference Room.