

Executive Committee Meeting Jan. 31, 2022

Call to Order 11:45am

Present: Layla, KatMeow, Brian

The Executive Committee met to discuss and vote on two pressing financial issues and review Open Items List

Current Exe Com Duties

KM is taking on all contract signing responsibilities

Brain is doing KBOO staff payroll

Layla is picking up and sorting mail.

-Open Items list Review

-Pitney Bows Issue

-Xerox Issue

-insurance renewal for volunteers

-Audit on hold until our finances are in order and we have a manager in place to ensure we pass audit. KM secured extension.

-CPB due soon, KM asking for extension due to lack of staff who are typically responsible for the CPB report, finance coordinator and station mgr
KM is asking for an extension while we navigate station's lack of staff and water leak.

Brian: Motion to contract Wolcott Plumbing to take care of water leak.

Layla: Seconds

1.

The Water Leak

The Executive Unanimously Approves:

To contract with Wolcott Plumbing Drain and Rooter. The leak repair will cost \$11,875.00 (lower and more complete of two bids), %50 percent to be paid up front out of reserves due to the emergency. They are offering us a discount due to being a non-profit. The high City Water Bureau bill can be negotiated downward once the leak is fixed.

Unanimous approval.

Brian: Motion to contract with Nancy Church CPA to get finances in order.

Layla: Seconds

2.

Contracting Nancy Church

Executive Unanimously Approves to Contract Nancy Church CPA for 20-40 hour project to resolve outstanding issues with finances and prepare for the audit.
Nancy Church CPA will be working with Brian Setzler volunteer to assess financials and provide a report to the board.

Adjourn: 12:05pm