

**Meeting notes**  
**KBOO Foundation Finance Committee**

June 21, 2018  
4:30 in the back room

*Present:*

MacRae Bogdanov (Finance Coordinator), Delphine Criscenzo (Station Manager), Ruban Lawrence (Board Treasurer), Eugene Bradley, Marc Anderson, Dan Shramek

Facilitator: Marc Anderson

Note taker: Dan Shramek

***Monthly financial reports***

We discussed potential new ways to report the financial info that would be helpful to the committee and the board. Marc suggested developing a committee workgroup to explore ways to streamline the financial information for the board. Gene suggested that our goal should be to condense the relevant information down to an “executive summary” of one or two pages. MacRae added that she will work on condensing the expense line items down into 3-4 items, such as Programming, Fundraising, and Administration.

MacRae reviewed the “Profit and Loss Budget vs. Actual” report through May 2018. Dan asked about the “Budget” columns on the P&L Budget vs. Actual report, and MacRae confirmed that these numbers reflected the mid-year budget adjustment numbers rather than the original board-approved budget numbers in previous reports. The committee agreed that starting in FY 2019, this report would use the original board-approved budget amounts for comparison rather than the mid-year budget adjustments. MacRae suggested that starting in FY 2019 we also use the mid-year budget excel spreadsheet as a monthly report (in addition to the P&L Budget vs. Actual report) to show the projected numbers based on the mid-year budget adjustments. These values would be compared to monthly actuals and board-approved Operational Budget amounts.

Dan asked about the “Dues” expense item, and whether the variance between the actual and budgeted amounts was due to a timing issue. MacRae clarified that these dues are for BMI and ASCAP licensing, that we had received a reimbursement back from one of the organizations for last year’s dues, and that calls to the organizations regarding this had not been returned. Gene suggested that since we are receiving CPB funding, we might not be required to pay these dues. MacRae will research this possibility.

Gene asked about a number of revenue line items, including Underwriting and Direct Mail, and whether we realistically can reach our goals for them. Del and MacRae updated us on the early successes of the new Underwriting Director, including the addition of several new clients. Del confirmed that we will be doing a direct mail appeal with a sweepstakes in the weeks prior to the Fall Drive, which starts September 6<sup>th</sup>. She added that we have historically received \$10,000 - \$15,000 in revenue from these mailings.

MacRae reviewed the “Current Cash Position” report, and the transition to our new accounts at Point West Credit Union. The Point West checking account will be used for operations, while the Point West

savings account will hold the funds allocated for restricted grants and bequests. As of 5/31/18, the amount of funds allocated to restricted obligations was \$130,958.

Ruban requested that we add more detail regarding the various bank and investment accounts for clarity in this report.

MacRae reviewed the “Financial Forecast – Actuals & Projected for 2018” report, and explained that while we are projecting monthly operating deficits for June, July, and August, the projected unrestricted cash amount at the end of the fiscal year in September is \$86,458 due to the inflow of funds from the September membership drive.

Gene discussed that the board of directors is requesting earlier access to financial information prior to their board meetings. Ideally, the board should receive relevant financial information several days prior to their meetings to give them time to review and digest the info. To accomplish this, the Staff and Finance Committee need more time than they currently have to review the monthly financial reports, hold the monthly committee meeting, and prepare a summary for the board. Because it is currently not feasible for MacRae to prepare the monthly financial reports any sooner than the third week of the month, it makes the most sense to consider moving the monthly board meetings a week later than they currently are to give Staff and the Finance Committee the time to prepare the needed financial summaries for the board. Ruban agreed that this would likely work at the start of the new fiscal year in October, and he will discuss implementing this with the board.

### ***FY 2019 Budget***

We discussed the next steps for preparing the FY 2019 budget. Del is meeting with the KBOO Revenue Team in the coming week to develop revenue strategies, projections and narratives by revenue line for the committee and the board. Del confirmed that she is planning to send this information to the committee by Monday, July 9<sup>th</sup> for review. The committee agreed to meet on Wednesday, July 11<sup>th</sup> at KBOO to discuss the revenue targets and narratives.

Del discussed a potential staff restructuring that they are working on to better align Development, Underwriting, and Membership, while increasing the level of stewardship and touches with the membership base. She added that the restructuring would not likely increase overall personnel expenses.

### ***Foundation asks updates***

Del reviewed the status of current grant opportunities. She explained that the recent LOI to the Meyer Memorial Trust had been denied, but that they plan on re-submitting a revised proposal in the future. They are working on a new grant opportunity with the Jackson Foundation to support News and Public Affairs. They are also working on the application for Willamette Week’s annual Give Guide. If accepted, the Give Guide opportunity would be coordinated with our holiday membership drive to streamline the drive process.

The Finance Committee will hold their next meeting on Wednesday, July 11<sup>th</sup> at 4:30pm at KBOO to discuss the FY 2019 budget.

Meeting adjourned  
6:00pm