

KBOO Finance Committee Meeting Agenda

Monday, March 27, 2017

4:00pm - 5:30 pm

(our new regular meeting date/time is the third Thursday, usually 5-6:30pm)

Facilitator: Mel

Note Taker: Del (please send draft notes immediately following meeting so that we can post in the station per CPB - thank you!).

Time Keeper Gil

Present: Gil, Del, Mel, Becky,

Review and commit to meeting guidelines and KBOO House Rules (see below)

Check-in - check in - how are you doing?

Review, add to, prioritize agenda

1. Draft Gift Acceptance Policy: Becky present that our only policy currently dealing with gift is # 61, donations in memoriam. This draft policy will cover all charitable donations to KBOO and explains what is needed for KBOO to make decisions on receiving these gifts. Estate and Trust attorney should look at the procedures Becky has laid out. Mel suggests to include at the top a short summary explaining what gifts we accept and when board approval is necessary.

Once this policy is voted on and in place, policy # 61 will be removed.

Mel will ask the personnel committee to meet Adoc so to come up with a motion to pass this policy.

2. Review Monthly Financials - MacRae (20 mins) Mac will create a new line item under Major Donor for 50th anniversary.
3. 2017 Cash Flow Review - MaRae (10 mins)
4. Foundation asks - Del (5 mins) We applied to Autzen, Miller and working on Oregon Cultural Trust. Still waiting to hear from NEA.
5. 6-month budget re-do UPDATE. MacRae (5 mins) We reviewed together the revenue and decided to make adjustments to direct mail and grant income
6. Motion to add Gil and Katmeow as check signers (5 mins)
7. Getting a new quote for commercial liability and property insurance. Update- MacRae (5 mins) TABLED
8. Assignment of Finance Committee roles: All - 10 mins TABLED
 - a. meeting notices and developing the agenda - Station Managers
 - b. Monthly review of accounts. Would anyone like to do this? Adrienne
9. Schedule another Finance 101 now that there are many new board members? (5 mins) TABLED
12. Next Meeting date/time and agenda: Third Thursday at 5:00 is our new schedule - that would be Thursday, April 20th. Agenda items?



Meeting Guidelines

- 1) Take care of yourself
- 2) Step back, make room for all to have a say
- 3) Step forward, share your perspective
- 4) Say what you need to say without humiliating anyone
- 5) Don't make assumptions, ask for clarification.
- 6) Turn off your phone or put it on vibrate if you're expecting an important call.
- 7) Raise your hand to contribute and wait to be acknowledged by the facilitator
- 8) Use "I" Statements, speak from your own experience.
- 9) Keep a person's information you learn here confidential unless you have asked them.
- 10) Expect mistakes but be accountable and stay committed (to each relationship and to the work)
- 11) Upholding these meeting guidelines is everybody's business (not only the facilitator's). If you think a meeting guideline is not being upheld please use the process check sign and ask for a discussion of this. Process check jumps to the front of the line/cue and interrupts the discussion.

KBOO House Rules

Communicate your needs directly.

Talk directly with someone who has offended you.

Be tolerant and respectful.

Dismissing or humiliating another community member is inappropriate.

No verbal violence will be tolerated.

No physical violence will be tolerated.

Taking care of our community is EVERYBODY'S business.