

**KBOO Finance Committee Meeting Agenda**  
**November 27, 2017**  
**4:30pm - 6:00 pm**

Facilitator: Del  
Note Taker: MacRae  
Timekeeper: N/A  
Attendees: Meggan, MacRae Del

Review and commit to Meeting Guidelines and KBOO House Rules (see below)

Check-in: How are you doing?

Review, add to, prioritize agenda:

1. Membership Drive Planning and update - Del (10 mins)

Membership drive starts tomorrow and we have a goal of \$74,000. Drive is 11/28 to 12/4. We have food donations for most shifts except for breakfast. We have meals for all the other meals. Our focus will be on 50th anniversary updates such as when the exhibit will be. We have a 50th logo. We have \$3,500 in matches so far for new and increased donors. We are still working on raffle tickets. We have Portland Center Stage tickets. So far we have \$4,220 in GiveGuide donations. Our annual calendar is ready to be sent out.

2. October financials and FY17 (10 mins) - see Mac's handouts

Total revenue for the month of 46,013.79 is -611.79 under budget. Total expenses for the month of 80,918.43 is 532.86 over budget. October net loss of -34,904.64 is -1,144.65 under budget. Woot! This is a great start to the year.

3. Foundation asks updates - (10 mins)

We asked Collins for \$30,000 for an archival contractor. We are looking to the Oregon Community Foundation for a capacity building grant. We would use the capacity building grant to hire an administrative position.

4. Major Donor updates, 50th anniversary (5 mins)

We received no major donations for the 50th. Monica is emailing people to ask to meet with us.

5. Long term Financial planning (15 mins)

- What do we do if we lose funding?
- What do we do if we receive unexpected money?
- How do we build in long term planning for staff benefits?

If we receive unexpected money we should put aside some to the reserves or to start an emergency fund.

**\* Next Meeting date/time: ?. Proposed 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.