

Meeting notes
KBOO Foundation Finance Committee

July 19, 2018
4:30 in the back room

Present:

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

Facilitator: Marc Anderson

Note taker: Dan Shramek

Monthly financial reports

MacRae reviewed the “Profit and Loss Budget vs. Actual” report through June 2018. The monthly operating deficit for June was slightly greater than expected due to several revenue items that were lower than budgeted. There is an operating deficit of \$26,958 through the first nine months of the fiscal year. This amount does not factor in timing issues with several expenses such as CPB Restricted, equipment maintenance, printing & copying, postage, and bankcard fees that appear to be under budget but will be paid by the end of the year.

MacRae reviewed the “Current Cash Position” report. At the start of July, we had \$36,879 unrestricted cash available after accounting for accounts payable and credit card liabilities. We discussed the fact that we are expecting monthly operating deficits in July and August, and how to ensure that we have enough liquidity to pay operating expenses until revenue from the Fall Membership Drive and CPB funding replenishes the operating cash. MacRae discussed several expenses that could be delayed if necessary.

MacRae reviewed the “Cash Projections” report, which provides our current best projections regarding where the operating results will likely finish at the end of the fiscal year in September. As she explained, several revenue streams will likely end up lower than expected, and the operating loss may be somewhat higher than projected with the mid-year budget revision. She is clarifying a couple of items, and will have an updated projection at the next meeting. Expected operating expenses appear to be at or below budget for the year.

Board meeting update

Gene discussed preparing a narrative for Ruban to present at the upcoming July 23rd board meeting regarding our best estimate of FY2018 operating results, and how they may vary from the mid-year budget revision. We discussed that operating expenses are basically on track, but operating revenues are lower than expected. While Sustaining Membership revenues are higher than expected, several other revenue streams will likely be lower than the mid-year budget revisions, including Underwriting, Unsolicited, Direct Mail, Major Donations, Matching Funds, and Events/Co-Sponsorships. The net result will be that the FY2018 operating deficit will likely be greater than projected in the mid-year budget revisions.

Ruban will also present the first draft of the FY2019 Revenue Budget to the board for discussion.

FY 2019 Budget

We discussed the FY2019 budgeted revenues. Gene asked about the projected amount for Major Donations, and whether donor asks in October – December will be primarily for the 50th Anniversary, as planned, or for general KBOO support. Del clarified that the 50th Anniversary fundraising will conclude by the end of FY2018. She added that she feels confident in the Major Donations revenue target for FY2019.

We discussed the revenue target for Events & Co-Sponsorships and decided to revise the FY2019 gross revenue target downward from \$13,000 to \$6,000.

Foundation asks updates

Del reviewed the status of current grant opportunities, including an opportunity with the Meyer Memorial Trust for a responsive grant to support our expenses related to the web site hack.

Line of Credit

Dan suggested that we consider securing a line of credit to have available as an option for potential short-term cash flow issues in the future. MacRae said that she would see if Point West offers them, and find out more information.

Marla Davis bequest update

Del gave us an update regarding plans to use funding from the Marla Davis bequest of approximately \$42,000 for Native American programming. A number of ideas came out of discussions with staff and Native American programmers and volunteers, including developing projects to create new content relevant to the Native American community. Applicants would apply for funding of up to \$2,000 per project. She hopes to form a committee in the coming months that would review project applications, which would include staff, volunteers, and members of the Native American community.

Another idea is to create an administrative opportunity of about five hours per week for a member of the Native American community to track expenses and keep records for the various Marla Davis projects. This position would be funded by the Davis bequest.

In addition, they hope to create a paid youth internship of about 2.5 hours per week to assist with the Rose City Native Radio program. Ideally, the internships would help recruit and develop Native American volunteers for KBOO.

Del added that they plan to approach the Spirit Mountain Community Fund for a matching grant to support these programs.

Meeting adjourned
6:05pm

The next Finance Committee meeting is scheduled for Thursday, August 16th at KBOO.