



**Executive Committee Meeting Minutes
April 28, 2016 – 4:00pm**

Attending: Pati Dahmen, Ann Hurst, Clint Marvel, Don Anderson

Absent: Darcell Yeager

Staff: Gary Stokes (General Manager)

Call to Order: President Pati Dahmen called the meeting to order at 4:00 p.m.

Administrative:

- Cynthia Halterman, producer/Project Manager passed away unexpectedly. No details yet on ceremony of remembrance which is expected to take place over Memorial weekend. Katherine McCormick is being approached to produce the next 3 shows for 2016. Thereafter there is another year on the NIC contract and will need to look at the 2016-2017 shows.
- Employee reviews will be completed 4/29/16;
- volunteer appreciation event had a nice turnout and Pati Dahmen was selected as volunteer of the year
- Succession Planning and Contingency Planning: There are some key positions which we should start making some plans for unexpected occurrences. Need to plan now. Will ask Darcy to draft desktop procedures for payroll, accounts payable, accounts receivable and then test them with user in the event we have to bring in temporary help for finance areas. Communicate that this should be done by September. Other areas to look at back up plans are programming and Gary's position.
- PBS annual meeting is in Chicago May 15-18 with Gary attending.
- CPB auditor – spent 2 days at KSPS. Very thorough review with no major issues identified. Will complete report with recommendations and will then implement recommendations. Discussed implementing our own annual review of checklist to ensure we are up to date.
- District 81 production needs for remainder of 2016 – very heavy load for the Spring including live streaming of graduations over a period of 4 days June 10-13 which does not include the setup. Expected to have increase in overtime and need to lease additional equipment. It will be a lot of work for the crews.

Financials – projecting to meet budget for 2016. March had 171,000 greater than budget revenue. CSG grant came in early, had a 25,000 bequest to the endowment and Canadian exchange rate has been better than budget for some weeks now. Have some corporate sponsor possibilities in both Canada and U.S.

PBS dues payment looks like it will be lower next year. Will look carefully at CPB revenue projections for next year.

FY 2016-17 budget meetings wind up soon and then will send to Finance Committee mid-June with summary notes and budget.

~~Board Membership~~ Recruitment: Interviewed 3 candidates for Board members. Will get CVs submitted to board in July and vote on candidates at September Board meeting. Also looking for 3 Canadian nominees. Gary has trip planned at end of June for that purpose. Discussed having Board members sign conflict of interest statement annually instead of just once when elected. This needs to be discussed in Governance Committee.

Committee minutes – discussed need to be consistent with all committees approving minutes and posting both in Drop Box and on the website for public access. Draft minutes should be approved at the following meeting.

Adjourned at 5:15

Upcoming Meetings:

Executive Committee Meeting May 26, 2016 @ 4:00 pm
Friends of KSPS Board Meeting May 26 , 2016 @ 4:30pm