

ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

Board of Directors Meeting

August 13, 2019

Minutes

Present: Chairman Andrew Rand, Lesley Matuszak, Kim Armstrong, Helen Barrick (Phone), Polly Barton, Amanda Campbell, Wayne Cannon, Dr. John Day, Monica Hendrickson, Jerry Herbstreith, Linda Huddle, Angela Moriarity, Steve Morris, AJ Rassi, Sid Ruckriegel, Stephen Shipley, Sally Snyder, Ashley Spain

Staff: William Baker, Luann Claudin, Todd Pilon, Colleen Runkle, Julie Sanders

Absent: Marcus Fair, Jessica Ford

Noting the presence of a quorum, Chairman Andrew Rand called the meeting to order at 4:02 pm.

In the first item of business, the minutes of the June 25, 2019 Annual meeting and the July 25 Executive Committee meeting, were moved to be approved at the next Board of Directors meeting on October 8, 2019.

Chairman's Report: Andrew Rand welcomed Lesley Matuszak, President and CEO to her first Board meeting. AJ Rassi reported that an update on bylaws began last spring, specifically looking for compliance. Overall, the state of the union is good. A few items need to be cleaned up. The committee is currently reviewing other stations and best practices. The next step for the committee is to meet with Lesley Matuszak.

President's Report: Lesley Matuszak reported on updates in and around the station. The employee handbook is being reviewed and updated. Specific policies need to be clarified and communicated to staff. Financial procedures and polices will be tightened up. Supervisors will track sick and vacation time. Employees will be clear with expectations around all polices.

- Job Descriptions are being updated in all departments.
- Needed facility improvements are being addressed, including a phone upgrade, painting, and a laundry facility.
- Special thanks to the Pekin Friends of 47 for their donation to help fund the washer and dryer.
- Jimmy Dillon will lead any and all work needed to the building.
- Preparations for the annual financial audit are under way.
- A brief discussion took place regarding the Channel Re-Pack for WTVP. FCC required channels in the upper tier to be reassigned to lower numbers in order to free up and enhance broadband space, which means WTVP will officially be located on Channel 35, but no outwardly changes for our audiences. When the change occurs, WTVP will be off-the-air during the transition. Chairman Rand inquired about the timing and William Baker responded that the project was on-track.
- Lesley Matuszak introduced the new board members and the staff that was present.

Helen Barrick (on the phone) presented the June 30 financial statements. Total income was short 5% of FY19 goals. The Channel Re-Pack should be considered a fixed asset for future financials. Balance sheet indicated a decline of \$30,000 in operating cash and a decrease of \$50,000 for the Endowment Fund. It was reported the Balance Sheet overall was \$67,643 to the good for FY19. Liabilities were nothing unusual, but account payables were up for the FY. Helen also noted the deferred revenue for the WTVP Travel trips and the long-term liabilities.

Lesley Matuszak indicated WILL is owed \$200,000 for FY19 and FY18 contract. Bills occur in April of each year. Also, Lesley Matuszak wants to make sure no late fees occur for payments during FY20. The auditors from Clifton Larson will arrive on August 26 for our annual audit. Question was asked by Chairman Rand about the timeframe of the audit this year and Lesley Matuszak indicated the audit is on schedule at this time.

Chairman Rand indicated verification of the WILL expenditures is needed with a full accounting of fees. Sid Ruckriegel asked if an audit adjustment is needed for FY18 for the unpaid WILL balance. Chairman Rand also reported that Jerry Kolb is no longer with WTVP as the position was eliminated. He indicated that a transition period is occurring and that a forensic audit might be needed for the transition process by another firm.

Vice Chairman, Stephen Morris, thanked Helen Barrick for her expertise and analysis on the financials. The financials were approved with a motion by Stephen Morris and a second by Sally Snyder. The reports passed unanimously.

Lesley Matuszak will present the new budget detail at the next board of directors meeting in October. No salary increases are set for this budget year but hopes to have some bonuses included. Plans are being developed for employee reviews, which will facilitate pay increases in the future.

Pekin Friends: Jerry Herbstreith reported that the Pekin Friends plan to disburse their FY19 funds at the September meeting when the new CEO will be present with ideas for funding projects.

Galesburg Area Friends: Linda Huddle reported the group is down to four members. No additional report.

Director of Development, Colleen Runkle gave the Development report. The Development department consists of Colleen Runkle, Luann Claudin, Angie Spears, Kathy Morgan, Kathy Withers (PT) and Janet Whitcomb (PT). Colleen thanked the board for the opportunity to attend PBS Conferences during the year. Colleen asked all board members to assist by attending events, wearing nametags and serving as ambassadors to the station. We would like board members to be members of the station. WTVP needs board members to help us to identify individuals and business who may be interested in serving in meaningful ways. Colleen asked all board members to buy tickets and attend our Country Music event on September 13. Colleen also gave a brief description of WTVP Passport.

Executive Producer William Baker reported for Production. Bill Baker gave an overview of the Production Department and the Production Team including Engineering and Operations. Bill Baker explained the Satellite truck and production contract services. Bill Baker reported on the local documentaries in creation and filming as well as some partnership and testimonial recordings and spots being produced. Tapings for At Issue, Consider This and Peoria Symphony are currently on the schedule. State & Water is being revamped and plans are underway for Season 4 with a concentration on local bands and performers in Central Illinois and the communities that air the program plus a collaboration with WWCT to help promote the series. The new high-definition field camera was unveiled. Bill Baker mentioned our HD infrastructure including the update to our Production Control room and needing HD studio cameras.

Julie Sanders then gave the Content & Marketing report. Julie Sanders introduced the team of employees that work with programming and marketing...Jed Klabunde, John Meyers, Phil Belcke, Mark Lasswell and Mary Heinemann, which helps with Educational Outreach. Julie Sanders presented video and photos of various WTVP activities regarding Chasing the Moon, Scramble the Seawolves, Rainbow Readers book reports that works with the libraries, and our WTVPeople Testimonials Campaign including testimonials from our board members. Julie also announced the PBS Re-Brand, which will take place later this fall and will mean an update to the WTVP logo as well. Julie talked about the collaboration with the Peoria Public Library and the Summer Reading program, that resulted in a 17% increase of participants. Julie reported on upcoming programming featuring the Ken Burns Country Music documentary, The Arch Bishop Fulton Sheen special, Poldark on Masterpiece final season and the Durrell's final season as well.

At 5:39 p.m., Chairman Rand called for an Executive Session. Motion was made by Dr. John Day and seconded by A. J. Rassi.

Respectfully submitted,
Lesley Matuszak, President & CEO