

# ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

## Executive Committee Meeting

August 22, 2019 – 7:30 AM

### Minutes

Present: Andrew Rand, Stephen Morris, Helen Barrick, A.J. Rassi, Sid Ruckriegel

Staff: Lesley Matuszak

Chairman Andrew Rand called the meeting to order at 7:30 AM.

Minutes of the Executive Committee's February 28, 2019 regular meeting were considered. A motion to accept was made by A.J. Rassi seconded by Sid Ruckriegel and passed unanimously.

Lesley Matuszak presented the July financials, also commenting the Fiscal Year-End June 30, 2019 Financial reports are expected to change. Anticipate changes due to year-end accruals and pre-paid expense adjustments. Clifton Larson Allen under principal Melissa Yoder will begin auditing the financial records as scheduled. A complete audit report will be made to the Executive Committee in October. The auditors' internal control observations with a letter in the past year to management reported credit card use/documentation did not have a formal policy surrounding the use/receipt requirement. Matuszak reported that deficiency is no longer a concern and best practices have been immediately strengthened. Concerns were addressed concerning liabilities not being recorded. Note: revenues look to be solid. All internal control procedures have now been reviewed and meet contemporary expectations with assets allocations.

#### Income

The following areas appear to be underperforming when compared to budget:

Membership - \$31k short of budget  
Klystron Society – Major Giving - \$40k short of budget  
Underwriting - \$35k short of budget  
Overall revenue - \$54k short of budget (unfavorable)

#### Expense –

Overall expense \$182k below budget (favorable)

The following expenses are significantly out of line with budget:

Production Salary - \$46k above budget (unfavorable)  
Promotions Salary - \$20k above budget (unfavorable)  
Professional Services – Development - \$16k below budget (favorable)  
Professional Services – Production - \$5k below budget (favorable)  
Premium Expense - \$17k above budget (unfavorable)  
Special Events Expense - \$6k above budget (unfavorable)  
Equipment Lease - \$5k below budget (favorable)  
Depreciation Expense - \$48k below budget (favorable)

\*Not sure why depreciation expense budget was higher than prior year actual. May be an adjustment needed here after review of depreciation schedule.

Net income currently sits at \$67k but will probably change as audit continues and balance sheet reconciliations are completed.

FY20 – July 2019 data has not been thoroughly reviewed. It is probable certain monthly entries have not been completed for July by previous leadership.

Quick Books was not set up in a standard accounting form. There was not group by title of account and the sub-accounts or the use of standard account title numbering.

A motion to accept was made by Sid Ruckriegel, seconded by A J Rassi and passed unanimously.

A NETA (National Educational Telecommunications Association) proposal was presented outlining their scope of work (financial management.) A motion to accept was made by Helen Barrick and seconded by Sid Ruckriegel. Motion passed unanimously.

Matuszak reviewed the Spectrum Repack whereby WTVP will change from transmitting on Channel 46 to Channel 35. FCC requires channels in the upper tier to be reassigned to lower numbers in order to free up and enhance broadband space. WTVP's official channel location will change, but our audiences will not outwardly see a change. During the transition WTVP will be off the air. The public will be notified, etc. The FCC is expected to be covering the costs associated with this project. WTVP will need to install a new transmitter and antenna.

WQPT – The impact of the potential loss of the WQPT contracts was revisited, however at this time WTVP is providing master control services through March 2020. August 13, 2019 An invitation for bid was extended to WTVP to continue providing master control and traffic services to WQPT/Western Illinois University.

Other Business – Costs and expenses associated with our outside legal representatives was discussed.

A motion to adjourn was made, seconded and passed unanimously.

Andrew Rand thanked everyone for their dedication and hard work.

The meeting adjourned at 8:30 AM.

Respectfully submitted,

Lesley Matuszak  
President & CEO