

# ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

## Executive Committee Meeting

January 23, 2020 – 7:30 AM

### Minutes

Present: Andrew Rand, Stephen Morris, Sid Ruckriegel

Call In: A.J. Rassi

Absent: Helen Barrick

Guests: Danna Luo, NETA

Staff: Lesley Matuszak, Luann Claudin

Chairmen Andrew Rand asked A.J. to lead the meeting. A.J. Rassi called the meeting to order at 7:34 AM.

Minutes of the Executive Committee's December 5, 2019 regular meeting were reviewed. A correction was made to rephrase the investment partnership. A motion to accept the corrected minutes was made by Stephen Morris seconded by A.J. Rassi and passed unanimously.

Lesley Matuszak asked Danna Luo from NETA to report on the financials. Danna indicated she has been working closely with the auditors on the June 30 trial balance sheet. They reviewed the repack income, receipts and disbursements; and they also discussed the CPB grants and PBS dues, which was allocated in the month of December. topics of discussions were payroll, depreciation as a fixed asset, and the income and expenses according to the profit & loss comparison. Chairman Rand inquired about the CPB and PBS being accrued on a monthly basis. Danna indicated once the month of December is finished, this would be into effect on an accrual basis and reflect in the budget as such. Chairman Rand asked about the closing of the financials for December 31.

There was also discussion about the Repack payments, invoices and the repayment percentage by the FCC regarding the project and the budget.

Lesley indicated WTVP needs to be aware of future payments due and that they should be on time to avoid late fees.

Danna discussed the upcoming Station Activity Benchmarking Survey (SABS) which is due February 15 and the completion is dependent for the submission of the CSG grant with CPB.

Danna also discussed the 403(B) and the TIAA plan for employees and how that is reflected in the budget.

Chairman Rand discussed the physical form of the budget reports and the financial reports going forward. He would like the reports to be uniform and like the Profit & Loss report format. A special call was set up with Danna at NETA to go into further discussion and to present a format. Danna and Lesley discussed that a monthly call with Lin McLaughlin would help with the communication on financials between WTVP and NETA and to answer questions timely. There is training available for Lin from NETA on their financial process and platforms.

Lesley reported on the David Vaughan Investment proposal. She indicated A.J. Rassi and Helen Barrick will be meeting to discuss our investment management services.

Lesley gave a President's report including the following topics:

- Channel RePack
- Coverage Area Map – Sid Ruckriegel asked about the cable coverage area and what WTVP needs to work on regarding carriage throughout our coverage area. Andrew Rand suggest a store front location in the Bloomington/Normal area
- Peoria Public School 4<sup>th</sup> grade tours
- Production work for hire – Sonar Tide artist
- Marketing partnership with Convention and Visitors Bureau – a program to replace Illinois Adventure plus the Santa Claus 5K Run
- Partnership with UPN channel, WMBD, EasterSeals, Peoria Historical Society and PRM, Peoria Library, Bradley University, PJ Star, Peoria Park District, PNC
- WTVP Travels
- Program Guide upgrade and redesign – Andrew Rand suggested to add a crossword puzzle
- Virtual Golf
- Autism platform with PBS Kids programming
- Illinois Arts Council Grants
- Finance office current on FCC reports and grant summaries
- WTVP turns 50 next year
- More involvement with PBS and CPB
- Tax Receipts mailed
- Rebranded logo and creating a style guide
- Website boosting to increase donations (ROAR report)
- Innovation with high school students for entrepreneur projects
- Weekly Insider emails
- Passport push
- February Black History month featuring special programming
- State & Water – recap of Season 4, working towards Season 5
- Ken Burns special program in April on *The Gene*
- Special political programming and coverage this summer with The Vote, Frontline and PBS Newshour

After Lesley's report, the meeting went into Executive session at 10:03 AM.

Respectfully submitted,

Lesley Matuszak  
President & CEO