

ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

Executive Committee Meeting

October 17, 2019 – 7:30 AM

Minutes

Present: Andrew Rand, Helen Barrick, A.J. Rassi
Call In: Stephen Morris, Sid Ruckriegel
Guests: Melissa Yoder (CLA), Amanda Campbell (CLA)
Staff: Lesley Matuszak, Luann Claudin

Chairmen Andrew Rand asked A.J. to lead the meeting. A.J. Rassi called the meeting to order at 7:27 AM.

Minutes of the Executive Committee's September 26, 2019 regular meeting were reviewed. A motion to accept the minutes was made by Andrew Rand seconded by Helen Barrick and passed unanimously.

The first quarter financials were presented in a cash-in format for review. NETA began work on our account as of October 1st. The financials will return to an accrual format for the December meetings. Lesley indicated NETA is very helpful to the business office. NETA will be on-site October 23rd.

Helen reported on the audit report for FY19. She met with Clifton Larson Allen to discuss the draft audit report. Some audit items needed to be reclassified. Melissa Yoder was present on the phone to present, review and discuss the audit draft. She discussed the allowance for the WILL payments, the classification of the third-party entries being moved from deferred revenue to account payables. Andrew Rand suggested a letter from our lawyer to clarify and document these entries and WILL transactions. Review of grant documentation from the Backlund Investment contribution in FY19 revealed this grant will need to be returned. This is due to the restriction of the grant and the request, which has been received by donor. Executive Committee indicated the monies should be returned to the Backlunds and not forwarded onto WILL.

There was clarification and discussion on the WIU/WQPT contract. WIU contract expired in June 2019. The contract was extended to April 1, 2020. WTVP submitted a bid to continue the master control/traffic agreement. WTVP was not awarded the contract. No transfer of services will be rendered from WTVP for this transition. CLA is in need of documentation to reflect this process.

Melissa Yoder discussed the FCC documentation for the repack federal monies, which reimbursements are starting to be sent.

Melissa Yoder talked about the preparation of the management letter to accompany the audit. Melissa indicated the strengths in processed, invoices and deposits procedures. Lesley asked about WTVP process in order to have strong accounting procedures and documentation.

Helen Barrick suggested the management and audit be available for the Executive Committee members to review in December. A.J. asked for transparency with materials that will be presented to the Board of Directors.

Andrew Rand suggested a letter be drafted from our attorney, Bob Gates, to document the transactions and questions in regard to WILL payments.

Lesley Matuszak presented the President's report. She reminded the committee members of the PBS rebranding campaign, unveiling the new logo on November 4th.

Plans to reach out to the footprint of our community by working with/on:

- Milliken University on an Entrepreneur Day for university students

- Peoria Public Schools on children ages 0-3 readiness for school

- Public Libraries with bedtime stories recorded for website

- Business-on-Business connections and testimonial stories (need funding)

Lesley gave reports regarding departments...

- Development: Membership is going well, Underwriting is making progress, Proposals are being written, Prospects are being gathered, Endowment monies are coming in, creating 'ask' lists for Dev. Director.

- Production: Productions Services, Easter Seals, Bill Baker is a good resource, need updated technology for digital

- Information Technology: Cleared up issues and tightened cyber security

- Need to work on accommodating the three people hired for the WQPT services contract. Reviewing job descriptions and employee capabilities

No other business was presented for discussion.

A motion to adjourn was made by Helen Barrick, seconded by A. J. Rassi.

The meeting adjourned at 9:01 AM.

Respectfully submitted,

Lesley Matuszak
President & CEO