

ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

Executive Committee Meeting

July 23, 2020 – 7:30 AM

Minutes

Present: Andrew Rand and Lesley Matuszak

Phone/WebEx: Stephen Morris, A. J. Rassi, Sid Ruckriegel, Helen Barrick, Danna Luo-NETA

Staff: Luann Claudin

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

Andrew asked for a motion to approve the minutes from the special Executive Committee closed meeting. A motion was made by A.J. Rassi with a second from Sid Ruckriegel. A.J. asked for clarification on the last year's compensation. Lesley clarified and explained. No further discussion. The motion was approved to accept the minutes.

Andrew recognized Danna Luo from NETA to go over the financials. Danna started with the income statements ending May 31. June is underway to be closed out for the fiscal year. The station is doing well. Revenue and underwriting are tracking up. With the adjustments, we will be tracking closer to the budget at year-end. Expenses are tracking according to budget. Overall, anticipating the station will end on a positive note due to CPB funds dispersed in April.

Andrew asked for clarification on the revenue report. Danna explained the production contracts (tower rentals) were booked in QuickBooks and were overstated due to entries and receivables. Actuals will be adjusted down to account receivables. Danna indicated this wouldn't be an issue going forward. Helen Barrick mentioned we need to complete the adjustments before the June 30 financials are sent to the auditors. Helen asked to see the financials before they go to the auditors. Andrew asked if this issue started in this fiscal year or past fiscal years. Danna indicated this fiscal year.

Danna continued with current assets. Overall assets are high because of the FCC repack equipment.

Long term liability – PPP loan was obtained in April. Danna has this as a liability and when it is forgiven in FY21, it will become revenue. Treat the PPP loan as a note payable. Helen Barrick agreed. Danna wants to make sure the auditors are on board with this treatment of the loan.

Danna presented the overall position of the station. Danna asked NETA about other PBS stations and how COVID effected budgets and revenues. CPB, other federal grants and PPP loans made most stations end up in the positive. Underwriting tracking downwards. The impact might occur in the FY21 budget. These are things to be mindful of in the next fiscal year.

A.J asked about the balance on the bequest revenue and if more monies will be coming in.

Andrew asked about the timeline for closing June 30 and the review process for fiscal year-end. Danna would like to close the books by July 31 and create the trial balance. The first week of August would be a good week to review, discuss and return comments to Danna. Helen and Andrew were in agreement.

No other discussion. Helen made a motion to approved the financials, and Stephen Morris seconded. All members were in favor, with no objections.

Budget – Danna put together a summary and details. Danna estimated the PBS dues based on the revenue. Increase in staff compensations. Decrease to auction revenue and increase to individual giving. Overall, operation net positive of \$300,000. Losing FCC repack revenue in the next fiscal year. Removable of WTVP Travels trips.

Lesley offered some insight with the revenue expectations from the Backlund, Gilmore, Bielfeldt, OSF. Monies for work for hire will be taking place this next fiscal year.

Danna asked for any questions on the budget. Lesley asked for what the next steps would be to present it to the board. Sid and Helen suggested we need to have the actuals. A.J. asked for a comparison on the spreadsheet of both budgets and actuals as a budget comparison. Danna said she would be able to present this for review. Andrew summarized the actuals would be presented with the budgeted amounts for revenue and expenses. Andrew asked for the Executive Committee members to have a special meeting once the draft is ready, after August 3 or 4. The ECM would review the June 30 and the budget in the same special ECM before the board meeting on August 11.

Andrew asked for clarification of the draft revenue budget in regards to repack and the PPP loan. Andrew indicated the PPP is extended for payroll and other budget items. Conservative revenue of 3.7M versus 3.1M in the past several years. Andrew thought this is a good place to start for FY21.

Lesley indicated COVID cost about \$400,000 in revenue this year, but they will be our friends in the future. Lesley thanked Danna for her expertise, time and quickness in turnaround. NETA is phenomenal in their knowledge and quite skilled in helping stations. Danna and Lin are working well together.

Lesley presented the personnel employee handbook. We cleaned up the drug usage language. Lesley would like to give the handbook to the staff this fiscal year. Approval by the board at the next meeting? Sid is okay, A.J. approved. By affirmation, moved by A.J. and second by Sid to present with executive committee approval to the board members at the next meeting. Lesley indicated the attorneys have approved. Section 18 of personal conduct is interesting to incorporate in the handbook, which was pointed out by Andrew. Andrew asked if the employees will review and sign acceptance, which there is a form on the last page of the document. All executive committee members were in favor, and it passed unanimously.

Lesley presented the President's report.

PSO and Peoria Civic Chorale partnerships are.

Adverse findings with the FCC during our last FCC licensing, is now through the two years.

At Issues continues.

The Billboard campaign is underway.

Onboarding of our two new board members was conducted by Lesley.

Letters are being reviewed and changed for the new fiscal year.

Heartland Clinic video is completed.

Back parking lot video was viewed. \$31,000 to repair the back parking lot. Sid asked for stormwater invoices and the parking lot video for review with Patrick Ulrich. Stephen requested the video as well to present to the Brian with the Sanitary District. Funds available through the sanitary district.

Roof repair \$2400. Building expenditures for OSHA required items.

Murals from the Leunigs with community art through The Big Picture were presented. Discussion tabled for the next meeting. It was suggested to bring the concept to the Development Committee meeting for ideas. Big Picture supplying the funds was a question from Sid? Pocket park idea. Sid asked about changing the pieces on a regular basis. Acquire a sculpture from Preston Jackson in the pocket park.

Sid presented the development committee report. Strong membership dollars during FY20. 100% board giving announced as part of the membership drive in August. Underwriting is a good barometer for the community. Sid presented that we don't know where the next year will go. We need to be resilient and pro-active in making the numbers. We need to identify blockages and communicate them so that we can remain strong in other areas. COVID effects are unknown. Start early on fundraising and get funds and plans in place. There might be some fall off throughout the year. Get as many funds as possible soon in the fiscal year. Leverage is important. Education is a good advantage to be a part of. Sid indicates this is where we can pull some development monies. We need to own it. Not one district. Community-wide problem. Questions? Phenomenal success in FY20. Lesley thanked Sid for his leadership and the team and agreed with Sid on his thoughts on education and our remote channel.

Lesley chatted about the program guide with an increase of eight pages and looking for yearly guide advertising contracts. Soft asks for WTVPeople and developing a new sizzle reel.

Sid indicated we will see upgrades in development pieces and plans. We are reconstructing each letter for the new year. This will build the development team.

Andrew thanked Sid and Lesley.

Andrew asked for items under other business. Sid thanked Lesley for her energy over the last year. He also thanked the WTVP staff and team.

Andrew indicated we need to meet with Lesley and perform her review and asked for Stephen's help with the review process. a

Andrew adjourned the meeting at 8:52 AM.

Respectfully submitted,
Lesley Matuszak
President and CEO