

KPFK Finance Committee
Amended MINUTES June 22, 2022 4:00 PM
Via Maestro
APPROVED 7/27/22

1. Call to Order – Roll Call

LSB Grace Aaron
PUB Ken Aaron
LSB Alan Beek
LSB Fred Blair
PUB Sue Cohen Johnson
LSB Bella De Soto
PUB Raymond Goldstone
PUB Michael Heiss
PUB Dave Johnson
PUB Steve Kaiser
PUB Kim Kaufman, Treasurer/Secretary
LSB Michael Novick
PUB King Reilly
LSB Lawrence Reyes
PUB Jeanine Rohn x
PUB Ruth Strauss
LSB Beth Von Gunten
PUB John Wenger

Absent: Ken Aaron, Allan Beek, King Reilly

People present who want to become members
Doug Barnett
Margot Eiser
Dan McCrory

2. Request for timekeeper

3. Approve agenda (5 min)

Raymond moves to approve

Bella insists Doug Barnett is now a member, claiming he attended previous three meetings. Chair rules he was not heard on previous meeting (no one else heard him) and thus was not marked as attending. Bella challenges ruling of chair. Lawrence Reyes seconds

Yes to uphold chair: Grace Aaron, Fred Blair, Raymond Goldstone, Michael Heiss, Dave Johnson, Steve Kaiser, Kim Kaufman, Ruth Strauss, Beth Von Gunten, John Wenger

No: Bella De Soto

Abstain: Michael Novick, Lawrence Reyes, Sue Cohen Johnson

Chair ruling upheld Yes: 10 No: 1 Abstain: 3

Agenda approved – no objections

4. **Approve minutes** from May 25 (5 min)

Raymond moves to approve the minutes

Minutes approved

Bella objects

5. **Update on Fund Drive from Chair** (5 min)

Chair reports

6. **Unfinished Business**

Motion From Kim Kaufman

Discussion of this motion was interrupted to discuss taking comments from “the public.”

Kim makes motion that we end the meeting at 5:45 and hear public comment until 6.

Grace makes substitute to allow 4 minutes of public comment total now for anyone who wishes to speak.

Amended to 6 minutes – 90 seconds each with no restrictions on topic for speakers Dan McCrory, John Tatum, Doug Barnett, Cerene Roberts

No objections. Fred Blair abstains

Discussion of

Policy for Fundraising Events or Efforts Not Initiated by KPFK Management or LSB.

WHEREAS: The LSB needs to ensure that KPFK is appropriately protected from incurring any legal liability or other potential damages that may occur in fundraising efforts or events not initiated by KPFK Management or the LSB. The GM has the ultimate responsible for this.

THEREFORE, the KPFK GM and the LSB shall be informed about all such fundraising efforts or events and shall follow these herein procedures.

Any and all fundraising events or efforts not initiated by KPFK or the LSB, that are promoted as being KPFK or Pacifica events, whether promoted on air, on the web site or in any other media distribution technique or which use the name KPFK or Pacifica in any way, shall be pre-approved by KPFK management, with review from the LSB. This is to ensure that management can put in place all appropriate insurance policies and other protocols necessary to protect KPFK/Pacifica.

All the events or efforts initiated by individuals, programmers, or committees using the KPFK or Pacifica name shall provide the following information to be reviewed:

What kind of event or effort is it?

When and where it will occur?

Identify who is initiating, organizing, sponsoring, partnering or otherwise involved in the event or other fundraising effort.

If it involves a partnership, sponsorship or some other kind of arrangement with other entities or groups, the details of that arrangement shall be provided for review.

If there is a budget it shall be submitted for review (even if expenses are not expected to come from the station).

The percentage of the funds raised that will go to KPFK/Pacifica and separately to the third party shall be disclosed during the pre-approval process.

Provide details on how the Cash Management Policy will be implemented and by who.

The following is a 2011 policy that is not currently being followed.

*Yellow lettering denotes suggested revisions to this policy.

**Policy for Cash-Collection and/or Merchandise-Sales
at All Public Events Put On by KPFK and/or the LSB.**

Public events should have a designated chairperson to interface with staff, management, volunteers and LSB.

The development director or, if absent, the business manager **or the General Manager**, shall be responsible for the control and reporting of all inventory, costs and cash at all public events.

The Finance Committee, along with interim Development Director, **or, if absent the General Manager**, shall develop and implement an inventory control system for events, including for merchandise, tickets and opening cash and including cash reconciliation sheets.

Members of the Finance Committee shall be authorized to participate in the handling of merchandise and cash at events.

Three people should sign off on all cash receipts and be present at all times with cash collection and reconciliation. Two people should sign off on all cash receipts if only two are available.

Drink tickets shall be inventoried and accounted for as cash.

The cost of any goods purchased for such sales shall be disclosed as part of the pre-approval process so that the pricing may be fairly set. All purchases must have prior approval by KPFK management.

Any items or merchandise that is provided at no cost to KPFK shall be recognized by KPFK as a deduction and the appropriate IRS donation letter or message shall be issued within 30 days of the event.

A protocol shall be developed for how to handle the cash at the end of the event (i.e., bank deposit).

All events must have a full post-event financial report prepared by management and submitted electronically to the LSB Finance Committee within 30-**60** days of event, detailing all itemized expenses, gross proceeds

and net profits. All expenses must be documented with receipts, including all gifted items.

From Finance Committee June 6, 2011
Passed by the LSB July 20, 2011

Kim moves to postpone further discussion to next meeting.

No objections.

7. Adjourn 6:00