

## **KPFK Local Station Board Finance Committee**

Meeting Minutes of April 4, 2011

(draft minutes – not approved)

The regular, monthly meeting of the KPFK LSB Finance Committee was held on Monday, April 4, 2011 at 7:41 PM at Radio Station KPFK, 3729 Cahuenga Blvd. West, North Hollywood, California, CA 91604-3504. Kim Kaufman served as Chair. John P. Garry III served as Secretary Pro-Tem.

**LSB member-attendees:** Ken Aaron, Fred Blair (arrived 7:46), Leonard Isenberg, Kim Kaufman, Fred Klunder (left early), Brenda Medina (left early), Margie Murray, Summer Reese, (arrived 8:09, left early), John Wenger (arrived 8:02).

**Public member-attendees:** John De Simio, Israel Feuer (arrived late), John P. Garry III, Diana Medina (left early).

**Authority and Notice:** Specific notice for this meeting was posted on KPFK.org and other websites beginning on March 29, 2011 (see Appendix A).

The meeting was **called to order** by the Chair at 7:41 PM.

### AGENDA

**OLD BUSINESS:** Review Medina's tabled motion from the last meeting.

**NEW BUSINESS:** Motion from Kaufman regarding LSB expenditures.  
Policy for KPFK and LSB community events where cash is collected.  
Discussion of LSB budget matters.  
Yahoo Finance Committee group posting issues.  
Finalize roster  
Adjourn at 9:30.

### SCHEDULING OF MEETINGS

Monday, May 2, 2011 7:30 at KPFK  
Monday June 6, 2011 7:30 (location TBD)  
Monday, June 27, 2011 7:30 (location TBD)

The Chair distributed "Pacifica Foundation—KPFK Detailed Trial Balance for 2011 General Ledger," which was discussed.

Medina **moved** to cut the LSB budget in half (to \$200 per month), come up with free or inexpensive

LSB meeting venues, and eliminate the food budget. Motion **failed** by voice vote.

Aaron **moved**: The budget for LSB meetings shall be \$400 per meeting to cover room rental, secretarial services and food. Any other expenditures shall require LSB approval. Money not spent shall not accrue. All expenses shall be documented with a receipt with copies to the LSB Treasurer and the station Business Office. Motion **passed** by voice vote.

#### CASH COLLECTION POLICY

Suggestions for Management regarding event cash collection policy:

Public events should have a designated chairperson to interface with staff.

Develop and implement an inventory control sheet (including merchandise and tickets) and reconciliation sheets. cash

All incidental expenses must be documented with receipts and copies shall be given to the station Business Office and the LSB.

One member of the Finance Committee should supervise handling of merchandise and cash.

Three people should sign off on all cash receipts.

A criteria for cash drop-off after events should be developed.

Meeting **adjourned** by voice vote at 9:34 PM.

Respectfully submitted by John P. Garry III, Finance Committee Secretary Pro-Tem  
*(these minutes have not been approved)*

#### APPENDIX A—Meeting Notice

Emailed by Terry Goodman on Sat, March 29, 2011 5:03:56 PM

The KPFK Local Station Board Finance Committee will meet on Monday, April 4, 2011 beginning at 7:30 pm at KPFK, 3729 Cahuenga Blvd. West, North Hollywood, CA 91604, 3/4 block southeast of the intersection of Lankershim and Ventura Blvds. Main phone: (818) 985-2711.

Refs:

<http://www.kpfk.org/lspbpbmenu/93-calenderandnotices/4686-lsb-finance-40411-730-pm.html>

[http://www.kpfk.org/eventcal.html?task=view\\_detail&agid=1859&year=2011&month=04&day=04](http://www.kpfk.org/eventcal.html?task=view_detail&agid=1859&year=2011&month=04&day=04)