

**KPFK Finance Committee
Minutes July 27, 2022 4:00 PM
Via Maestro
Approved 8/24/22**

Convened 4:05

1. Call to Order – Roll Call

LSB Grace Aaron
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
LSB Ruth Strauss
LSB Beth Von Gunten
PUB John Wenger

Absent: Ken Aaron

People who want to be marked present for membership consideration:

Doug Barnett
Jonathan Markowitz

Fred moves to approve agenda

Bella moves to move agenda item re zoom up on the agenda

Chair rules this has been voted on multiple times and we should not vote on it again.

Jeanine challenges
Bella seconds

Vote to uphold chair

Yes: Fred Blair, Raymond Goldstone, Michael Heiss, Dave Johnson, Kim Kaufman, King Reilly, Beth Von Gunten, John Wenger

No: Bella De Soto, Michael Novick, Jeanine Rohn, Ruth Strauss

Abstain: Sue Cohen Johnson,

Yes; 8, No: 5 Abstain: 1

Agenda approved as amended (Bella's Motions which came after agenda went out)

Bella objects.

Fred moves to approve June 22 minutes

Bella objects

Jeanine moves to amend change "Bella insisted..." to "Bella stated..."

Yes: Sue Cohen Johnson, Bella De Soto,

No: Fred Blair, Raymond Goldstone, Michael Heiss, Dave Johnson, Kim Kaufman, King Reilly, Beth Von Gunten, John Wenger.

Abstain: Michael Novick, Ruth Strauss

Yes: 8 No: 2 Abstain: 2

Motion fails

Minutes approved as amended (adding "people who want to be present for membership")

Yes: Grace Aaron, Fred Blair, Raymond Goldstone, Michael Heiss, Dave Johnson, Kim Kaufman, King Reilly, Beth Von Gunten, John Wenger

No: Bella De Soto

Abstain: Sue Cohen Johnson, Michael Novick, Ruth Strauss, Jeanine Rohn

Yes: 9 No: 1 Abstain: 4

Motion passes

Update on Fund Drive from Chair

Review June p&l

Unfinished Business

Motion From Kim Kaufman

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.

Raymond amends to substitute “**who will inform the LSB of the event/s**” in place of “with review from the LSB” and replace “who” with “**whom**.”

Jeanine moves to postpone voting on the motion as amended to the next meeting.

Yes: Sue Cohen Johnson, Bella De Soto, Michael Novick, Jeanine Rohn, Ruth Strauss

No: Fred Blair, Raymond Goldstone, Michael Heiss, Dave Johnson, Kim Kaufman, King Reilly, John Wenger

Abstain: Steve Kaiser, Beth Von Gunten

Motion to postpone fails: Yes: 5 No: 7 Abstain: 2

Amendment:

Yes: Fred Blair, Sue Cohen Johnson, Raymond Goldstone, Michael Heiss, Dave Johnson, Steve Kaiser, Kim Kaufman, Michael Novick, King Reilly, Ruth Strauss, Beth Von Gunten, John Wenger

No: Bella De Soto

Abstain: Jeanine Rohn

Amendment approved Yes: 12 No: 1 Abstain: 1

Motion as amended:

Yes: Fred Blair, Sue Cohen Johnson, Raymond Goldstone, Michael Heiss, Dave Johnson, Kim Kaufman, Steve Kaiser, King Reilly, Ruth Strauss, Beth Von Gunten, John Wenger.

No: Bella De Soto

Abstain: Michael Novick, Jeanine Rohn

Motion as amended approved: Yes: 12 No: 1 Abstain: 2

Motion as amended:

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

Cash Management policy Passed by the LSB July 20, 2011 (referred to in above motion)

*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

Adjourn 6:00