

Pacifica National Board - Finance Committee

Teleconference Meeting

February 16, 2006

The meeting was called to order by David Adelson, outgoing Chair, 8:15 pm Eastern Standard Time

1) Roll Call and approval of agenda. In attendance:

Ambrose Lane (WPFW)	Sandra Rawline (KPFT)	LaVarn Williams (KPFA)
Jane Gatewood (WPFW)	Dave Adelson (KPFK)	Lonnie Hicks (CFO)
Baruti Bediako (WBAI) 8:30 pm	Casey McFall (KPFK)	Greg Guma (ED) 9:00 pm
Patty Heffley (WBAI)	Brian Edwards-Tiekert (KPFA)	

Absent: Weinman (KPFT)

Agenda approved as proposed by Adelson

2) Election of Chair and Secretary Pro-tem

Chair: Lane nominates McFall (accepts)

Heffley nominates Williams (declines)

McFall is elected chair, pro-tem by acclamation

Secretary:

Adelson nominates Gatewood (accepts)

Gatewood is elected secretary, pre-tem by acclamation

3) Nominations for permanent Chair and Secretary, and election instructions (10 min)

Nominations opened for Chair

McFall nominates LaVarn

There are no other nominations.

Nominations opened for Secretary

Heffley nominates McFall

There are no other nominations.

Secretary Pro-tem is asked to send ballots to all members with instructions for STV with postmark deadline of Friday February 24th.

4) Scheduling of next meeting

Thursday March 9th – 8 pm eastern / 5 pm pacific

5) Approval of Minutes (12/29/05 and 1/17/06)

Adelson moves to postpone approval of minutes until March 9th meeting

6) Report on outcome of motions submitted to the PNB for its January 06 meeting (10 min)

Adelson reports on 3 motions approved:

(1) GM expense reimbursement procedures – Hicks is working on implementation plan to be brought to NFC for review

(2) Dotted line reporting relationship from station business manager to CFO

(3) National Spanish Language budget

Gatewood asks Adelson to post full text of his report to PNB about these motions in files section of Yahoo group.

7) Proposed Budget Calendar

Adelson moves to adopt timeline as proposed

Amendments:

- change Line A, add language about CFO meeting with treasurer's to review process
- change Line F from August 16 to August 7

Motion, as amended, approved without objection. McFall volunteers to provide guidelines for process for prioritization.

	Deadline	Who Initiates	Action
A	Mar 20	CFO	Meet with treasurers to outline budget development process and paperwork submission. Call for budget priorities to be discussed in various venues.
B	By Apr 30	LSB's, in consultation with GM's/BM's	Identify and rank budget priorities in order of importance: Scale of 1-5 where 5 is high.
C	By May 31	GM's/BM's, in consultation with LSB's/ Local Finance Committees, ED, and CFO	Generate Draft Station Budgets and submit to CFO
D	By Jun 30	CFO	Compile and Distribute Draft Network Budget to LSB's and NFC for review
E	By Jul 31	LSB's NFC	Review Draft Station budgets (LSBs)/ -- Approve As-Is or with amendments National Office budget (NFC) -- Approve As-Is or with amendments
F	By Aug 7	CFO	Compile and Distribute Final Budget Proposal to NFC for approval
G	By Aug 31	NFC	Review Final Network Budget Make recommendations for PNB adoption
H	By Sep 7	CFO	Distribute Final Budget Proposal to Board
I	By Sep 30	PNB	Adopt Budget for fiscal year beginning Oct 1.

8) CFO Report

Hicks reports on status of station fund drives / responds to questions / discussion of chargebacks to stations for national programming, implications for next year's budgeting

9) National Fundraising Plans (30 min)

Guma gives summary of current mailing plans.

Question is raised about possibility that station listeners donating to national maildrops may not be registered as Pacifica members.

Adelson moves that mailings include a checkbox to indicate if responders are listeners. Discussion.

Adelson makes substitute motion that we ask CFO to develop process to track whether donors to national maildrops are listeners and/or members of stations.

Hicks agrees that he could submit proposed process by end of March.

Motion passed without objection.

10) Review of available financial data

No new financial reports since First Quarter (Sept-Dec 2005)

11) Working group reports

General Ledger – Bediako reports that he and Hicks will be meeting with a software vendor in NY. Current accounting package, Great Plains 9, is no longer supported by Microsoft. We must upgrade or switch. Investigating options with costs (including training) vs. benefits; looking for solutions to problems for existing system such as needs for web-based system and job-costing.

Surplus and Reserves – has not met. Adelson requests that someone replace him as convenor. Hicks agrees.

12) Adjourn 10:25 pm eastern