

Minutes for the regular National Finance Committee meeting May 26, 2015.

Meeting convened at 8:34 PM (ET) a quorum being present, the Chair and Secretary being present.

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Attending: Lydia Brazon, Adriana Casenave, Bill Crosier, Brian Edwards-Tiekert (Chair), R. Paul Martin (Secretary), Tony Norman, Michael Novick, Cerene Roberts, also attending was John Profitt Executive Director.  
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Agenda:

1. Call to Order (5 minutes)
2. Agenda Approval (5 minutes)
3. Minutes Approval (If any - 5 minutes)
  - A. Minutes of April 28, 2015
4. Executive Director's Report (20 minutes)
5. New Business (45 minutes)
  - A. Station-by-station fund drive updates
  - B. Station-by-station budget preparation updates
  - C. Finance-related motions pending at the PNB that the NFC may want to submit recommendations on:
    - i. LSB review Budget motion
    - ii. SIDEBAND MOTION from the WBAI LSB
6. Adjourn 9:30

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**Motion:** (Adriana Casenave) "To approve the agenda." (Passed as amended without objection)

**Amendment:** (Bill Crosier) "To add item 4, 'Executive Director's Report' for 20 minutes." (Passed without objection)

Minutes Approval 8:41 PM (ET)

**Motion:** (Michael Novick) "To approve the minutes of the April 28, 2015, meeting." (Passed without objection)

Executive Director Report 8:42 PM (ET)

The Executive Director reported that he has hired a new temporary accountant who will be

working in the National Office. He said that a maximum effort is being put towards getting the FY14 audit done; there will need to be extra help applied to that. The temporary accountant will be reconciling various unit accounts, she needs to be brought up to speed. The Executive Director said that there is a lot of data entry required at the stations, especially with membership campaigns running behind. The temporary accountant will be working with people at the stations to get that up to date. The Executive Director said that the PNB Personnel Committee has said that hiring a CFO is high on their agenda. He said that he may bring in an interim CFO during this time, and that the absence of a CFO is a problem. He's extended a consulting contract to the former CFO on an interim basis so he can answer questions and work with National Office Staff in person as needed. The Executive Director said that tomorrow he will be meeting with the auditors. He will get updates from them re: the FY14 audit, the filing of the audit and the 990s.

The committee discussed the Executive Director's report. In response to committee members' questions the Executive Director said that he didn't know when the FY14 audit would start, but that Staff at the National Office were working nights and weekends to move it along, and he is optimistic. The Executive Director said that he is getting involved in the election process and that the Local Election Supervisors should be hired this month, and that he was making notes of the committee members' questions. The Executive Director said that he has read the FY13 Management Letter from the auditors, which he characterized as "extensive." He is talking with the former CFO about addressing the issues in the Management Letter step by step, and he said that the PNB Chair agrees that the National Office must move on this ASAP. The Executive Director said that he has seen E-mails from the National Elections Supervisor from just before May 11, about the state of the membership lists at the stations and she said that making sure that the membership lists are current was moving along satisfactorily.

New Business 8:52 PM (ET)

Station-by-station fund drive updates 8:52 PM (ET)

KPFA - Their on-air fund raiser finished about \$58,000 short of its goal. They will probably make another \$10,000 in on-line pledges. Because of the windfall bequest revenue this shortfall shouldn't introduce any cash challenges in the immediate future.

KPFB - They are extending their on-air fund raiser to at least the rest of this week. They were far below goal, and were hardly to the half way mark of their goal last week. The station had an emergency on-air fund raiser in April and people donated then. On June 1, the station got a new General Manager.

KPFT - At the end of their on-air fund raiser they had reached about 83% of their goal. There may be some more on-line revenue. The General Manager said last week that he'll be able to order a new transmitter this week.

WPFW - They are almost done with their on-air fund raiser and are at abt 50% of goal. The on-air fund raiser may be extended.

WBAI - After 22 days of the current on-air fund raiser the station has a tally of \$237,318, which is off the budgeted pace by about \$103,000. The daily rate of the tally is a little less than \$11,000 a day. The budgeted goal of the on-air fund raiser is \$470,500. There may be an extension of this on-air fund raiser.

Pacifica Radio Archives - The Executive Director said that he didn't know about Pacifica Radio Archives's (PRA's) on-air fund raising plans. A committee member noted that PRA played a part in a PBS animation series that animated a PRA interview with John Coltrane. PRA followed up with an offer of CDs of the full interview. In July there will be a big concert promotion based on Pacifica's coverage of Watts 50 yrs ago.

There was a discussion of fulfillment rates.

#### Station-by-station budget preparation updates 9:09 PM (ET)

KPFA - Hasn't started yet.

KPFB - The Treasurer met with the General Manager and the Business Manager. They are trying to revise the FY15 budget and use that for a FY16 proposal. They have their actuals through April; they showed the station a little ahead of budget for revenue for FY15, but are over budget for expenses. The KPFB LSB failed to make quorum at 3 successive meetings, they hope to get quorum for their June meeting. They are looking to schedule initial talks about the FY16 budget.

KPFT - Their local Budget Committee has had a couple of meetings. The April meeting didn't make quorum, but they have started to discuss budget priorities. The committee discussed one of those priorities at its May meeting. That priority was a suggestion by the LSB Chair to cut funding for local news. The General Manager is opposed to that. The committee approved a motion to do that cut, but they have to wait to see what the budget looks like after the General Manager and Business Manager put things together next month.

WPFW - The station is going through a transition, and they haven't been able to meet yet. They have a new interim General manager, they expect to deal with the FY16 budget in the next 30 days.

WBAI - the local Finance Committee has been having a problem with meeting. The building where WBAI is now located, 388 Atlantic Ave. in Brooklyn, is not wheelchair accessible in the evenings. The landlord said we could use the space on the first floor but it would cost \$500 a night. The Treasurer has sent an E-mail to the General Manager seeking a meeting and information. It is hoped that the local Finance Committee can meet in June. The Executive Director said that the National Office is paying close attention to the WBAI access issues, and the need for 24/7 handicapped access to the station. Negotiations are ongoing with the landlord.

The Chair noted that the NFC needs the National Office to start on its FY16 budget first so that their Central Services needs can be ascertained.

Finance-related motions pending at the PNB that the NFC may want to submit recommendations on: 9:19 PM (ET)

LSB review Budget motion 9:19 PM (ET)

The following motion was read, the author of the motion noted that it had been introduced to the PNB last year and the dates would need to be changed.

**Motion:** (Adriana Casenave) “Whereas, Pacifica’s units have allowed little to no reserves in their budgets,  
and,

Whereas, closely tracking the quarterly status of each unit is particularly imperative at this time,

I Move that:

Per the Pacifica bylaws, Article Seven, Section 3, Item A. that LSBs “review and approve that station’s budget and make quarterly reports to the Foundation’s Board of Directors regarding the station’s budget, actual income and expenditures,” the PNB directs the LSBs to make their quarterly budget, actual income and expenditures reports to the PNB quarterly, starting with the first quarter of FY2015, the period between October 1, 2014, through December 31, 2014, to be provided to the PNB no later than January 15, 2015, and for quarters in FY2015 and quarterly during all fiscal years thereafter where such quarterly reports are to be provided no later than two weeks after the end of each quarter.

In order for the LSBs to comply with their duties per the bylaws, the E.D./IED shall direct the General Manager (G.M./IGM) of each station to produce and send to their LSBs an electronic file of the budget draft at least 3 days in advance of the meeting during which the LSB is scheduled to approve the budget. The E.D./IED shall also direct the G.M.s/IGMs to send an electronic file of the station’s LSB-approved budget to the NFC with a CC to the respective LSB within 3 days of approval as well as an electronic file of the station’s NFC-approved budget to the station’s LSB within 3 days of its approval. Failure to do so shall be a key consideration in the G.M.’s/IGM’s performance review by the LSB and PNB.

The NFC shall also review the PNO and its unit’s budgets quarterly as well.

The CFO shall send an electronic file of the PNO’s and its unit’s budget drafts to the NFC with a CC to the E.D./IED within 3 days prior to being presented to the NFC for approval and an electronic file of the PNO’s and its unit’s NFC approved budgets to the PNB within 3 days of its approval. Failure to do so shall be a key consideration in the CFO’s performance review by the PNB.”

The committee discussed the motion.

Adjourned 9:53 PM (ET)

Submitted by R. Paul Martin, Secretary.