

Minutes for the regular National Finance Committee meeting January 10, 2023.

Meeting convened at 8:42 PM (ET) a quorum being present, the Chair and Secretary being present.

Attending: Sharon Adams, Elizabeth von Gunten, Kamau Harris, Julie Hewitt, R. Paul Martin_(Secretary), James Sagurton_(Chair), Susan Young also attending were Pacifica Executive Director Stephanie D. Wells, National Business Manager Markisha Venzant, WBAI General Manager Berthold Reimers, KPFA Director Darlene Pagano and Affiliates Director Heather Gray from WRFG.

Agenda:

1. Convene meeting
2. Roll Call
3. Adopt Agenda
4. Minutes (3 minutes)
5. Report from the Executive Director with Q & A if needed or available (10 minutes)
6. Review of the WBAI FY 2023 Budget with General Manager Berthold Reimers (60 minutes)
7. Review of the FY 2022 Financials with Executive Director, Stephanie Wells and National Business Manager, Markisha Venzant (10 minutes)
8. Set next meeting date (3 minutes)

Motion: (James Sagurton) “To adopt the agenda.” (Passed without objection as amended)

The Committee discussed the motion.

Amendment: (James Sagurton) “To make the times for item #6 60 minutes and item #7 10 minutes.” (Passed without objection)

Minutes 8:49 PM (ET)

Motion: (R. Paul Martin) “To approve the minutes of the November 22, 2022, NFC meeting.” (Passed without objection)

Report from the Executive Director with Q & A if needed or available 8:50 PM (ET)

The Executive Director told the committee that she wanted the National Business Manager to tell about the *Great Plains* issues. She said that her biggest concerns with regard to finances were past due payments for health insurance, general liability insurance and Directors and Officers insurance. She said that Pacifica had been fortunate enough to get a Line of Credit (LOC) from FJC which was equal to the money we’ve already paid them on the loan. She said that FJC is glad we have a plan so they’re letting us offset some bills. She said that the amount of money we

can use to catch up on Aged Payables was about \$218,000. She said that the funds would be in an escrow account and we'll send check requests and invoices to the General Counsel who will manage the LOC. She said that she hoped to get caught up with some bills by the end of the week. She said that the divisions still needed to pay their health insurance to the National Office.

In answer to a question the Executive Director said that the immediate bills being paid were health insurance for the Pacifica Affiliates Network, the National Office, WPFW, WBAI, KPFK, Pacifica Radio Archives and the dental coverage for all of the divisions, a general liability and umbrella insurance payment for various properties, the interest payment to FJC and maybe also putting aside a hold for the March FJC interest payment. She said that then there were secondary levels of invoices and Aged Payables that are of a priority and they have to decide about what to pay and how much. Those include software services, some utility payments, contractors that may be individuals, and maybe some legal payments that we're very past due on paying to some consulting attorneys. She said that the General Counsel was not sending us bills right now. She said that this was the first wave of priorities and then we will look at the second wave. She said that what had been used from the LOC so far amounted to about \$218,000.

In answer to a question the Executive Director said that the *Allegiance* bill was at the top of the second wave. She said she'd been talking with them, and they know we're making every possible effort to pay. She said she was appreciative of all the vendors who have been extremely patient with us.

The Executive Director told the committee that she was having some very productive phone calls with the interim General Manager of KPFK and the KPFA Director who was on this call and they've been going over the vendors from the past five years in an effort to see what bills needed to be paid, what services could be discontinued and they're prioritizing getting things better organized at KPFK.

The National Business Manager said that everyone was familiar with the *Great Plains* issues. She said that she thought that situation had finally gotten rectified. She said it was working now but they were still working on it. She said that Jon Almeleh was working with someone to get us running smoothly with *Great Plains* and all. She said that sometimes we don't know what we don't know till something happens. She said that the KPFA Director who was on this call was looking to see what was legitimate with regard to KPFK bills, and that the *Great Plains* software was working to the best of its abilities.

The WBAI General Manager said that it sounded like not processing the vendors was a *Great Plains* issue. The National Business Manager replied that NETA had their own system and we have ours. She said they would enter items into *Great Plains* but they mainly relied on their *MAS 500* software and she was having to rebuild the history. She said that the *MAS 500* reports they generated don't correlate with the *Great Plains* system and she was trying to get things to match. In answer to a question the National Business Manager said she had been working with *Great Plains* for 20 years.

The committee discussed the *Great Plains* software, the *MAS 500* software and NETA acting as

the Business Manager for WBAI and WPFW. The National Business Manager said that the last time Pacifica updated the *Great Plains* software was in 2017.

The Chair asked the KPFA Treasurer to introduce herself, and she did. She said that she recalled that there had been quite a bit of pressure on KPFA and KPFK to go to *MAS 500* and she was glad that they'd resisted that pressure.

The Executive Director said that people were still working on revamping the document retention system for all of Pacifica and that she was working on having a separate E-mail account for each unit so they could send documents to the National Office.

Motion: (Elizabeth von Gunten) "To extend the time for this item by five minutes." (Passed without objection) 9:16 PM (ET)

In answer to a question the Executive Director said that she would double check and see about Pacifica's document retention policy. She said we also needed to update privacy policies. There was a discussion of a draft document retention policy that NETA had helped Pacifica develop. She said that they were looking at the system developed for WPFW and seeing if it could be expanded to the rest of Pacifica. She said that Pacifica would expand the document retention for things other than financials too. She said we'd control that system and people were looking for the best way to backup the system.

Review of the WBAI FY 2023 Budget with General Manager Berthold Reimers 9:25 PM (ET)

The WBAI General Manager said that his draft FY23 budget spreadsheet had three sheets, the draft budget, the changes he'd made to it since presenting it to the WBAI local Finance Committee and his projections for revenue from PSAs. He said that the draft budget projected WBAI with a Total Revenue of about \$1.5 Million, Total Expenses of about \$1.4 Million and a Net of about \$109,000 before Central Services fees. After paying Central Services fees the budget showed a deficit of about \$144,000. He said that with Capital Expenditures added in the deficit was about \$170,000. He said that last year we'd had the Paycheck Protection Program (PPP) money and had broken even, but this year we didn't have PPP. He said that he was putting in Public Services Announcements (PSAs) in the revenue at the rate of \$8,750 per month. He said that donations for discounted Broadway theater tickets could realize \$7,500 per month instead of the \$6,000 a month that the draft budget projected. He said that this would raise that revenue from about \$72,000 to about \$90,000 because the COVID-19 restrictions were a non-factor now and people were going to theaters again. He expressed optimism about making more from Community Events which were shown as not resulting in any revenue in this draft budget but which he said might result in about \$30,000 of revenue. The committee discussed some details of the budget and it was suggested that the General Manager include the increases he'd discussed. It was suggested that the actuals for the First Quarter of FY23 be included with the draft budget. The National Business Manager said that the National Office was still working on this information but that it would probably not be far off from the WBAI General Manager's projections. The committee discussed PSAs and whether stations in some other municipalities could realize revenue from them too; not all members thought that airing PSAs for the city were

a good idea.

The idea of trying to lower the Tower Rent owing to weeks of the transmitter at 4 Times Square being shut down for inspections was discussed. The Executive Director said that the General Counsel had sent 4 Times Square a letter the previous week that broke down what the outages had cost WBAI per day and what they should give WBAI for a credit.

The committee discussed the cost of Consultant Related Expenses which amounted to about \$120,000.

Motion: (Elizabeth von Gunten) “To extend the time for this item by 10 minutes.” (Passed without objection) 10:14 PM (ET)

The committee continued discussing PSAs. The WBAI General Manager asked members who still had questions to call or E-mail him about them and he’d go over the draft budget details with them. He said that he would send the committee the list of consultants with names removed and the amount that WBAI had spent on them in FY22. The General Manager sent that list to the Secretary who forwarded it to the NFC mailing list.

Motion: (R. Paul Martin) “To have an executive session at end of the next public NFC meeting.” (Passed without objection)

The Committee discussed the motion.

Adjourned 10:26 PM (ET)

Submitted by R. Paul Martin, Secretary.