

**KPFK Finance Committee  
MINUTES for June 10, 2020 meeting via Maestro**

Present

LSB Grace Aaron  
LSB Ken Aaron  
LSB Alan Beek  
LSB Fred Blair  
LSB Bella De Soto  
PUB Dave Johnson  
PUB Steve Kaiser  
PUB Kim Kaufman, Chair/Secretary  
LSB Michael Novick  
PUB Jeanine Rohn (late)  
LSB Polina Vasiliev  
PUB John Wenger  
Management: Barry Brooks, Business Manager

Motion:

The KPFK Finance Committee requests from management:

1. A first draft FY2021 budget not later than two days before the next KPFK finance committee (July 8);
2. The budget must use the Pacifica budget template;
3. All revenue must be based on historical data, including in the budget's fund drive chart for the per day average assumptions;
4. The expenses shall be cut to accommodate projected revenue based on current reality in order to provide a balanced budget;
5. Along with the budget, we request a list of all paid employees, and their job titles or duties, for all union, management, non-union, full and part-time personnel, including any full or part-time employees that are in the "consultants" line item in the GL, or any other GL categories, i.e., programming, development or community events. For all part-time union and non-union workers, the list should also include hours worked per month, approximate or average.

**Approved: unanimous consent**

Motion:

The Finance Committee approved the following motion at the May 13 Finance Committee:

Request for a fund drive chart from management for the rest of the year and a plan for how to pay the expenses for the rest of the year.

The LSB approved the motion at the May 17 LSB meeting and the GM said he would comply with it. The GM has not complied with it. The Finance Committee recommends the KPFK LSB take note of this non-compliance and handle it accordingly.

**Approved: unanimous consent**

Postpone approval of minutes or notes from last meeting to next meeting.

**Approved: unanimous consent**

Allan Beek offers the following motion for the Finance Committee to consider at its meeting on June 10:

(5 min)

-- MOVED that the Finance Advisory Committee recommends to the LSB that it adopt the following Budget and Spending Policy:

- 1.) The staff shall not expend funds beyond LSB appropriations for specific line items or groups of items.
- 2.) Adoption of the Budget by the LSB constitutes appropriation of \$250,000 for the crisis fund, and of one twelfth of the item's annual budget for each of the expense line items, except totals.
- 3.) Calculation of "beyond LSB appropriations" shall not be made on a month-by-month basis, but shall be made on a cumulative year-to-date basis: The total funds expended on an expense line item in this fiscal year, shall not exceed the total funds appropriated to that line item in this fiscal year. (Repeated appropriations will probably be necessary.)
- 4.) Staff shall have the power to transfer dollars in the record of funds appropriated or expended, from one expense line item to another, or between the crisis fund and one of the line items.
- 5.) Staff shall also have the power to transfer dollars from the record of funds received for any revenue item in this fiscal year, to the record of funds appropriated this year to any expense item or to the crisis fund; to the extent that the funds received for that revenue item exceed the annual Budget for that item, divided by twelve and multiplied by the number of months elapsed.
- 6.) At the end of the fiscal year, amounts appropriated but not spent, and revenue in excess of Budget, shall be admired but have no further fiscal effect.
- 7.) The LSB, legislative organ of KPFK under the direction and supervision of the Pacifica Foundation Board, enacts this policy and directs the executive organ

of KPFK, the General Manager and his staff, to follow this Budget and Spending Policy and perform the acts it directs.

**Failed:**

yes: 0

No: Allan Beek, Fred Blair, Bella de Soto, Dave Johnson, Kim Kaufman, John Wenger

Abstain: Ken Aaron, Steve Kaiser

Adjourn 7:00