

## **KPFK Local Station Board Finance Committee**

Meeting Minutes of June 6, 2011

(draft minutes – not approved)

The regular, monthly meeting of the KPFK LSB Finance Committee was held on Monday, June 6, 2011 at 7:30 PM (scheduled) at Radio Station KPFK, 3729 Cahuenga Blvd. West, North Hollywood, California, CA 91604-3504. Kim Kaufman served as Chair. John P. Garry III served as Secretary Pro-Tem.

**Six LSB members were present, constituting a quorum:** Ken Aaron, Fred Blair, Kim Kaufman, Margie Murray (arrived 7:56), Summer Reese, (arrived 7:51), John Wenger (arrived 7:46).

**Two listener members were present:** John De Simio, John P. Garry III.

**Two LSB members were absent:** Brenda Medina, Fred Klunder.

**One listener member was absent:** Israel Feuer.

**One LSB member was excused:** Leonard Isenberg

**Also present:** Douglas Barnett, Marla Bernstein, Michael Novick (KPFK LSB),

**Authority and Notice:** This meeting was authorized by the Finance Committee at its April 4, 2011 meeting. Specific notice for this meeting was posted on KPFK.org and other websites beginning on April 22, 2011 (see Appendix A).

**Contact:** Google Groups "KPFK LSB Finance Committee."

To post to this group, send email to [kpfklsb\\_finance@googlegroups.com](mailto:kpfklsb_finance@googlegroups.com).

Quorum lacking, a working committee meeting was **convened** by the Chair at 7:33 PM.

The Chair enumerated the membership of the committee, based on attendance at the previous meeting: LSB members: Kaufman, Aaron, Blair, Isenberg, Klunder, Medina, Murray, Reese, Wenger. Listener members: De Simio, Feuer, Garry.

### AGENDA

Minutes Approval

Cash Policy

Budget

LSB Resolution review

9:30 PM adjournment

Quorum achieved, the meeting was **called to order** by the Chair at 7:51 PM.

#### 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, shall be responsible for the control and reporting of all inventory, costs, and cash at all public events.

The Finance Committee, along with the interim Development Director, shall develop and implement an inventory control system for events, including 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 collections and reconciliation.

Drink tickets shall be inventoried and accounted for as cash.

Have a lock box for cash.

A protocol shall be developed for how to handle cash after an event.

All events shall have a full post-event financial report prepared by management and submitted electronically to the LSB Finance Committee within 30-60 days of the event, detailing all itemized expenses, gross proceeds and net profits. All expenses must be documented with receipts, included gifted items.

Motion **passed** without objection.

#### MINUTES APPROVAL

The minutes for January 31, 2011 were **approved** without objection.

The minutes for March 14, 2011 were **approved** without objection.

The minutes for April 4, 2011 were **approved** without objection.

#### NEW BUSINESS

**Motion** from Novick: The Finance Committee and Station Management shall hold a collaborative

meeting to discuss the FY 2012 budget by objectives, which shall be completed by the end of this fiscal year (August 31, 2011). The Finance Committee shall refer to past motions and collect objectives from the entire LSB. Withdrawn after discussion.

Kaufman suggested inviting the General Manager to the next Finance Committee meeting.

Novick **moved** to extend 5 minutes. **Passed** without objection.

The next meeting was scheduled June 27, 2011 next meeting.

Meeting **adjourned** without objection at 9:41 PM.

Respectfully submitted by John P. Garry III, Finance Committee Secretary Pro-Tem  
(*these minutes have not been approved*)

#### APPENDIX A—Meeting Notice

Emailed by Terry Goodman on Friday, April 22, 2011 10:54:31 AM

The KPFK Local Station Board's Finance Committee will meet on Monday, June 6, 2011 beginning at 7:30 pm at the KPFK station, 3729 Cahuenga Blvd. West, North Hollywood, CA 91604, 3/4 block southeast of the intersection of Lankershim and Ventura Blvds. Main phone: (818) 985-2711.

Refs:

<http://www.kpfk.org/lspbpbmenu/93-calenderandnotices/4779-finance-6062011-730-pm.html>

[http://www.kpfk.org/eventcal.html?task=view\\_detail&agid=1939&year=2011&month=06&day=06](http://www.kpfk.org/eventcal.html?task=view_detail&agid=1939&year=2011&month=06&day=06)