

Minutes for the regular National Finance Committee meeting November 27, 2012.

Meeting convened at 8:37 PM (ET) a quorum being present, the Chair and Secretary being present.

Attending: Ken Aaron, Jim Boyd, Bill Crosier, Kim Kaufman, R. Paul Martin, Tracy Rosenberg, Barbara Whipperman.

Agenda:

1. Roll Call
 2. Approve Agenda
 3. Approve Pending Minutes
 4. Bonding Research
 5. Event Coordination/Documentation Motion
 6. Non-Operational Grants and Donations
-

Motion: (R. Paul Martin) “To approve the agenda” (Passed without objection)

Approve Pending Minutes 8:47 PM (ET)

Motion: (Kim Kaufman) “To approve the minutes of the September 10, 2012, meeting.” (Passed without objection)

Motion: (R. Paul Martin) “To approve the minutes of the November 13, 2012, meeting” (Passed without objection)

Bonding Research 8:49 PM (ET)

The Chair told the committee that the PNB had passed a motion that requires the NFC to look into the fiscal impact of bonding at least certain Pacifica employees. The research so far shows that it will cost about \$700 annually to bond each individual. The committee discussed who would be bonded. It was decided that a working group would be formed to produce a short report that would be the financial impact statement for the PNB. Those volunteering for this working group were Kim Kaufman, Ken Aaron and Jim Boyd. The Chair asked that they send a copy of what they send to the PNB to the NFC.

Event Coordination/Documentation Motion 8:59 PM (ET)

Motion: (Ken Aaron) “ **Monitoring of Public Events**

In order to promote transparency and improve monitoring of station activities the following protocol will be followed for all events conducted by stations whether done independently or in coordination with another entity:

1. A pre-event checklist shall be completed and presented to the LSB and National Management

at least two weeks prior to the event and prior to any contractual commitment being made by the station. The checklist will include a description of the event, a budget, a list and description of the principals involved and intended ownership of any copyrighted material that may be produced.

2. A post-event checklist shall be completed and presented to the LSB Treasurer and Chair and National Management no later than 30 business days after the event ends. This checklist shall include a reconciliation of funds received or disbursed, all items sold, gifted or lost, and tickets sold or gifted.

3. Nothing in this protocol requires LSB or National Management approval for events. The LSB at the station and the National Management are expected to monitor event activity and exercise their authority to guarantee fiscal prudence.

4. This protocol applies to any events requiring an expenditure or obligation of \$500 or more. This protocol will also apply to a series of events scheduled over a period of time . This protocol will also apply to a series of events scheduled over a period of time.

5. The accuracy and timeliness of the checklists are the responsibility of the General Manager of the station who is also responsible for the ongoing success or failure of events held under the auspices of the station.

6. The attached checklists may be amended from time to time by the National Management.

Pre-Event Checklist

Please fill out the following items and attach sheets as necessary. This checklist must be presented to the LSB Treasurer and Chair and the National Management at least two weeks prior to the date of the event and prior to any contracts or commitments being made.

Title of the event:		
Main Talent:		
Nature of Event:		
Date(s) & Time(s):		
Venue(s):		
Person in charge of Event:		
Station person liaison / in charge		
Anticipated Total Net Income:		
Full cost exposure:		
Anticipated attendance:		
Backup if talent doesn't show:		
Please attach a full budget including all expenses, Paid Staff hours required, insurance costs, and premiums being sold.		
Please attach any contracts regarding sharing of receipts and/or expenses, commissions or stipends, and ownership of copyrighted material created.		

Who filled out this form?

Print: _____ Sign: _____ Date: _____

Post-Event Checklist

Please fill out the following items and attach sheets as necessary. This checklist must be presented to the LSB Treasurer and Chair and the National Management no later than 30 business days after the final date of the event.

Title of the event:		
Main Talent:		
Nature of Event:		
Date(s) & Time(s):		
Venue(s):		
Person in charge of Event:		
Station person liaison / in charge		
Total Net Income:		
Actual amount banked by today:		
Any outstanding payables or obligations:		
Attendance (total/talent/paid/comped)		
Hours of copyrighted material recorded with some or all rights available to the station:		
Number of new member or renewal signups.		
Please attach a reconciliation of all income and expenses, Paid Staff hours required, insurance costs, premiums being sold, in comparison with the budget including all expenses,		
Please attach all signed contracts regarding sharing of receipts and/or expenses, commissions or stipends, and ownership of copyrighted material created.		

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The committee debated the motion.

Amendment: “On both pre and post checklist, item two of the motion, replace , ‘premiums being sold,’ by ‘all items sold, gifted or lost.’” (passed 7 for, 0 against)

Amendment: (Tracy Rosenberg) “To change the first sentence of ‘4’ to, ‘This protocol applies to any

events requiring an expenditure or obligation of \$2,500 or more, subject to adjustment by National Management.” (passed 5 for, 1 against, 1 abstention)

Amendment: (Kim Kaufman) “To make the amount \$1,500.” (Fails 1 for, 4 against, 2 abstentions)

Amendment: “To add after ‘\$2,500 or more,’ at the end of the first sentence of ‘4,’ ‘and/or requiring at least 40 hours or more of Paid Staff time, threshold amount and hours subject to adjustment by National Management.” (Passed without objection)

Amendment: “To replace ‘National Office’ with ‘National Management’ throughout motion.

Add ‘Treasurer and Chair’ after ‘A post-event checklist shall be completed and presented to the LSB’ in 2 on page 1, and on pre-event checklist on page 2 in the second sentence, and on post event checklist page 3 in the second sentence.

Add in pre-event checklist on page 2 and post-event checklist on page 3 the word ‘Paid’ before ‘staff hours’” (Passed without objection)

Motion as amended: “ Monitoring of Public Events

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4. This protocol applies to any events requiring an expenditure or obligation of \$2,500 or more, and/or requiring at least 40 hours or more of Paid Staff time, threshold amount and hours subject to adjustment by National Management. This protocol will also apply to a series of events scheduled over a period of time
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6. The attached checklists may be amended from time to time by the National Management.

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(passed as amended 6 for, 1 against)

The committee adjourned to executive session 10:42 PM (ET)

Submitted by R. Paul Martin, Secretary.