

KBOO Finance Committee Meeting Minutes

December 21, 2017

4:30pm - 6:00 pm (moved from MacRae's office to the back room)

Facilitator: Emma

Note Taker: Del

Timekeeper: Emma

Attendees: Marc, Emma, Dan, Gene, MacRae, Del

Review and commit to Meeting Guidelines and KBOO House Rules (see below)

Check-in: How are you doing?

Review, add to, prioritize agenda:

1. November financials and FY17 (10 mins) - see Mac's handouts
 - profit and loss
 - cash forecast
 - balance sheet
 - current cash position

2. Winter drive update (10 mins) - MacRae

We made \$41k and needed 58k. We will need to raise 39k in the Feb drive. Revenue op team is working on a plan for three day drive in Feb.
Fullfilment plan is being made for calling people the last year of Dec and Jan.

3. Foundation asks updates - (10 mins) - Del
 - Collins foundation: 20 000 we received Dec 19 for archiving position
 - next we are applying for capaity building grant from Oregon Communtiy Foundation
 - Gene is writing a letter: give 50 for kboo's 50th

4. Major Donor updates, 50th anniversary (5 mins)
 - two meetings planned and solicitation in the mail
 - fullfilling pledges from 2017
 - Gene

5. We need another check signer (5 mins) - MacRae
 - Ruban will take it to the board to get a new treasurer, check signer and changing banks

6. Executive summary (10mins)- Marc
 - FY stated
 - estimated income and actual income might be more important then monthly numbers
 - drive numbers included
 - the detailed numbers give too much info for board and get confusing

MacRae used to create a narrative for the board. Can we go back to that? Mac will email Marc what she used to do.

- Mac can do a Finance 101 when the board is ready. Maybe in Feb, March right before we enter the redo budget at 6 months.

7. 2018 budget questions (5 mins)- Gene

- clarification about process of the 2018 budget

- reserve funding: 25k or 4th month operating budget, how much is it?

8. Long term Financial planning (15 mins)

- What do we do if we lose funding? Come up with a plan for how to cut staff position.
- What do we do if we receive unexpected money? Board policy about where the funds could go.
- Marla Davis Bequest: 20k came in, finance committee recommenda that half goes to Native programming and half goes to operating reserve but not assign it to budget line items.
- How do we build in long term planning for staff benefits?

*** Next Meeting date/time: ?. Proposed agenda items?
Back to 3rd Thursday, January 18th at 4:30pm**

Meeting Guidelines

- 1) Take care of yourself
- 2) Step back, make room for all to have a say
- 3) Step forward, share your perspective
- 4) Say what you need to say without humiliating anyone
- 5) Don't make assumptions, ask for clarification.
- 6) Turn off your phone or put it on vibrate if you're expecting an important call.
- 7) Raise your hand to contribute and wait to be acknowledged by the facilitator
- 8) Use "I" Statements, speak from your own experience.
- 9) Keep a person's information you learn here confidential unless you have asked them.
- 10) Expect mistakes but be accountable and stay committed (to each relationship and to the work)
- 11) Upholding these meeting guidelines is everybody's business (not only the facilitator's). If you think a meeting guideline is not being upheld please use the process check sign and ask for a discussion of this. Process check jumps to the front of the line/cue and interrupts the discussion.

KBOO House Rules

- Communicate your needs directly.
- Talk directly with someone who has offended you.
- Be tolerant and respectful.
- Dismissing or humiliating another community member is inappropriate.

- No verbal violence will be tolerated.
- No physical violence will be tolerated.
- Taking care of our community is EVERYBODY'S business.