

ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

EXECUTIVE COMMITTEE MEETING

November 3, 2016 – 7:30 am

Minutes

Present: Moss Bresnahan, Andrew Rand, Dr. Cynthia Fischer, Helen Barrick, Joe Strupek (WebEx)
Staff: Jerry Kolb, Colleen Runkle, Julie Sanders
Guests: Melissa Yoder and Kyla Greenhoe of Clifton Larson Allen

Absent: Chuck Walker

Chairman Rand called the meeting to order at 7:34 am.

Minutes of the Executive Committee's September 22, 2016 regular meeting were considered. A motion to accept was made by Mr. Strupek, seconded by Mrs. Barrick and passed unanimously.

Mr. Rand introduced Ms. Melissa Yoder and Ms. Kyla Greenhoe from Clifton Larson Allen, the audit firm for the organization.

Ms. Yoder presented the Fiscal Year 2016 Audit Report. She stated this is an unmodified opinion. There were no adjustments proposed or made to the financial statements. She commented on the good financial health of the organization. She did note that depreciation expense had decreased as some assets have become fully depreciated and that capital expenditures in recent years have not kept pace with depreciation expense, but that the organization continues to have positive cash flow from operations. She then spoke about a lack of segregation of duties that has resulted from bringing the accounting function back in house. Mr. Kolb said he would review mitigating procedures with the auditors and would present at a future executive committee meeting. Ms. Yoder then spoke of a new accounting standard for not for profit entities that will affect the presentation of donor restricted funds. This standard will be effective for fiscal years beginning after December 15, 2017.

Dr. Fischer then gave a development committee report. She reported on the upcoming major donor reunion event planned for November 16th. She reviewed plans for the event, including using outreach by current board members to increase attendance.

Mr. Kolb then presented the September financials. He noted that the balance sheet continues to be generally in line with previous year amounts, but with a stronger cash position, decreased net fixed assets from depreciation in excess of capital expenditures and lower long term debt from continued servicing. On the income statement, he pointed out several minor variances, but stated that through the first quarter, results are close to budget. Year to date net revenue was \$(248,842) with a variance to plan of \$(10,979) or (4.6)%. After a brief discussion, a motion to accept was made by Mrs. Barrick, seconded by Dr. Fischer and passed unanimously.

Mr. Bresnahan gave the President's report, which included:

An update of the FCC Spectrum Auction. We continue to operate in the "quiet period" when most communication about the station's intentions in the auction is prohibited. The third reverse auction is under way. The committee was updated as to the station's status.

A strategic plan update. He highlighted several items of progress on the goals, including progress with the Illinois Newsroom, updating of our website and continued progress towards launching PBS Kids.

Master Control Equipment. Mr. Bresnahan said the replacement of the playback server in master control is underway. Most of the equipment has arrived and the engineers are preparing it for the installation and cutover. This is expected to be completed in early December.

Mr. Bresnahan then formally introduced Julie Sanders, the new Manager of Content and Marketing. She commented that her background includes television, fund raising and marketing experience, which she expects to serve her well in her new role. Part of her role will be station metrics and there was a discussion of the subject including the value of available ratings information.

The meeting adjourned at 8:58 a.m.

Respectfully submitted,

Moss Bresnahan
President & CEO