



**KLTV Board Meeting Minutes  
Monday, March 20th, 2022 3pm  
KLTV Board Room**

**Call to Order:**

Alice called the board meeting to order at 3:03PM.

**Roll Call:**

- Post. 1 - Bart Finnel (Secretary) - Present
- Post. 2 - David Futcher - Present
- Post. 3 - Tom Lee - Present
- Post. 4 - Rich Coleman (Vice -President) - Present
- Post. 5 - James Johnston - Present
- Post. 6 - Marlene Johanson (Treasurer) - Present
- Post. 7 - Alice Dietz (President) - Present

**Approval of the Consent Agenda:**

Alice called for a motion to approve the agenda as presented.

David motioned to approve agenda and seconded by Bart - Motion Carried.

**Approval of Minutes:**

Alice called for a motion to approve the November 22<sup>nd</sup> and December 12th board meetings minutes as presented.

David motioned to approve meeting minutes and seconded by Jim - Motion Carried.

**Treasurers Report:**

Marlene provided an update on the 12/31/2022 YE financials and as of 02/28/2023. Key points are as follows:

**12/31/22 Balance Sheet**

- Cash position remains strong with a slight increase of \$40K

**12/31/2022 P & L with Previous YTD comparison:**

- Slight increase in revenue \$4K or 0.74%
- Expenses increased 2.27% or \$6500, Barry managed expenses and spent where needed
  - Largest increases occurred in
    - Dues and Fee's 155%
    - Production expenses 98%



- Licenses and fees 1051%
- Facility improvements 8885%
- Travel 3073%
- Net revenue was down from \$103,696 in 2021 to \$41,058 in 2022. However, 2021 included \$55,125 in PPP funds. W/O PPP Net income is down \$21,580

#### **Budget vs Actual YE 2022**

- Revenue was 116% of budget (\$76,345)
- Expenses 103% of budget (\$16,410)
- Budgeted Net income -\$18,877 vs actual \$41,058 a difference of \$59,935

#### **February 28<sup>th</sup>, 2023 Balance Sheet**

- Cash is down from same time in 2022 (down \$208,554), this is due to timing of incoming payments
- Balance sheet remains strong

#### **P & L previous YTD comparison**

- Revenue is down \$174,259
  - Large payment from Cowlitz County and City of Kelso had not been received totals \$168,643.
  - Expenses are up \$68,533 due to equipment purchase
- Net income February 2023 -\$134,631 compared to \$111,284 in 2021 difference of -\$245,915
  - No concerns reserve funds available if needed.
- YTD Budget vs Actual
  - Income 14% of budget (again Cowlitz County and City of Kelso)
  - Expenses 162% of budget (equipment Cap-ex expense)
  - Net Income Budget -\$9,358 actual -\$134,631, we should see this level out by the end of Q1

Jim motioned to approve the for previous three months treasurer's report as presented, seconded by Rich - Motion Carried.

#### **Review of E.D. goals for 2023:**

1. Since COVID, membership has decreased significantly, roughly 65% down from normal levels of 130 members. Create unique activities for channel 11 and public awareness advertisements to increase membership to original levels or greater.
2. Get the Board of Directors more active in KLTV, for example take at least 1 board member to conferences to learn about the business.
3. Complete the two major technical projects of Production Trucks and NDI.
4. Continue to build the KLTV brand by expanding promotional activities to create a positive and engaging image of KLTV's offerings to the community.
5. Expand the commercial business opportunities.



### **Staff Report/Discussion:**

Barry provided an update on the staff; equipment needs and operational activities:

- New NDI equipment is ready to go. The first live meeting will be tomorrow, Cowlitz County Communizers meeting. Kelso is also ready for their next meeting. Audio issues at Longview and connection issues in Kalama still need to be overcome. More Power is working with those cities to be ready for their next meetings.
- Barry's medical report. I would give the grade at 80%. I have a two-month checkup the first week of April with the oncologist. Indications are very positive. Putting weight back on, sleep cycle back to normal and voice can now be understood (minus the accent). After this appointment, it will be every six months for the next five years.
- Barry attended ACM-West in Santa Barbara California. It snowed there!
  - Staff. While in California, I made initial contact with a potential candidate for the future ED. **This would be an area for additional questions.**
- Our vacant rental space upstairs remains not rented. Market is slow and our contracted professional does not expect much action until summer 2023.
- Search for audit accountant has not been successful. An audit must be completed in 2023. Marlene has a lead that I will pursue.
- Replacement Equipment for production truck has been installed. The first use was a live meeting from the City of Rainer. Everything worked perfectly.
- The new KLTV website should be operational by end of March. Shawn Hooghkirk has been working on this since December. He recently contacted Heritage Bank to add a donation and sales component.
- City of Longview has named their new city Manager. Barry will attempt to re-connect with Kris Swanson for update on NDI and Comcast franchise agreement.
- Columbia River Reader newspaper advertisement began in January. A radio contract will be next. Will get a quote from both local stations.
- Replacement battery for truck graphic computer was purchased. Three intercom headsets for truck as well.
- Barry has returned to Local Matters in March. Many thanks to David Futcher for carrying the show these past few months.
- Former commissioner George Raiter contacted KLTV he is interested in joining the Board if a position becomes available. George was on founding KLTV board of Directors.



- Staff have stepped up in the absences of Barry for medical appointments. Each of them has taken on additional duties. This was reflected in their annual reviews.

- We have lost momentum regarding our KLTV Board meetings. The Annual General meeting would be a good time to nail down dates, commitments from the Board members. This report is more in-depth due to no meeting in several months.

- The Washington State Secretary has lost our application to renew our non-profit status. We have the paperwork to prove it was filed (and paid) on time. Bookkeeper Alexia is working to have this rectified. This will be a great time to update our Board Executive listed on the document. Another item that should generate questions.

- Our signers at Heritage Bank are out of date. The President and treasurer should go with Barry to update.

- KLTV entered their PSA with Cowlitz PUD to annual national Hometown Video awards. This is the kids with the "your power" message. It will face stiff competition, but you never know. The conference is June 27-29 in New York City. I will get with Marlene to use our credit card points for flights so more KLTV representation can attend.

- NAB in Las Vegas is April 17-19. Not currently signed up to attend. Might be a good reward for staff who picked up slack during Barry's illness.

- WATOA is May 4-5 in Richland Washington. Barry and Alice went to NATOA (national) in Denver last year. This is the regional meeting, still worthwhile.

- Bowling versus TCTV (Olympia) is to return in April. Marlene bowled with us during our most recent victory. Other board members are invited to sign up once date is finalized.

- Executive positions for KLTV board to be selected at the AGM following this meeting.

### **Board Report:**

Alice asked the board members for their 2023-2024 participation plans and appointments for executive positions.

- Bart Finnel informed Alice on February 17<sup>th</sup> 2023 of his intent of resigning from the role as Board Secretary effectively at the conclusion of the March 2023 Board Meeting.
- David Fatcher has agreed to continue as a member at large
- Tom Lee has agreed to continue as a member at large
- Rich Coleman – has as agreed to continue as Vice President
- James Johnston has agreed to continue as a member at large
- Marlene Johanson has as agreed to continue as Treasurer
- Alice Dietz has as agreed to continue as President



**New Business:**

1. Barry has requested that the board consider transferring \$250,000 from Heritage Operating Account to Morgan Stanley Investments, as it has significantly higher interest rates for Certificate of Deposits.

After discussion, Alice called for a motion to approve the transfer of funds as described above. Jim motioned to approve the opening the new CD account with Smith Barney Investment and David seconded. Motion carried.

2. Barry has requested that the board consider increasing the his check authorization limit from \$5000 to \$7500.

After discussion, Alice called for a motion to approve the check authorization limit from \$5000 to \$7500. David motioned to approve the increase in check authorization for Barry and seconded by Jim - Motion Carried.

**Membership:**

No members joined the board meeting.

**Call to Adjourn:**

There being no further business to discuss, Alice has adjourned the board meeting at 4:18PM.

**Good of the Order:**

The next Board Meeting: Monday May 15<sup>th</sup> at 3pm in the KLTV Boardroom.

