

**Spokane Public Radio
Board of Directors Meeting
November 14, 2024 @ 5:30 pm
SPR Conference Room, 2nd floor**

Board Members Present: Elise Azara, Heather Beebe-Stevens, Steve Faust, Dan Fratini, David Funk, Sam Jennings, Catherine Kashork, Rick Schaffer (by Zoom)

Others Present: Mike Grabicki, Beth Severn-Johnson, Jerry Olson, Tom Lee.

Meeting was called to order at 5:30 pm.

Steve began the meeting by noting that newly elected director Bev Ponikvar had passed away in late August. As a Board, we mourn Bev's absence and will be seeking a replacement.

- 1) **Minutes.** On motion duly made and seconded, minutes of the September 19, 2024 regular meeting of the Board were approved as submitted.
- 2) **Financial Report.** A financial report was provided in the board packet, consisting of balance sheet as of October 30, 2024, a profit & loss statement from July 2024 through October 2024, and a cash flow analysis.

Mike noted that October is our most difficult month for cash flow, but feels SPR's cash position has improved somewhat in the last 2 months. Membership revenue is higher than forecast, while underwriting revenue is somewhat down. An area for improvement is billing of underwriting – we currently use 2 different systems to track fulfillment of UW commitments and the billing to the client once the service is performed. As a result, UW revenue may be understated. Our 4th quarter fund raising will include "giving Tuesday" in the last week of November, and end of year contributions from donors who use their required minimum distributions from retirement accounts to fund donations in December. We should finish December looking better than last year.

Responding to a question about the SPR's performance against the FY-24 budget, Mike clarified that while we are "ahead" of budget it is largely due to avoiding or delaying budgeted expenditures. It was noted that the cut-off for giving through RMDs is December 12, and it may be beneficial to communicate earlier with donors about this type of giving. Heather suggested SPR also communicate about this form of giving in March of each year.

On motion duly made and seconded, and after discussion, the directors voted to accept the financials report.

- 3) **Operations Report.**

Staff reports from most department heads were included in the board packet. The board offered its thanks and congratulations to Beth, Stephanie, and all of the staff and volunteers for their efforts in the fall pledge drive.

4) Action Item: Handbook.

Action on an updated employee handbook was postponed. Steve indicated he did not feel the draft was ready for board consideration, and that he had some questions for our HR resource (Omnia). We will hope to bring the handbook forward for board consideration in January.

On motion duly made and seconded, the Board moved to executive session at 5:45 pm to discuss developments relating to the Kirby building and to receive and discuss the recommendations of the search committee regarding the hiring of a new general manager.

The meeting was adjourned at 6:59 pm.