

Bisbee Radio Project

Special Session

January 22, 2019

Call to order: 4:12 pm.

Mahoney, Kurt, Becky Esh, Chuck, Patricia, Paul, Mitch, Sue, Dave, Cindy Combs, Delores Medina, Ben Susman, Reagan B., Ken Boe, Claire Levin and Joni

Mahoney read mission statement

Mahoney: please hold your comments and questions until the end of topic because it might get answered. Discussed Bisbee Radio Project rules of conduct. How to efficiently operate financial and operational functions.

Mahoney: disagreements are coming from efficient operational and financial. We don't have much to deal with conflict in the past. Page 14 participant members handbook: play well with others. BRP aske that all work well and peaceful with each other. If not possible bring to Station director or board of directors. Not interim stations job unless its on a one to one basis. Ask if people can work it out or it comes to board. Because of issues that have arisen it is now in front of the board. Will try to follow code of conduct. Doesn't always work but we are here to try. This is one reason we are calling the meeting. For guidance and to put things out on the table. Bylaws say special meetings will be public.

Chuck: curious to what we should know who is in the dark needs to know in order to be a viable participant.

Mahoney: what has transpired is at the root strong disagreement as to how finances need to be organized and managed. How the board will manage the Royale and BRP.

Paul: we need to go into executive session because it is personnel issue.

Chuck: we would be as gracious as a host for those that came to the meeting. Need to cover as much as possible and save the personnel issue till the end.

Mahoney: we may be able to work it out here and now

Chuck: defined as a situation if it's in bylaws if two people are principals to the issue they can have it aired out in public. If not, the case we should save it for the end. Don't want to out the people.

Chuck: moves to move it to the end. Joni second all ayes.

Mahoney: the meat of the issues. Management of the BRF. Issue is it goes down to the ability of Becky Reyes and entertainment and marketing director and station director the issue has been, everyone jumping on me if wrong, we have had one bank account. All money has gone into that account. Sue is the financial advisor to the BRP. Please jump in. You might want to sit closer. So just recently we set up a separate account.

Patricia: just enough to cover auto pays

Mahoney: we were not happy with Washington federal. In February we agree to move this to new account. We put \$17,000 into one account. \$500 in Royale. What causes the disagreement is how access and management with two accounts will occur. One viewpoint is small amount in Bisbee Royale and bulk in BRP/KBRP. That would require entertainment and marketing director to go to treasurer to get permission if amount is greater than the allotted \$500. That has on the side of the director of Royale as inefficient and a stop gap for them to do their job and accounting of the money. On the other side, in order to track what is going on by treasurer it should be in one account not two. And since this has hit the fan there has been discussion about quick books and other systems. Part of need to be decided since we have Eventbrite which is strictly the Royale. Where does the money go? Square also. We have to decide where it will be going.

Paul: Sue spoke to have one account and quick books takes care of both. Becky could have access to print checks to cover expenses. After seeing some of the events that have occurred she needs to have a bigger bank. Don't want money to go into Royale and then disbursed up then back Bonnie Finkle said she would help us.

Kurt: is this your idea still Sue.

Paul: where the Royale money goes etc.

Sue: not sure I stated it that way. Quick book is really not a check writing system or reporting. Access is a different story. Totally open question. Early stages of where we need to separate finances. In general we might have different accounts.

Chuck is there 3 entities.

Sue: BRP is umbrella that captures the others.

Kurt: carries the financial responsibility

Sue: budgets prepared for KBRP have not operated with a budget. There needs to be budgets.

Chuck: we have to have a budget and a business plan. We don't want to look like we are scraping along.

Becky: when I came to KBRP it wasn't to manage the books. It was to book people. Now that I have the job I have taken on the jobs of books, bar manager, bringing people in to theater. I will need some serious training. I need to figure out what it takes financially to run even. I dreamed I would be booking people to get people into the seats. I wanted to have access to books to make sure we are making money. I wanted to be the person that books and brings people in.

Chuck; managing director is in charge of all these things then they aren't managing director.

Sue: we are all working through new things. Event summary. Each event would have a recap. Very difficult to do this now so there are procedures that need to be considered. Please be patient with the whole system.

Becky: please be patient with me too. I said I really did not want to do this but I would. I need guidance and I have been leaning on Paul.

Kurt: having discussions of executive control. Managing the larger organization. Its painful itchy and scratchy. Discussion of where information not deadlocked in a person, job or officer. We all have

individual responsibilities. It is up to executive to manage. There is control for booking and running show. Food, beverage, stage production challenging. As a group trying to figure it out.

Paul: we really need a book keeper and office manager. I would love to give up the membership list. We need to hire someone who can come in and set up office procedures. Becky shouldn't have to do that. She should have to turn over receipts.

Sue: prioritize a budget meeting. When you talk about hiring we are under a financial ceiling and a budget will make it clearer. Where do we get our resources from how much needs to be brought in by grants etc. this is where we think we can go.

Chuck: are you a person that is capable helping us establish this infrastructure in its totality.

Sue: what do you mean:

Chuck: all that we have discussed. All the nuts and bolts. Technology can help us out. Could play a role in organizing thoughts etc. if we have someone in our midst or someone to help us take the next important step.

Mahoney: add to what Kurt said. We have never had business plan but a strategic plan. What has happened everything is focused on one or two individuals. Unfair to those individuals and the project too. Not functioning because of a decision that a few people made. That's how we need to go forward.

Mitch: one thing I heard said that the Royale manager will be giving their numbers to the board every month. But I also heard sue say each if I understood correctly we should be Royale manager should be laying out an expense receivable and payable for each even. How much did we bring in for each event?

Joni: need to develop pre-event document. Projecting potential income based on seating etc.

Becky: I have a spreadsheet for Mardi Gras that breaks it down. I have it for the other events but I'm on that now and feel I am on the right track. I would like to send them to you to see if we are on the right track.

Chuck: based on what Joni said when it comes to contracting for X amount of dollars. You make a promise before.

Mahoney: I do not envision getting into the nuts and bolts.

Becky: talked to Cathy and she said there are several ways, splitting the profit. Percentage negotiations. I am getting together with Cathy as soon as possible to help me figure it out and mentor me.

Mitch: when a prevent budget is laid out is there someone that would be designated contact. Would it be established. Let's say its Kurt and he looks at the budge and says I am not comfortable with that. Does each event require the board to vote. The point is to generate money for the project not just the favorite place in town.

Becky: Kurt advises me to keep me from going over budget. I want to bless the Royale not drain the budget. I would definitely want to give it to Kurt to help me stay in line.

Mitch: using the prevent needs to be as close to reality.

Sue: what is the role of finance committee. I think there are people on board but what is their role in overseeing events.

Paul: I am on it as well as Ben Susman. When I worked for the county we had to look at ways to save money. Getting information has been difficult Washington federal has screwed us over. Blank checks with no reason.

Sue: we are probably overlapping.

Paul: just haven't had the information to produce a budget.

Mahoney: since the finance committee is already set up don't rely on Kurt let the finance committee deal with it.

Kurt: this isn't a crazy amount of information. we need total transparency. Finance committee had a huge role to play. Time to introduce operational models.

Paul: we need to move forward from now on.

Mahoney: all meetings are open to the public. Noticed on the website.

Chuck: there isn't someone responsible for keeping the website current.

Mahoney: there needs to be several individuals who can populate the website.

Paul: today was supposed to be a finance but now we need to reschedule.

Kurt: secretary role.

Mahon: one of the problems has been updating Royale events. At one time he had been requesting a schedule a month in advance so people could manage site.

Steve; need to update the minutes to website

Mitch: talked to Bridgette and she is still willing to help train.

Ken Boe: if you hire an office assistant they would do much of what you are talking about.

Becky: that was showcase fatal that are scheduled to rehearse here tonight. One for blue moon, Royale etc. In the future if we are going to schedule in this room please let me know because I have things scheduled. I promised them they can use it next week.

Kurt: we are having great discussions and talking through things what else needs to be discussed.

Paul: we need to schedule finance meeting.

Sue: I am available in the morning.

Kurt: next week would be good.

Paul: would rather it be on Tuesday.

Patric: insurance lady is coming next week on Tuesday.

Paul: its Monday

Patricia: I will check last I talked to her it was Tuesday.

Mahoney: talk at finance committee. This is where we can work out nuts and bolts.

Paul: finance meeting Tuesday February

Becky: son will be here to open and close he can let them in No props just dancing.

Paul: nice office in Presbyterian annex

Chuck: what advantage would it be to start.

Sue: we can get an agenda together

Kurt: top down approach is relevant. Goals to achieve. What those goals have been from that build outline of business plan. The financial committee can start high level and work down. We have a lot of pressing issues. Need to focus.

Public: Part of finance meeting should include grants. There are four components of this organization and grants are one of them.

Patricia: strictly doing grants. Keith Allen Dennis. Melanie Green owes

Joni: you will have to have specific budget for grants.

Public: of member of finance committee one thing needs to be laid out is the financial records.

Patricia: paul can get into APS. Can't get into southwest gas. Can show you ledger. Also, I printed off ledgers from the past year.

Mahoney: point of Goar park and grants you are talking about how there needs to be overarching structure of what is coming in and what is going out. Grants are part of the problem of a candle burning at both ends.

Paul: today we were going to work on this, but finance meeting will be rescheduled. Hope to come to meeting with estimated cost each month. Hopefully Goar park can help us.

Pat: dan is only willing to pay only \$500 s month.

Chuck: we need to figure out the cost to use facility. If you use it every day the cost needs to be addressed.

Paul: we will work on this at finance meeting we will bring it to the board.

Sue: what is it you need to see.

Paul: want to see what it is costing us.

Mitch: what other utilities. Century link

Mahoney: water, gas, sewer, electric

Patricia: can we get an accounting for sewer each month.

Mahoney: we need to move on. Other topics if time allows.

Paul: all I ask is that we send letter and get approval.

Mahoney: I said yes.

Kurt didn't look but go ahead and send

Paul: sent out thank you

Public: do insurance rates fluctuate: film festival did not occur because of lack of insurance one year.

Steve: did you decide where finance meeting will be.

Mahoney: blue moon

Steve: will be first thing Joni puts on the calendar also figure out what the boards role is. Board sets policy staff carries it out. Hoping that comes up sooner than later.

Mitch: comment may not be popular but board had been scheduling meeting once a month. Previously they met every two weeks. What went on today was vague in every way. I question if we should be having more board meetings instead of special meeting.

Mahoney: we had work sessions instead, but work has to get done. This meeting occurred because of conflicts that need addressing right away. It was opportune time to work on these issues. That is why this one occurred.

Paul: totally off topic thank you for those that got signal back up on the air.

Mahoney: move to go into executive session. We will take a 5 minute break then go into executive.

Return from executive session 6:38pm

Will meet at Western Bank tomorrow to learn online system.

Direct deposit payment will be set up.

Motion to adjourn. Unanimous meeting adjourn 6:50pm