



KUOW, PUGET SOUND PUBLIC RADIO
 JOINT MEETING OF EXECUTIVE & FINANCE COMMITTEES
 THURSDAY, JUNE 11, 2020
 3:30 – 5:00 PM

Location: Virtual Meeting Via Zoom
 Registration Link is Below

<https://washington.zoom.us/meeting/register/tJcrd-6gqzkvEtyq9CBubiETx4Tdww5m678v>

Meeting ID: 936 0785 2588

MEETING OBJECTIVES

Objectives:

- Spur board members’ thinking and questions about the proposed 2021 budget in advance of a June 25 full board vote
- Set the stage for later discussion on priorities for board member engagement and communication
- Begin drafting board-requested goals for the GM in the next fiscal year

Questions:

- Does the FY2021 budget proposal appropriately align with KUOW’s strategic business plan?
- How do we make the most of board members’ time and attention?
- What are the most important objectives for the GM in the coming fiscal year?

AGENDA

3:30 -3:35 pm	<ol style="list-style-type: none"> 1. Welcome and Call to Order & Overview of Meeting 2. Invitation to Disclose Possible Conflicts of Interests 3. Approval of April 23, 2020 EXEC Minutes 	Exhibit 1	Heidi de Laubenfels
3:35-4:05 pm	<ol style="list-style-type: none"> 4. President & GM Report <ul style="list-style-type: none"> ➢ FY20 YE Update Through April 2020 <ul style="list-style-type: none"> • Core Initiatives • FY20 YTD Budget ➢ FY21 Proposed Budget <ul style="list-style-type: none"> • FY21 Proposed Initiatives • FY21 Budget Review 	Exhibit 2	Caryn Mathes
(ACTION)	<ul style="list-style-type: none"> ➢ Finance Recommendation to Executive Committee 		Jon Schorr
4:05-4:20 pm	<ol style="list-style-type: none"> 5. Committee Business <ul style="list-style-type: none"> ➢ Executive Committee <ul style="list-style-type: none"> • Helping board members prioritize their engagement ➢ Development Committee Update ➢ Governance Committee Update 	Exhibit 3 Exhibit 4	Irwin Goverman Filiz Efe McKinney Sharon Kioko
4:20 – 4:58 pm	<ol style="list-style-type: none"> 6. Executive Session <ul style="list-style-type: none"> ➢ To discuss matters relating to individual employees ➢ Discussion & Feedback 	Exhibit 5	Heidi de Laubenfels Executive Committee Only

An Executive Session can be called at any time during the meeting based on the following criteria: To consider matters relating to individual employees, proprietary information, litigation, and other matters requiring the confidential advice of counsel, commercial or financial information obtained from a person on a privileged or confidential basis, or the purchase of property or services whenever the premature exposure of such purchase would compromise the business interests of any such organizations.



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4:58 – 5:00 pm 7. **Summary & Next Steps** Heidi de Laubenfels

5:00 pm 8. **Adjourn** Heidi de Laubenfels

NEXT MEETING DATES

Thursday, June 25, 2020 Board of Directors

Thursday, September 10, 2020 Executive Committee

MAJOR DONOR SALON SERIES

Thursday, June 11, from 4 p.m. to 5 p.m. PST

KUOW's **Patricia Murphy**, host of Seattle Now with: [Tamara Keith](#), White House correspondent for NPR and co-hosts the NPR Politics Podcast

Thursday, June 18, from 4 p.m. to 5 p.m. PST

KUOW's **Austin Jenkins**, Olympia-based political reporter with: [Ayesha Rascoe](#), White House reporter for NPR

SUPPORTING DOCUMENTS

- Exhibit 1 – FY 2020 YE and FY2021 Business Strategies & Draft Budget Proposal

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APPROVED MEETING MINUTES

KUOW Puget Sound Public Radio JOINT MEETING OF THE EXECUTIVE AND FINANCE & AUDIT COMMITTEES June 11, 2020 3:30 PM - 5:00 PM

Upon notice duly given, the **EXECUTIVE and FINANCE & AUDIT COMMITTEES** (the “Committees”) of the KUOW, Puget Sound Public Radio (PSPR) virtual meeting was held virtually on June 11th, 2020 at 3:30 PM via Zoom Conference.

PRESENT: Christopher Jay, Irwin Goverman, Shauna Causey, Caryn Mathes (GM), Heidi de Laubenfels, Randy Hodgins, Sharon Kioko, Andy McGovern, Mark Ashida, Virginia Anderson, Feliz Efe McKinney, Jon Schorr

ALSO ATTENDING: Demetria Elmore, Liam Lavery, David Roberts, Fieta Robinson, Ryleigh Brimhall, Janice McKenna, Jessica Dial

I. **Meeting Called to Order & Announcement**

Board Chair Heidi de Laubenfels welcomed the Committee members. The meeting was called to order at 3:31 PM. No conflicts of Interest were expressed.

II. **Approval of Minutes**

Ms. de Laubenfels then called for the approval of the Minutes of April 23, 2020 Executive Committee meeting. Andy McGovern moved to approve, Mark Ashida seconded; the motion was carried, the Committee approved the minutes as presented.

III. **Presentation of FYE 2020 and FY2021 Budget Presentation**

FY20 YE Update Through April 2020

Ms. Mathes presented KUOW’s Fiscal Year End 2020 core objectives and KPI’s. 87% of KPIs are trending close to or at/above goal. KUOW projected year-end financial status is closer to goal than originally expected. No year-end draw on reserves is anticipated. Fiscal stability is due to innovative fundraising alternatives and aggressive cost cutting across the organization during the pandemic. KUOW’s relatively favorable year-end position is a result from the creative and rapid response by the leadership team and prudent fiscal management.

FY21 Proposed Budget

Ms. Mathes discussed the proposed Core Objectives for FY2021, as well as the opportunities and key assumptions. She provided a summary of the FY2021 Operations and Capital Budgets; And summarized the FY2021 focus areas for each department and anticipated KPI/Dashboard Goals.

Finance Recommendation to Executive Committee

The Finance Committee recommended the FYE 2020 budget and FY2021 move forward to the full board for review. Irwin Goverman motioned, and Sharon Kioko seconded; with none opposing, the motion was approved.

Heidi de Laubenfels requested a motion for the FY2021 Budget to be presented to the full Board of Directors at the June 25, 2020 Meeting. Virginia Anderson motioned and Jon Schorr seconded and with none opposing, the FY2021 Budget Presentation moves to the full Board of Directors for approval.

APPROVED MEETING MINUTES

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IV. Committee Updates

The Executive Committee discussed how board members should be prioritizing their engagement. Ms. de Laubenfels discussed on using outside support for Board Events.

Strategic Planning Committee Update

Mr. Goverman gave an update on the next steps for reviewing the Strategic Reframing Speaker Series summaries provided the Ostara. A meeting will be scheduled in August for the Committee to provide their input on reframing the FY21 core pillars.

Development Committee Update

Ms. McKinney discussed adjustment to their Work Plan and Virtual Salon Events. The Development Team requested additional support in promoting initiatives. She acknowledged the Board fundraising successes.

Governance Committee Update

Dr. Kioko provided an update on the one-to-one interviews conducted Board Directors and members of the Governance Committee regarding board terms and commitment. The Board and Committee Leadership Survey will be sent to members on June 12th, 2020. The purpose of the survey is to help map out a board member recruitment strategy, committee assignments, and orientation currently scheduled for December 11, 2020. She briefly discussed the recruitment plan for new board members and provided updates on the Conflict of Interest Statement and Questionnaire Form.

V. Adjournment

With no further business, Ms. de Laubenfels adjourned the meeting for an Executive Session at 4:33 PM to discuss a personnel related issue.

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Respectfully Submitted by
Heidi de Laubenfels, Board Chair, Chair of Executive Committee
Fieta Robinson, Board Liaison