

KUTE, Inc.  
KSUT Board of Directors  
Monthly Meeting  
Eddie Box Jr. Media Center Building  
Ignacio, Colorado  
February 7, 2017 5:30 pm

Present: Maria Baker, Debra Quayle, Julie Bisbee, Dan Ford, Susan Kearns, Robert Ortiz

Absent: Eddie Box Jr., Linda Baker,

Staff: Tami Graham

Guests: Sidney Zink, Michelle Sainio, Shelly Much

Call Meeting to Order at: 5:32pm

Approval of the Agenda

Motion to approve agenda	Debra / Julie	unanimous
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Approval of Prior Meeting Minutes

motion to approve prior meeting minutes as presented	Susan / Dan	unanimous
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2016 Audit - Preliminary Financial Report (Representative from Fredrick Zink & Associates present - see attached reports/draft)

Presentation / Discussion based on questions compiled by Dan Ford, Treasurer  
Letter of Deficiencies - not yet prepared but will include need for overall training, allowing for employee turnover and transition, lack of supervision and review, maintain appropriate documentation, clear communication between Tribe and KSUT, document retention (keeping contracts / back up to support all contracts for underwriting, payroll, appropriate documentation available, communication between Tribe and KSUT, Coding, needs to be communicated accurately and matching between both entities, Special Events need to be tracked, noted lack of segregation of duties (process, who is in charge of what tasks/activities)

Observations provided by auditors -

Are there clear and distinct job descriptions, identifying who is doing what and are those responsibilities clear

Information provided was clear, but did not always tie back to the ledger, noted extraneous information bogged down the process

noted good employees working with unclear processes

Next Step will be to identify numbers for the CPB report, followed by Deficiency Letter, followed by Board communication letter

The Board can write a response to the letter of deficiencies with note of history of surplus, difficulties given staff turnover over the last year.  
Representatives of Fredrick Zink & Associates left meeting at 6:37 pm

#### Budget Report - FY 2017 - 1st Quarter

see memo regarding process

forms not yet available for review

note that KSUT is coming out of a significant deficit year, staff will be tracking finances and revenue

mid year revision will be prepared as necessary

noted discrepancy between intake and expense, noted lack of grant monies

Seeking clarity on what does Board Committee (finance) need to do - future agenda item

#### Executive Director Report

see submitted reports

update on status of Tribal Council Request and discussion of how to proceed

Noted political threat to CPB funding

Development: notes membership is in good shape, meeting with staff weekly, setting up training with software, plan for commissioned person to generate more business memberships

New - there will be a 2nd silent auction this year

#### Strategic Planning

discussion regarding a Board retreat - some elements of the current plan continue to be valid, continue to view moving into the new building as focus

Committee to review dates/locations/agenda/process - Tami, Julie, Robert

#### Personnel Policy Manual

see draft

request that this be reviewed, agenda item to finalize at March meeting (send revision to both Tami and Maria)

A template contract has been submitted to Tribal attorneys regarding ACA and independent contractors.

Note: we are now cutting checks for these contractors to identify clarity between Tribe and KSUT

Tami left meeting at 7:07 pm

#### Board Committees

##### ED Evaluation Committee Report

no report needed at this time

peer reviews will be sent out

Evaluation will be completed by end of February

##### Job Description Committee Report

will be addressed at a future meeting - note need to reformat

#### Finance Committee

note need to follow through on audit deficiencies

a meeting was held 2/3/17 - discussed draft audit, determined questions for auditors  
noted concern - regarding role of board in support of employees, tracking and  
understanding finance

#### Nominating Committee

By-Laws indicate that three Board members are responsible - Robert, Linda, Maria  
suggestion of a community meet and greet

letter to editor - identifying role of KSUT in community

Open Board Position - no response at this time

Motion to Adjourn @ 7:46 pm Dan / Maria unanimous

Respectfully Submitted

Julie Bisbee  
Secretary