## KUTE, Inc. KSUT Board of Directors Monthly Meeting Eddie Box Jr. Media Center Building Ignacio, Colorado January 3, 2017 5:30 pm

Present: Maria Baker, Debra Quayle, Julie Bisbee, Dan Ford, Eddie Box

Jr., Linda Baker, Susan Kearns, Robert Ortiz

Absent: none

Staff: Tami Graham, Chris Aaland

Guests: Sidny Zink, Audit Partner; Michelle Sainio, Manager; Jamie Avila,

Staff; Shelley Much, Staff (from Frederick Zink & Associates)

Call Meeting to Order at: 5:31pm

Approval of the Agenda

Motion to approve agenda Dan / Susan unanimous

Approval of Meeting Minutes Robert / Dan unanimous

ED Report / Staff Monthly Reports see submitted reports note of significant donation for End of Year Campaign (\$25,000) move to postpone remainder of ED report for Audit information Julie / Susan unanimous

Audit Report from representatives of Fredrick Zink & Associates Refer to letter (12/28/16)

Review of issues that have resulted in difficulty reporting on Audit Findings current issues believed to be due initially to staff turnover noted that no one staff member has taken responsibility for financial reporting

no consistent or comprehensive look at financial records

no staff member works with the general ledger difficulty on the part of staff providing evidence to support financial records

noted an overall mismatch of information that is inefficient issues with Allegiance (software)

Query as to whether the Audit can be completed by February? A plan was set and arrangements made to support the needed documents and information

Query as to cost of extra services incurred by auditors - statement indicated that this will be worked out and will respond via letter. Primary issues currently identified:

establish a responsive relationship between KSUT and Tribal finance department

classification of items to be consistent consistency of reporting and oversight

Eddie left meeting at 6:24 pm Auditors left meeting at 6:32 pm

further discussion re: staff needs (book keeper, finance manager)

ED report, continued

discussion of staff response to financial status and less possibility for surplus/bonus

## Old Business:

2017 Budget Update - reviewed - see handout - CPB grant is in and set, budget surplus amount yet to be determined

- move to New Business for time consideration

## **New Business:**

Strategic Planning - review of current plan (5 year), query as to what degree does the board want to be involved in updates, as far as staff driven process - what does the role of the board wish to be -

- board ought to be involved in this planning
- Strategic Plan plan for inclusion in agenda for February mtg.
- consider planning for a board retreat

CPB Diversity Statement - required for community service grant - from 1934 law - specific requirements, refer to copy
Motion to adopt statement Robert/Debra unanimous
Revision to Open Meetings Policy - as related to closed meetings - if meeting is closed explanation will be offered as to why
Motion to amend open meetings policy Debra/Susan unanimous

ED released from meeting at 7:06 pm

return to Old Business item Board Committees

ED Evaluation Committee - reviewed by Board, policy set to be clear and consistent

Motion to accept ED evaluation and peer review with changes

Julie / Robert unanimous

Job Description Committee - Debra - reviewed and will be followed up at next meeting

Finance Committee - members will be: Dan, Tami, Debra Nominating Committee will be reviewed at next meeting Open Board Position - no application at this time

Motion to Adjourn @ 7:52pm

Respectfully Submitted

Julie Bisbee Secretary