

KSUT Board of Directors Meeting
Southern Ute Cultural Center & Museum Conference Room
December 12, 2017

Present: Tami Graham, Ex. Dir., Susan Kearns, Dan Ford, Eddie Box, Jr., Julie Bisbee, Bruce Le Claire, Guests from Frederick, Zink & Assoc., Shelley Mauch, CPA and Michelle Sainio, CPA, Debra Quayle (arrived at 5:40pm), Robert Ortiz (arrived at 5:50pm)

Departures: Eddie Box, Jr. left the meeting at 6:23pm and returned at 6:43pm; Bruce LeClaire departed at 7:02pm

5:35pm - Meeting Called to Order

5:36pm - Audited Financial Statement presented by Frederick, Zink & Associates

The FY2017 Audit was presented by representatives of FZA, Shelley Mauch, CPA and Michelle Sainio, CPA.

This included a thorough review and explanation of Statements of Financial Position, Statements of Activities, and Statements of Cash Flows as well as the twelve Notes to the Financial Statements.

It was reported that this audit went much better than the previous year and that staff, especially Tami and Chris and Gram, were extremely helpful, timely, and accurate. There are a few deficiencies that will be addressed in a letter to the Board which will include:

1. During the audit, a glitch in the tribe's payroll system was discovered that resulted in an overpayment one time to some employees and there were no controls in place to monitor this. FZA will make recommendations for ways to avoid this in the future.
2. More controls need to be put in place to count and account for monies from special events.
3. We need to retain signed contracts and confirm that what is in the file is what is being worked from.

The above three items will be in the Significant Deficiency Letter. The points below are for our edification:

4. Accurate coding has improved dramatically; however, a few improvements are still needed in this area.
5. FZA suggested educating staff re: how to read a budget and perhaps making them each accountable for portions of the budget in the future.

6. Documentation cannot happen “after the fact.”
7. There was some push back from one staff member who was not as fully cooperative as FZA needed or expected them to be.

6:24pm - Capitalization Policy

FZA gave some input re: this policy and offered for consideration the suggestion that we might want to raise the monetary level of our capitalization policy (perhaps to \$2,500 as has been discussed in the past).

6:32pm - Dan made a motion to amend our capitalization policy to change the amount to be capitalized from \$1,000 to \$2500. Julie seconded the motion. Motion passed unanimously.

6:34pm - Approval of Meeting Agenda

Dan made the motion to approve the agenda as presented. Robert seconded the motion. Motion passed unanimously.

6:35pm - Approval of Prior Meeting Minutes (11/14/17)

Robert made the motion to approve the minutes as presented. Dan seconded the motion. Motion passed with Julie Bisbee abstaining as she was not present at that meeting.

6:37pm - Executive Director Report: Tami reviewed her report and the other managers’ reports with the board and answered questions about various items. (see attached reports)

- a. Open House & Blessing of Eddie Box Jr. Media Center
- b. Signal Expansion Project – Montezuma County
There is strong potential for being able to raise the funding for this project. Any monies that are raised for this project will count toward the Capital Campaign.
- c. **MOA (Memorandum of Agreement by and between the Southern Ute Indian Tribe and KUTE, Inc.):** No further correspondence has been received from SUIT attorney’s as of tonight.
- d. KSUT Holiday Party Dec 14th

6:55pm - Board Retreat: Susan Kearns

Susan proposed that this happen in February and might be a good opportunity to sit down together and brainstorm goals for committees. Debra added that including action steps would be helpful. Robert asked about having a facilitator and Tami let us know that she is reaching out to both Mary Jenn Meerdink and Susie Farr. Susan asked Julie and Robert to work with her to set this up and they agreed. We are looking at a four or five hour length for the retreat.

7:05pm - Capital Campaign Update (see attached report by Jeff Susor)

7:12pm - Development Report (see attached report by Chris Aaland)

7:18pm - Julie B. raised the issue of doing something for the community of Aztec on air. As part of this discussion, she passed along information to us that there are two “Go Fund Me” accounts for the two young people who were killed.

7:24pm - Strategic Plan

A lively discussion ensued which was stimulated by Dan’s comments about staying up to date with technology as it expands and develops and knowing what future trends are going to be. Creating on-demand and local content and also staying up with revenue sources were discussed.

Susan made a motion that the Board approve for implementation the Strategic Plan as written. Dan seconded the motion. Motion passed unanimously.

7:37pm - Committees

Membership of the three committees was confirmed. Susan suggested that we actually all contribute to the Fundraising Committee efforts this year to assist the Capital Campaign during this crucial time. All agreed.

- i. Finance: Dan, Tami, Julie
- ii. Nominating/Board Development: Robert, Eddie, Bruce
- iii. Fundraising and Community Outreach Committee – Debra, Susan, Dan

7:40pm – Meeting Adjourned

Debra made a motion to adjourn. Julie seconded the motion. Motion passed unanimously and all departed.