

WXPR Finance/Audit Committee Meeting Minutes

March 20, 2018, 3:00 PM

White Pine Room, 28 S Stevens St, Rhinelander

Present: Phil Hejtmanek, Jeff Burke, Patty Fitzpatrick, Bill Clow, Becky Tegan, Kate Ferrel

Excused: Richard Gsell, Christy Myshchyshyn, Ralph Solome Jr.,

Recorder: Patty Fitzpatrick

Agenda	Discussion	Action
Call to Order	Phil called meeting to order at 3:05 pm.	
Public Comment	None.	
Minutes from Previous Meeting	Minutes from January 16, 2018 Finance Committee meeting presented and reviewed.	Motion by Kate Ferrel to approve as presented. Second by Jeff Burke. Motion Carried.
Financials	Becky presented financial information for January and February 2018. Budget on track.	Motion by Patty Fitzpatrick to approve as presented. Second by Phil Hejtmanek. Motion Carried.
Endowment Summary	Phil presented Endowment Fund activity through December 2017. A \$200 donation received.	Bill will reach out to the donor so we have direct contact.
Contract Engineer	Status of search for Contract Engineer. Bill reported he and Jeremy will be interviewing PME on Thursday to determine if they can meet our needs.	
Finance Committee Calendar	Finance committee calendar reviewed for monthly activity reminders.	Added request for representative from Heck Capital to come in March and October to review Endowment. Added reminder to review bank & investment signatures in April and execute new signatures in May. Authorized signers are Board Chair, Treasurer, President, Vice President and Business Manager.
Morgan Stanley Account	Morgan Stanley requires that for access needs to be a signer or have administrative access.	
Other Business	<p>Bill advised that staff initiating a Step-Up Campaign working with Leadership Circle members. Dave will lead the effort, contacting members, meeting with them and asking for an increase in giving.</p> <p>Committee thanked Becky for her 24 years of service.</p> <p>Jeff Burke raised issue of security for the</p>	Bill will ask Jeremy to

	station. Suggests a more sophisticated system. Kate suggests contacting our insurance carrier for suggestions.	investigate options as time permits.
Adjournment	Meeting adjourned 4:10 p.m.	Next Meeting Tuesday, April 17, 2018 at 3:00 pm.