WXPR Finance/Audit Committee Minutes

September 20, 2016 – 3:00 p.m.

White Pine Room, Stevens Street

Attending: Phil Hejtmanek, Richard G'Sell, Gary Entz, Becky Tegan, Pete Rondello, Dave Havel,.

Excused: Kim Zambon, Dan Kuzlik, Patty Fitzpatrick

Recorder: Phil Hejtmanek

Agenda Item	Discussion	Action
Call to Order	Phil Hejtmanek, Treasurer, called meeting to order at 3:00 p.m.	
Public Comment	None present.	
Old Business		
Minutes	Minutes from 7-19-16 Finance/Audit Committee presented. Discussion of what constitutes a quorum, since 2 of 4 committee members were absent. Check of board bylaws verified 50% of membership represents a quorum	Motion by Gary Entz to approve as presented. Second by Richard G'sell. Motion Carried.
June 2016 Financial Results	Pete presented financial report as of June 30, 2016. Final report of this fiscal year	Motion by Gary Entz to accept financials as presented. Second by Rich G'sell. Motion Carried.
Electrical Surge Suppression	New pole and line installed by W.P.S., but Pete believes some further study by WPS of station load needs to be conducted. Water pipe ground has been reinstated. DeWitt Electric to be scheduled to install surge suppression.	Project in progress.
Ironwood Translator	Pete found a bad cable on the transmit side and replaced it; power level is now back to normal. He has given up on the "free" tower climb, so one has been scheduled for 9/29, at the station's	Pete will have a better idea of full situation once the tower climb has been completed. At this stage, many of the potential expenses have been eliminated, but the fencing still needs

	expense. Goal is to replace the defective receive antenna and do a general inspection.	to be added to, so it actually surrounds the tower.
Upgrading ENCO Automation	Estimate from ENCO for equipment replacement (worst case) is $17,500 plus $1,200 per day for their staff to be on site to do a switch. No cost for software. The computers donated to the station were found to be unsuitable for hosting the ENCO software, so the station will need to buy new ones, should the board opt to proceed with the project.	There was significant discussion about whether or not any budgetary allowance has been made for periodic capital projects, such as the ENCO upgrade. Discussion of maintenance reserve vs. a dedicated capital budget line. Further discussion needed.
New Business	Final proposed 2016-17 budget was presented. Committee reviewed. There was significant discussion about budget line levels for office equipment, office supplies, the discretionary fund, and the freelance news producer lines. No changes were ordered by the committee. Wipfli scheduled to conduct audit November 21-22	Full board will need to make plans for income generating activities for 2018. This will be included in October planning retreat. Gary Entz moved to present this final budget version to the Board, Phil seconded; motion carried, with Rich abstaining.
Adjournment	Adjourned at 4:35 p.m.	Next scheduled meeting Tuesday, October 18 cancelled due to proximity to BOD long range planning retreat. Next meeting TBA.