

# ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

## Board of Directors Meeting

Tuesday, April 9, 2024 – 4 PM – WTVF Studio

### AGENDA

- |                                |               |
|--------------------------------|---------------|
| 1. Call to Order               | John Wieland  |
| 2. Approval of Meeting Minutes | John Wieland  |
| 3. Chairman Report             | John Wieland  |
| a. Assignments                 |               |
| 4. Financials                  | Helen Barrick |
| 5. Station Update              |               |
| a. Marketing Report            | Julie Sanders |
| b. FCC Reporting               | Mark Lasswell |
| c. Programming Report          | Jed Klabunde  |
| 6. Other Business              |               |
| 7. Adjourn                     |               |

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### MEETING MINUTES

April 9, 2024

Chairman Wieland called the meeting to order at 4 PM. A quorum was present.

In-person: Heather Acerra, Andrew Chambers, Dawn Dinh, Kevin Hicks, Martin Johnson, Rick Lavendar, Dan Pearson, Bob Senneff, Win Stoller, Chet Tomczyk, and John Wieland.

Via Webex: Kim Armstrong, Helen Barrick, Emily Galligan, Jessica Tilton, and Daysha Warr.

Absent: Andy Chiou, Alex Crowley, and Win Stoller

Staff present: Jed Klabunde, Mark Lasswell, and Julie Sanders

Bob Senneff made a motion to approve the minutes seconded by Dan Pearson; the motion passed.

1. Executive Committee Meeting Minutes 7/27/23
2. Executive Committee Meeting Minutes 8/29/23
3. Executive Committee Meeting Minutes 9/28/23
4. Executive Committee Meeting Minutes 10/29/23

5. Board Meeting Minutes 12/12/23
6. Board Meeting Minutes (closed session) 1/11/24
7. Board Meeting Minutes 1/16/24

John Wieland presented his chairman's report.

- John presented survey closing spots by Jessica Tilton, Alex Crowley, Daysha Warr, and Kevin Hicks.
- The current survey results were presented to the board and discussed. The survey will close on 4/15/2024.
- WTVP membership numbers by county were presented. The total on this table does not include current members living outside our viewing area.

County	Members	County	Members	County	Members
Peoria	2177	Marshall	75	Dewitt	4
Tazewell	1264	McDonough	42	Hancock	3
McLean	807	Mason	36	Henderson	3
Woodford	331	Henry	34	Mercer	3
Fulton	210	Livingston	32	Logan	2
Knox	183	Warren	16	Macon	1
Stark	81	Putnam	5		
					<b>5,309</b>

- Board committee assignments were discussed. John asked the board to review the various committees and determine which they would like to serve on. Committee descriptions are included in the bylaws (<https://www.wtvp.org/about/wtvp-board-of-directors/bylaws/>). Assignments will be made at the June Meeting.
  - Executive Committee
  - Development Committee
  - Governance Committee
  - Programming Committee – This will be a new committee.
- Helen Barrick updated the board about the CPB Audit. It is going as expected.
- Discussed the upcoming grant for \$350,000 from the State of Illinois via Senator Koehler.
- Three former long-term employees will receive a proclamation of service at the May meeting.
- Mark Lasswell has been assigned additional responsibilities as the station Compliance Officer. He will be responsible for ensuring that we comply with the Communications Act of 1934 provisions that apply to public broadcasting stations receiving a Community

Service Grant (CSG) from the Corporation for Public Broadcasting (CPB) and the broadcaster's FCC reporting requirements.

Helen Barrick reviewed the financials for March 2024.

Income statement:

- For the month of March only, we had net operating income of \$160K before depreciation and \$135K after depreciation. This does include payment from donor commitment made of \$125K. Also includes month accrual of \$74K on the CPB grant. (Have not yet received anything from the CPB grant under audit.)
- For the year, net operating income before depreciation is \$82K and after depreciation reflects a loss of \$161K. Again, we have received \$375K from a donor commitment and have accrued \$667 on CPB grant.

Balance Sheet:

- Key item here is that we have Cash and Cash Equivalents of \$417K. Investments are over \$1M at this point.
- CPB grant receivable is reflected at \$889K, with \$222K of that deferred.
- Accounts payable include the amount still owed on PBS dues of \$296,889.

Cash Flow Statement:

- Cash flow statement shows an increase in cash of \$257K. But this includes liquidation of \$720K of investments. Net of those is a reduction in cash of \$463K.
- Cash flow for just the month of March is a positive \$91K.

Station Updates:

**Marketing Update – Julie Sanders**

Interim Station Manager Julie Sanders distributed updated WTVP development one sheets to the individual board members in both printed and electronic formats. These materials serve as educational tools and are utilized to promote the various products offered by WTVP, ranging from underwriting to planned giving.

During the meeting, there was an interactive discussion regarding the resources available on PBSLearningMedia.org.

It was announced that Worldwide Day of Play will take place on Saturday, May 11 from 11 am to 2 pm. Details about the event were discussed, including the need for volunteers. In response, Julie Sanders provided informational flyers to aid in the recruitment of volunteers, along with a sign-up link for all interested parties.

**FCC Reporting – Mark Lasswell**

Mark explained that there are two categories of FCC reporting.

- Broadcaster Reporting – Every broadcaster must upload various reports to the FCC public file site (<https://publicfiles.fcc.gov/tv-profile/WTVP>) as our FCC Broadcast License requires. Missing reporting deadlines or not providing reports can cause fines and a possibility of our license not being renewed. FYI, we just went through the renewal process in 2021; our current license expires on 12/01/2029.
- Community Service Grant (CSG) Reporting – CSG Grantees must certify that they comply with the Communications Act, the General Provisions, CPB's Financial Reporting Guidelines and the Application of Principles of Accounting and Financial Reporting Applicable to Public Telecommunications Entities.

Mark focused on the Community Service Grant (CSG) reporting and provided the board with a copy of the CSG Compliance Handbook (<https://www.cpb.org/sites/default/files/stations/certification/csg-compliance-booklet-2021.pdf>). As a nonprofit that receives a CSG, we must follow special open and closed meeting rules and board posting requirements outlined in the above handbook. Basically, since we receive public funds, the board must follow open meeting requirements like an elected government board.

### **Programming Report - Jed Klabunde**

Jed presented how WTVP fills its primetime schedule. Jed discussed at what times PBS Common Carriage is usually scheduled, and the times WTVP has available to fill with other programs. Also, each night's general themes (science, history, drama, etc.).

### **Other Comments:**

Daysha Warr – Requested that Mark do a board presentation about our open meeting requirements.

Heather Acerra – Reported an issue that she had experienced with attempting to make a membership donation via the PBS Video App. Mark will work with Heather to troubleshoot the issue.

The meeting was adjourned at 5:43pm.

### **Minutes Submitted by:**

Mark Lasswell  
WTVP staff