

ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

Executive Committee Meeting

Special Session for budget presentation and board nominations

June 8, 2023 at 3:00 p.m.

Minutes

Present: Executive Committee Members: Andrew Rand, Sid Ruckriegel, Helen Barrick and WTVP CEO: Lesley Matuszak

Joining by Phone/WebEx: Executive Committee Members: Stephen Shipley, Jessica Ford; Tamra Swiderski-NETA; and WTVP Dir. of Finance & HR: Lin McLaughlin, and non-committee members

Noting the presence of a quorum, Executive Committee Chairman Andrew Rand called the meeting to order at 3:00 p.m., asked for any additions or corrections and, with none being made, he requested a motion to approve the minutes. Sid Ruckriegel moved to accept the motion and it was seconded by Helen Barrick. The motion was passed unanimously.

FINANCIALS FOR MAY 2023 by Tamra Swiderski from NETA

Profit & Loss Statement

Net operating gain or loss: Net operating loss YTD through May 2023 is \$282K.

Total Revenue: Total revenue YTD through May 2023 is \$4.26M, \$336K ahead of budget.

Membership YTD is over budget by \$51K at \$771K

Underwriting YTD over budget by \$112K at \$260K

Major Giving under budget by \$14K at \$684K

Grants – Other under budget by \$328K at \$174K. The original budget did include \$350K for Koehler that did not get removed from the FY23 budget.

Endowment under budget by \$46K at \$14K (split out endowment earnings from contributions in May)

Special Events – This is a new breakout from Major Giving and Magazine totaling \$360K

Peoria Magazine over budget by \$244K. Expecting approx. \$288K yet to be collected.

Total Expenses: Total expenses before depreciation YTD through May 2023 are \$4.54M, \$792K over budget.

Salaries & benefits under budget by \$255K

Professional Services over budget by \$335K (some budgeted positions converted to consultants; this also includes magazine expenses of \$182K)

Printing is over budget by \$135K due to increases in paper costs and increased membership and magazine mailings.

Auction was budgeted as a net revenue of \$50K. Expenses to date are \$100K so that is showing as a budget variance.

Special Events expense is over budget by \$252K. Additional magazine event added at cost of \$125K. \$100K sponsorship of the event was received to help offset additional costs.

Balance Sheet

Cash is down \$939K over this time last year. This is due to prior year receipts of PPP loan (\$270K) and CPB ARPA funds (\$482K).

Investments are down \$232K due to market fluctuations and transfer of \$172K to maintain cash flow.

Accounts Receivable are up \$104K mostly due to increased billing for magazine sponsorship.

Grants Receivable are down \$350K. This is a reversal of a state grant not received.

Magazine Receivable is a new line to record the receivable for magazine advertising contracts.

Prepaid Expense is down \$39K. This is programming costs being expensed over the full fiscal year.

Fixed Assets are down \$188K due to depreciation of equipment.

Accrued Expenses are down \$244K.

Deferred Revenue-Magazine is a new line to record the portion of AR Magazine revenue that is not yet earned.

PNC Line of Credit has been paid off and has no balance at the end of May 2023.

Cash Flow

\$462K in cash has been used for operating activities during FY23.
\$39K in cash has been used for capital purchases during FY23.
\$240K has been provided by borrowing activities during FY23.
\$172K has been provided by investments during FY23
\$540K has been paid on lending agreements during FY23.

FY24 Budget Presentation by Tamra Swiderski from NETA

WTVP Budget Summary

In preparation for the FY24 budget, we used FY23 actuals and projections as a base and then looked at items we knew would be significantly different in FY24.

Revenue:

- We removed auction revenue and expense from the budget as we don't know right now if that will continue, and it was a break-even event for FY23.
- Special Events revenue has been reduced as only a couple of events are planned for FY24.
- Estimates have been made for CPB CSG grant revenue based on FY22 AFR reporting.
- Foundation, other and state grants, and philanthropic gifts have been vetted and are reliable.
- Membership/Major gifts and Underwriting we left conservative at FY23 levels.
- Magazine – One-time start up gifts removed from anticipated revenue, but net profit will remain very strong.
- Board contributions should be increased.

Expenses:

- 3% increase for employees for that have been here for one year.
- Cost savings to be explored for Guide printing.
- Reduction in professional services from the previous year due to one-time magazine costs.
- 5% increase in PBS dues anticipated.
- Reduction in special events expense as larger event from FY23 is not expected to reoccur.

Motions

Motion to approve the budget was made by Sid Ruckriegel with a second from Helen Barrick. The motion passed unanimously. With that, the budget portion of the meeting closed, and the board nomination portion opened.

With no other new or old business, Chairman Andrew Rand adjourned the meeting. The next executive committee meeting is July 27, 2023 at 7:30 a.m. The next board meeting is August 8, 2023 at 4:00 PM.

Respectfully submitted by Lin McLaughlin, Director of Finance and Human Resources