KSUT is a community supported public broadcasting organization serving the communities of the Four Corners, providing diverse and eclectic entertainment, education, news, and information while promoting multicultural awareness and understanding.”

Called to Order: 5:35 PM

KSUT Staff and Board Present: Robert Ortiz, Rick Gore Bricca, Kree Lopez, Gary Skiba, Tami Graham. Rob Brantley.

Board Members Absent: Amy Barry, Eddie Box Jr, Bruce LeClaire, Sara Sheeler

Approval of Meeting Agenda: Moved by Buz seconded by Kree. Unanimously approved.

Approval of Prior Meeting Minutes (February 2020): Moved by Buz seconded by Kree. Unanimously approved.

Audit Report: Introductions: Fredrick Zink & Associates accountants Douglas Philbin and Michelle Sainio presented audit results. Focused on identified areas of risk. There were some changes to standards that had to be included in their audit.

Rick asked about any need improvements. FZA will not be issuing a letter of deficiency or material weakness. Rob was not in place for a full year, but still did a great job of dealing with any changes, and has addressed many of the issues, including communication between station and tribe. Now everyone is on the same page.

Michelle and Douglas went through the audit in detail. Page 3 statement of financial position lists assets and liabilities. New standard requires more streamlined reporting. Some minor corrections still needed.

There was a lot going on in 2019, with new building construction and the donation of the music festivals. That complicated the audit.

Total assets up 23%, most due to building and festivals.

Rick asked about any adjustments that might be needed. Those have not yet been sent to Rob/KSUT.

84% of KSUT’S revenue is unrestricted, much higher than most non-profits.

Many of changes were decreases from 2018 to 2019 due to completion of capital campaign.
Radio programming costs were up 58%, expected due to addition of BBC and some other programming.

There is 25K in capital pledges that are questionable, as they have not come in.

Restricted Cash. Need to be sure understanding of FZA and KSUT are on same page.

Need a better outline of the relationship between KSUT and the tribe. There are a lot of in kind services like accounting and office space lease.

Rick asked to see if there was a way to tie the audit reports to the general ledger. FZA will provide their working documents.

Rick also asked how we can improve process to be sure that we can get the audit done in a more timely way next year. Douglas asked what the preferred date is, appears to be end of calendar year. In past, draft ready by end of December, presented to board at January meeting. Lots of changes over last few years, growth of KSUT required some additional effort. Rob being on for full year will help. There were lots of journal entries that were done by FZA that should have been done by KSUT, that should be reduced.

Douglas felt things are definitely going in right direction, will work with Rob more up front to make process work better. Recent years have been complicated with capital campaign, acquisition of festivals. Rob and Rick will be able to visit with FZA over the next year to get clearer understanding of needs to ensure smoother process.

Tami asked about additional charges for the audit due to unexpected effort needed. Michelle will be doing billing soon, after 15th of March. Jamie is working on 990, but on sick leave. Should be ready next Monday 3-16. Also need to complete CPB report.

Changes to financials will be made, management representation letter will need to be signed. Board communication piece will need to be done.

Recommendations and findings will be communicated in a final letter, will look at what is expected in future, how to address any additional issues.

Michelle and Douglas left the meeting at 7:02

Rob felt good about the presentation, working well with Douglas and Jamie. Communication is an issue, with tribal accounting, auditors and KSUT. That has improved, Rob has a clearer idea of what tribe wants and needs. Next year’s audit will be more streamlined, partly because KSUT will be giving them the info that they need, both from KSUT and from tribal accounting. Expenses were a problem area that Rob has worked on fixing, it was partly due to too many individuals being involved in making payments.

Rick noted that FZA had to create financial statements and info that should have come from KSUT, so there were additional fees.

Need to do whatever we can to get process done ASAP. Could include a contractual requirement that if FZA causes delay KSUT gets a discount.
Executive Director Report (abbreviated due to length of audit review)

Next Wednesday is tribal member walkthrough 4:30-6:00.

Robert asked about KSUT spring fund drive, it has been going well. Phones have been busy.

Also asked about coronavirus information via the station. Will be putting out more information. Shelia and Amy will be handling tribal portion. San Juan Basin Health is tied in to KSUT.

Tribe has asked that no outside contractors physical visit reservation, handling most business by phone.

Gathering of Nations powwow postponed. Fort Duchesne powwow postponed. Other events postponed. Working with CDC recommendations.

Buz noted that we should pay attention to what CDC has to say. No local testing for coronavirus is currently available.

Equipment is moving into new building.

Tribal council walkthrough was done on March 10, 5 members, went well.

Tribal member walkthrough next Wednesday March 18.

Committees

Skipped most.

Board retreat (Buz, Tami, Bruce, Robert): Will get an agenda out soon. Need a timekeeper and some other roles.

Ad Hoc (Executive Committee) Bylaws review. Will set date for initial meeting soon.

Next Meeting Date (April 8th, 2020 – Eddie Box Jr. Media Center)

Adjournment: Moved by Rick, , Buz seconded, unanimously approved. at 7:31 PM