

KBUT Board of Directors

5/4/22 Regular Meeting Minutes (Draft)

Present: Members Andris Zobs, Dave Colucci, Kyle Ryan, and Bryan Wickenhauser. Executive Director Jackson Petito, Potential Board Member Dan Bostick

Absent: Jack Lucido, Autumn Clark, Dan Baynes

- 5:40pm – Call to Order
- Motion By Wickenhauser to approve 3/10/22 Minutes, 2nd by Baynes
 - motion passes by unanimous vote
- Approval of Financials Tabled for Finance Committee recommendation
 - BOARD DIRECTION: send subsequent Budget vs. Actual reports broken out by month
- 5:45 – Board Vacancies
 - Proposed appointment of Dan Bostick
 - Bostick question: would I be appointed Secretary automatically?
 - Not necessarily, but happy to have you
 - Tech Committee seems like a good fit
 - Officer assignments and committee appointments tabled until July meeting
 - Zobs moves to appoint Bostick to Board of Directors to fill Tyson Rogers’ vacated seat until Annual Meeting in January 2023, 2nd by Ryan
 - Unanimous welcome aboard
 - Zobs moves to recognize 3/10 meeting as Rob Zillioux’s final meeting, 2nd by Colucci
 - Motion passes by vote of Zobs, Colucci, Ryan, Wickenhauser
 - Bostick abstains for lack of context
 - Zobs moves to appoint Colucci as new Treasurer, 2nd by Ryan
 - Unanimous approval
- 6:20 – Revisions to fiscal control policy
 - Per feedback on Community Foundation for the Gunnison Valley Grant applications, revisions to our fiscal control policy were suggested
 - Finance Committee and Jackson worked to draft
 - Discussion

- Board expense approval threshold: \$2500 or \$5000
 - Petito suggested \$5000 rather than \$2500 in original draft to avoid necessity of board actions for the many expenses that fall between \$2500 and \$5000
 - Board agrees, conditional on regular financial reporting
 - Staff can approve departmental expenses up to \$250 without ED approval
 - Direct bookkeepers to adjust cart of accounts and/or reporting to keep trade income and expense amounts separate from cash income and expense amounts
 - Total authorized Quickbooks users: 2 KBUT staff and one login for bookkeepers
 - Checks and outgoing expenses are processed at least weekly
 - Expense allocation: perhaps tracking staff time to determine when one departments salary is benefitting another department.
 - Strident disagreement about necessity and advisability of tracking employees hours
 - Allocation study ultimately tabled as part of Fiscal Policy, but possible as budget exercise
 - The 3 active business debit cards will be replaced with one CREDIT card for each department director
 - Proposal No salary advances allowed
 - Petito points out that they're only made to cover problems in payroll processing
 - Final policy: no salary advances in excess of one payroll amount will be made in any circumstances
- 6:49 – Discussion of IT consultant search
- 6:53 – Zobs moves for executive session to discuss personnel matters, Ryan 2nd
 - Approved unanimously
- 7:12 return from Executive session
 - Zobs moves to direct ED to attempt a meeting of employees in need of conflict resolution with Personnel Committee and Member Clark. If situation remains unresolved, Board approved expense of up to \$4500 to engage Reid Templeton for consultation services re: same, Colucci seconds
 - Approved unanimously
- 7:16 adjournment