



Community
Access Partners of
San Buenaventura

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"Empowering Community Through Media Access"

Finance Committee Meeting Minutes

Thursday, February 19 – 5:30pm

CAPS Offices o 65 Day Road o Ventura, CA 93003

- A. Call to Order / Roll Call – **The meeting was called to order at 5:40pm**
Members Present: Kathryn Yamada, Lisa Snider, George Tabata
Staff Present: Todd Thayer
- B. Public Communications - **None**
- C. **Approval Minutes – The minute from a previous iteration of the Finance Committee will be forwarded to the full board for acceptance.**
- D. **New Business**
 - a) Review audit progress – **The Executive Director reviewed outstanding audit items**
 - i) Field work complete
 - ii) City questionable payment
 - iii) City FF and PEG should be in this week / beginning of next
 - iv) 990 highly compensated
 - v) 1009 over \$50K
 - vi) # of employees as of 3/12/08
 - vii) Feb '09 Balance Sheet and Income Statement, agenda and minutes for BOD, Exec & Finance
 - viii) Functional expense allocation
 - ix) Upgrade company credit card (limits, mileage)?
 - x) New accounts for Consulting revenues and COGS
 - b) Review 2008 year end financials – **The Executive Director and Treasurer reviewed the financials – little has changed, waiting for final FF and PEG payments**
 - c) Review January financials – **The Executive Director reviewed the current financials**
 - d) Review cash-flow analysis – **The Executive Director and Treasurer reviewed the cash-flow analysis. Of note is slight decrease in Charter PEG revenues**
 - e) Consider capital and operating budget in light of cash-flow analysis, economic downturn, state franchising and other issues. **The Executive Director presented possible scenarios in light of current fiscal climate**
- E. **Board Member Communications – Happy Birthday to George Tabata**
- F. **Adjournment – There being no other business, the meeting was adjourned at 7:00pm**