

**KBOO Finance Committee Meeting Agenda**  
**Monday August 28th, 2017**  
**4:30pm - 6:00 pm**

Facilitator: MacRae

Note Taker: Del

Timekeeper:

Attendees: Gene, Megan, MacRae, Emma, Del, Mel

Review and commit to Meeting Guidelines and KBOO House Rules (see below)

Check-in: How are you doing?

Review, add to, prioritize agenda:

1. Membership Drive Planning and update - Del (10 mins)

- \$76 000 so far
- Matthew is supporting the drive very well!
- New things happening: daily raffle, pitch producing, processing fee

2- 50th anniv budget: see Gene's handout

Description of different part of 50th anniv.:

- Oregon Historical Society exhibit
- Stories
- Website
- Big event
- Fundraising: \$30 k from foundation raised and \$50k from major donors

Funding Plan

- Goal: \$150k

Anniversary activity: \$96,603

Donation to operating reserve: \$ 26,699

Donation to capital funds: \$26,699

- 50th budget detail
- The 50th steering committee are committed to keeping a close eye on the budget each month. Del will present at the finance committee. MacRae has created a way to track the 50th revenue and expenses on our operating budget under the line.

2. Budget Draft and timeline- MacRae (40 mins)

- Review - see MacRae's narrative and budget
- Where to find savings: hard to say at this time. Phones?, start with removing the last hours we added to staff, re-negotiate the kaiser medical plan
- Next steps: coalition

3. September financials- MacRae (10 mins)- see Mac's handouts

4. Foundation asks updates -

5. Major Donor updates, 50th anniversary (5 mins)

**\* Next Meeting date/time: ?. Proposed agenda items?**

### **Meeting Guidelines**

- 1) Take care of yourself
- 2) Step back, make room for all to have a say
- 3) Step forward, share your perspective
- 4) Say what you need to say without humiliating anyone
- 5) Don't make assumptions, ask for clarification.
- 6) Turn off your phone or put it on vibrate if you're expecting an important call.
- 7) Raise your hand to contribute and wait to be acknowledged by the facilitator
- 8) Use "I" Statements, speak from your own experience.
- 9) Keep a person's information you learn here confidential unless you have asked them.
- 10) Expect mistakes but be accountable and stay committed (to each relationship and to the work)
- 11) Upholding these meeting guidelines is everybody's business (not only the facilitator's). If you think a meeting guideline is not being upheld please use the process check sign and ask for a discussion of this. Process check jumps to the front of the line/cue and interrupts the discussion.

### **KBOO House Rules**

- Communicate your needs directly.
- Talk directly with someone who has offended you.
- Be tolerant and respectful.
- Dismissing or humiliating another community member is inappropriate.
- No verbal violence will be tolerated.
- No physical violence will be tolerated.
- Taking care of our community is EVERYBODY'S business.