



OKLAHOMA EDUCATIONAL TELEVISION AUTHORITY
7403 North Kelley Avenue, Oklahoma City, OK 73111

AGENDA

SPECIAL BOARD MEETING

Virtual meeting held in compliance with Open Meeting Act as amended by SB 1031

February 23, 2021, 1:00 P.M.*

Facebook Live Location: <https://www.facebook.com/OETAOK>

Chair Joy Hofmeister, Presiding

BOARD MEMBERS

Joy Hofmeister, Chair
(Videoconference)

Terri Cornett, Vice Chair
(Videoconference)

Wendy Argenbright
(Videoconference)

Richard Beck
(Videoconference)

Cheryl Evans
(Videoconference)

Lisa Greenlee
(Videoconference)

Kara Hall
(Videoconference)

Burns Hargis
(Videoconference)

Joseph Harroz, Jr.
(Not attending)

James Isaacs
(Videoconference)

Glen D. Johnson
(Videoconference)

Mike Martin
(Videoconference)

Larry Rice
(Videoconference)

**If the meeting connection is lost, proceedings will be stopped and an attempt to reconvene will be made.*

- 1. Announcement of filing of meeting notice and posting of the agenda in accordance with the Open Meeting Act, 25 O.S. § 311(11) and 307.1(2).**
- 2. Determination of Quorum and Call to Order.**
- 3. Roll Call and Introduction of guests.**
- 4. Report from the Vice President of Finance:** Possible discussion and/or action concerning the annual audit.
- 5. Report from the Executive Director.**
- 6. Report from the Chair.**
- 7. Minutes of the Previous Meeting:** Possible discussion of and/or action concerning the minutes for the virtual special meeting of October 27, 2020.
- 8. Review and Acceptance:** Possible discussion of and/or action concerning the financial and personnel reports.
- 9. Executive Session:**
 - a. Possible discussion and vote to enter into executive session regarding legal matters pursuant to Okla. Stat. tit. 25, § 307 (B) (4), for confidential communications between a public body and its attorney(s) concerning a pending investigation, claim, or action if the public body with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending, investigation, litigation, or proceeding in the public interest. Regarding case #CJ2018-6717
 - b. Enter into executive session.
 - c. Open session resumes.
 - d. Vote to exit executive session.
 - e. Possible voting on any action items from executive session.
- 10. Old Business.**
- 11. New Business.**
- 12. Announcement of the Next Meeting: The next regular meeting is scheduled to be held Tuesday, April 27th at 1:00 PM at OETA.**
- 13. Adjournment.**

**Minutes of Virtual Special Meeting of the Oklahoma
Educational Television Authority**

1:00 p.m., Tuesday, October 27, 2020

Facebook Live Location: <https://www.facebook.com/OETAOK>

DIRECTORS PRESENT BY VIDEOCONFERENCE:

Joy Hofmeister, Chair
Terri Cornett, Vice Chair
Richard Beck
Cheryl Evans
Lisa Greenlee
Kara Hall
James Isaacs
Glen Johnson
Mike Martin
Larry Rice

DIRECTORS ABSENT:

Wendy Argenbright
Burns Hargis
Joseph Harroz, Jr.

VISITORS PRESENT: Special Assistant Attorney General John Settle.

STAFF PRESENT: Executive Director Polly Anderson; Vice President of Finance Shawn Black; Vice President of Production Susan Cadot; Vice President of Operations Janette Thornbrue; Vice President of Educational Outreach Curtis Calvin; Vice President of Engineering & Technology Lawson Adams; External Relations Director Chad Haney; Marketing and Communications Manager Aaron Morvan; and, Executive Assistant Brandy Kennedy.

The Oklahoma Educational Television Authority Board of Directors met virtually through Zoom and Facebook Live in special session at 1:00 p.m. on Tuesday, October 27, 2020. A Notice of Meeting had been filed with the Secretary of State and copies of the Agenda and meeting documents were posted in accordance with provisions of the Open Meeting Act as amended by SB661.

Chair Hofmeister called the meeting to order. Anderson called the roll. It was determined that a quorum was present and the meeting was called to order at 1:10 p.m.

Item #4

Anderson noted the *Oklahoma News Report* extended from a 30-minute to a 60-minute program beginning on October 16th. She mentioned OETA's livestream has launched and that Amazon Fire is now accepting donations from members. Johnson and Hofmeister emphasized the extended news hour with the programming segments has been excellent and they commended the News staff.

Item #6 (Action)

The Board reviewed the minutes for the virtual special meeting of August 25, 2020. The Chair entertained a motion to approve the minutes. Cornett made the motion to approve

and Johnson seconded the motion. Seeing there were no comments or discussion requested, the Chair called for a roll call vote. Anderson conducted roll call to adopt the minutes. All were in favor and the motion carried at 1:18 p.m.

The Board reviewed the minutes for the virtual special meeting of September 10, 2020. The Chair entertained a motion to approve the minutes. Cornett made the motion to approve and Isaacs seconded the motion. Seeing there were no comments or discussion requested, the Chair called for a roll call vote. Anderson conducted roll call to adopt the minutes. One abstained due to absence and eight were in favor; the motion carried at 1:19 p.m.

Item #7 (Action)

The Chair brought the Board's attention to the review and approval for the CPB Alternate Payee Agreement. Anderson explained that the Friends of OETA agrees to disburse CPB funds to the Authority over the course of the two-year grant period. Anderson noted that OETA and CPB attorneys have reviewed the form and that both boards must affirm this agreement. Martin moved to approve the agreement. Greenlee seconded approval. Seeing there were no comments or discussion requested, the Chair called for a roll call vote. Anderson called roll and the motion carried at 1:20 p.m.

Item #8

Black reviewed the personnel report with the Board. He noted that OETA hired Reporter Steve Shaw, who replaced recently retired Ed Murray. No questions or comments were discussed. No motion was required.

Item #9 (Action)

The Chair asked the Board to review the 2021 meeting dates for the Board listed in the materials provided. Johnson made the motion to adopt the regular board meeting dates for 2021. Evans seconded the motion. Seeing there were no comments or discussion requested, the Chair called for a roll call vote. Anderson called roll and the motion carried at 1:24 p.m.

Item #12

The Chair announced the next regular meeting is set for Tuesday, December 22, 2020 at 1 p.m. at the OETA network headquarters in Oklahoma City, OK.

Adjournment

There being no further business to come before the Authority, Chair Hofmeister called for a motion to adjourn the meeting. Johnson moved to adjourn the meeting and Evans seconded the motion. The Chair called for a roll call vote. Anderson conducted the roll call vote. All were in favor, and the meeting was adjourned at 1:25 p.m.

Adopted this day of February 23, 2021.

Joy Hofmeister, Chair

Terri Cornett, Vice Chair

FY2021 FINANCIAL REPORT
By Expenditure Code
December 31, 2020

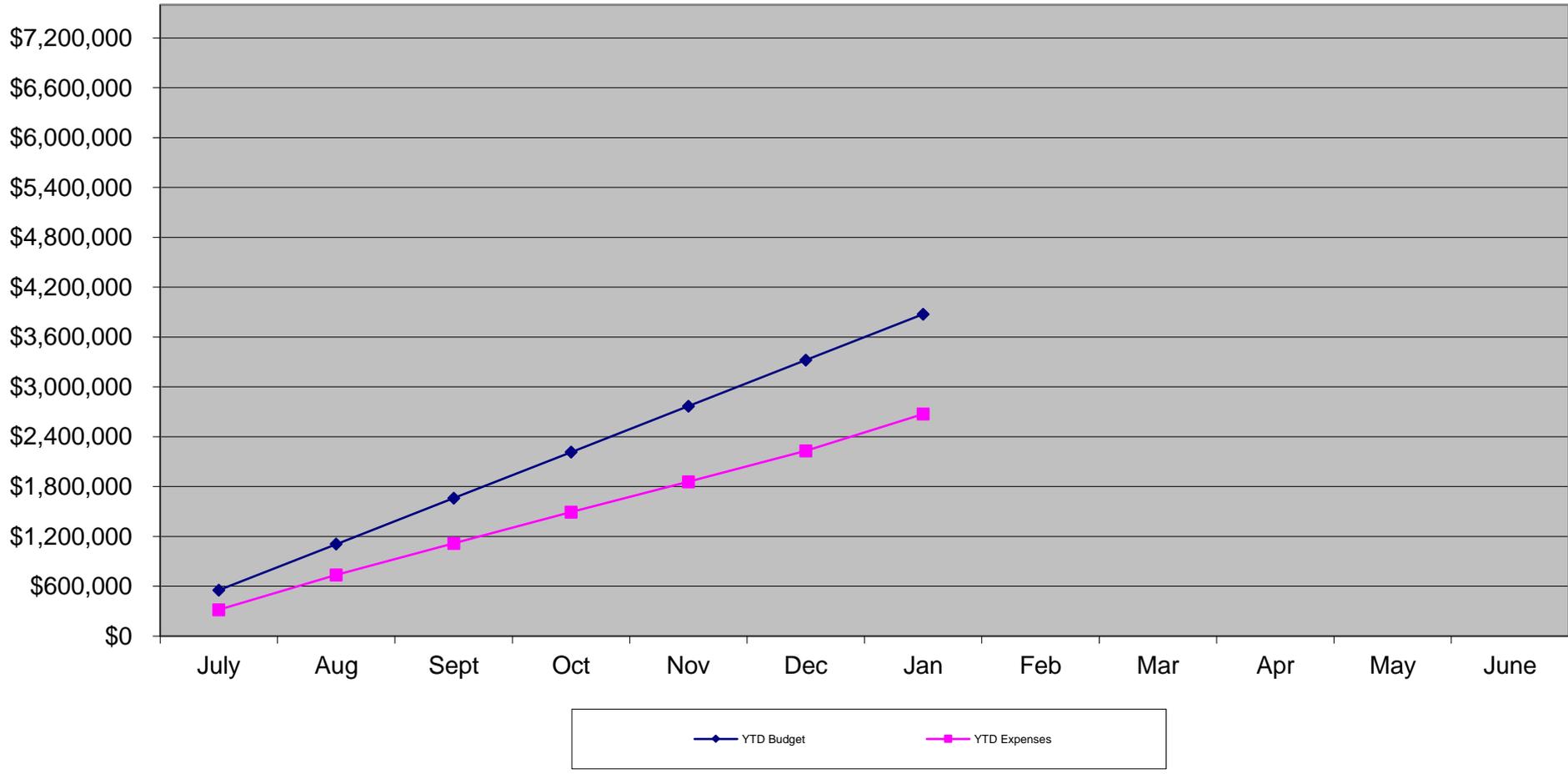
Object of Expenditures	Fiscal 2021 Budget	Expenditures for Seven Months FY21	Encumbrances	Balance of Budget
11- Salaries	\$2,557,784	\$1,397,005	\$0	\$1,160,779
12- Employee Insurance, Workers Comp.	\$578,583	\$307,627	\$10,356	\$260,600
13- Retirement-Federal & State	\$623,169	\$329,565	\$0	\$293,604
15- Professional Service	\$3,000	\$237	\$0	\$2,764
21- Travel	\$1,450	\$472	\$0	\$978
22- Registration/Pike Pass Fees	\$900	\$451	\$1,794	(\$1,345)
31- Miscellaneous Administrative Expense	\$2,613,000	\$420,251	\$408,326	\$1,784,423
32- Rent Expense (Xerox, Postage, etc.)	\$148,300	\$154,526	\$120,858	(\$127,084)
33- Maintenance & Repairs	\$97,604	\$53,315	\$56,971	(\$12,682)
34- Supplies, Materials & Fuel Expense	\$9,800	\$3,865	\$15,757	(\$9,823)
36- Office Expense	\$10,600	\$6,193	\$11,253	(\$6,845)
41- Office Furniture & Equipment			\$0	\$0
Totals	\$6,644,190	\$2,673,506	\$625,315	\$3,345,369

Notes:

Major Expenditures (September, October, November, December, & January):

Account code 31 -	\$27,500.00	OneNet
	\$13,227.32	American Tower - tower & electric
Account code 32 -	\$45,075.50	American Tower - tower & electric - OKC
	\$6,000.00	Mission Broadcasting
	\$36,671.84	KJRH - tower rental - Tulsa
Account code 33 -	\$5,900	Goodwill of Tulsa - Tulsa facility cleaning
	\$5,000	OSU-Tulsa
	\$11,200.00	Goodwill of Central Oklahoma - OKC Facility cleaning
	\$3,600.00	Indian Nations Fiber Optics

OETA Financial Report
Fiscal Year 2021
As of January 31, 2021



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YTD Budget	\$553,683	\$1,107,366	\$1,661,049	\$2,214,732	\$2,768,415	\$3,322,098	\$3,875,781					
YTD Expenses	\$317,989	\$735,573	\$1,115,961	\$1,493,339	\$1,857,372	\$2,231,320	\$2,673,507					
Monthly Expenditures	\$317,989	\$417,584	\$380,388	\$377,378	\$364,033	\$373,948	\$442,186					

PERSONNEL REPORT
Full-time and Permanent part-time employees

For The Period August 1, 2020 to January 31, 2021

NEW EMPLOYEES

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Steven Shaw	Reporter	\$40,000	8/17/20
Alisa Hines	Booker/Producer	\$40,000	10/05/20

PROMOTIONS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Salary</u>	<u>Effective Date</u>
None				

TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
None			

RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
None			

RECOMMENDATION

That the personnel report for the period ending January 31, 2021 be approved as submitted.