

**Travel Information Council
Finance Committee
Telephonic Meeting
Wednesday, November 4, 2015**

Members Participating:

Mike Drennan, Chair
Dave Lohman

Gwenn Baldwin
Mike Marsh

OTE Staff Participating:

Nancy DeSouza, Executive Director; Tim Pickett, Operations Director;

The telephonic meeting was called to order at 2:39 p.m.

- A) **Roll Call:** Drennan, Baldwin, Lohman and Marsh were present by phone. Staff were in the OTE office.
- B) **Minutes of August 24, 2015:** Approved unanimously as submitted.
- C) **Review of September 2015 Financials:**

Pickett reviewed the September Financials. He reported there are three points in regard to the first quarter:

1. Cash is holding and the current ratio that is now above 1.5:1;
2. Operationally, the statements reflect that the agency managed its mission and is paying attention to its expenses; and
3. The financial report shows a loss from the abandonment of the information center in Woodburn, which resulted in an approximately \$70,000 write off of that structure because it was destroyed in its removal. The decision to abandon the D-River kiosk will result in a write off of approximately \$3,000.

Drennan remains concerned about the inability to date to fully reconcile some accounts, particularly those cash accounts around the heritage programs: Historical Markers, Heritage Trees, the Interpretive Wayside and the Roadside Council. Drennan was not aware of what the Interpretive Wayside and the Roadside Council moneys are, and we don't see much activity in these accounts without much spending or revenue. Drennan asked for when and how these accounts could be reconciled, whether to give staff approval to cap the process and go forward, or have staff spend more time going back to originating documents. He also asked for an explanation to the committee on what the Interpretive Wayside and the Roadside Council moneys are.

The Oregon Roadside Council disbanded around 2000, and transferred the funds and responsibility to the agency. Those funds are dedicated and cannot be spent on anything else. Pickett said the Roadside Council has \$14,141 that is reconciled. That money was transferred to the agency for long-term maintenance of particular bronze plaques, mostly located in rest areas. That account will erode at approximately \$500 a year to pay for a staff member who surveys and cleans these plaques annually.

The Interpretive Wayside was created by the Travel Information Council in 2004. It rose as high as \$100,000 and is now at \$36,000. The original action of the then-council was for the future development of future new interpretive waysides. It is likely that Council can determine whether to continue that activity or collapse those funds back into the agency's General Fund, but would recommend seeking DOJ advice prior to doing so. Drennan asked for a definition of an interpretive wayside. Pickett is unsure. Baldwin referenced the "Hollerin' Place" that may fit the definition of not being a Beaver Board or in a rest area. DeSouza agreed to research with Annie von Domitz and report back to the committee. Drennan would like to know when the last money was spent and where we likely might spend in the future before discussing moving the money back to the general account.

Drennan recapped the loss from the Woodburn kiosk removal. There were no other questions on the Balance Sheet or Profit and Loss. He reported that we did spend more cash than we took in, but nothing out of the ordinary. In the analysis of past due accounts, there is a \$1,022 past-due account from a customer in Ashland, but noted they are on a payment plan and are current in their payments. Pickett reported that the balance is \$680 today, and he expects two equal payments in November and December to zero out the account.

D) Other Business: The committee discussed holding Finance Committee meetings on a regular schedule, and suggested the fourth Wednesday of each month. DeSouza will send out a Doodle poll to the committee to confirm availabilities and time of day. Marsh asked for an overview of agency legal costs after the meeting. Pickett noted that the agency had received the annual review, which he submitted to the Secretary of State Audits Division and the Legislative Fiscal Office. Drennan congratulated Pickett and his staff on one of the cleanest audit reports he had ever read, with no negative comments or anything out of balance. Pickett clarified that although this is an annual requirement, by review standards they consider the entire biennium at the end of the biennium. OTE worked closely with Dale Bond at the Audits Division to meet the requirements of SB 276, and this review is constructed to meet their requirements. DeSouza reported that performance measures would be on the agenda for the Rest Area Committee. Lohman concurred in the chair's comments on the laudatory report.

Adjournment: Meeting was adjourned at 2:55 p.m.