

KOPN Board Meeting
Final and Approved
Tuesday, October 18, 2005

Attending

Board members: Royda Crose (president), Dennis Sentilles (vice-president), Janet Hammen (treasurer) Jeanne Heuser (secretary) Elizabeth Allemann, Rich Winkel, Ellen Froeshner, Joan Sullivan.

Staff: David Owens

Absent

Board members: Aaron Krawitz, Mike Hagen, Sheryl Clapton

The meeting began at 7:10 p.m.

September Minutes

It took over ten minutes to read the minutes. Jeanne agreed to shorten the minutes and focus on action items; she anticipates distributing them within about ten days following the Board meeting to serve as a guide for Board action and provide meeting continuity. Changes were made, Elizabeth motioned for approval and Dennis seconded. Motion passed.

- **Action Item: Board members agreed to review minutes and provide changes to Jeanne prior to the next Board meeting. Ideally, Jeanne will only need to report these changes at the meeting, so we reduce the time spent reading and reviewing the minutes during Board meetings.**

Treasurers' report

Janet distributed the “profit and loss budget vs actual statement” for FY05 and FY06 with associated balance sheets.

Budget and Audit: Janet, David, and Jeanne met with auditor Jack Beard, Casey and Co. who confirmed that the annual budget is supposed to be a static document unless there is a significant increase in income in which case, the Board needs to re-approve. With upcoming changes to the Corporation for Public Broadcasting (CPB) grant process, KOPN may not have to file audits with CPB; however, David thinks the audits should be done anyway. Jack needs all paperwork by November 15 if he is to complete the audit prior to tax season. Though Jack did not advise any changes to our bookkeeping system, he did confirm that using “classes” in Quickbooks might help clarify expenses. David and Julie are recording the membership drive results in Quickbooks (rather than the Access database) as learned from Kara when she returned to help during the drive . Some concern was voiced about how the new system would interface with current Access membership records.

- **Action Item: Finance committee needs to finalize FY06 budget and present to the Board for approval ASAP. Audit materials need to be organized and presented to Jack Beard by Nov. 15.**

Old business

Mission statement: Diane Rodgers provided a handout of the mission statement in question. Diane will attend the next Board meeting to discuss any questions.

- **Action Item: Read the mission statement in preparation for a vote at the next meeting.**

Web page: Jeanne reported that web redesign is moving along quickly. The KOPN web group with a core of Rich, Jeanne, Woody Adkins, Steve Jerrett, and Charlie Turner are working on the masthead and receiving training from Public Interactive the week of Oct. 24.

- **Action Item: Continue moving forward on web page redesign.**

Administrative assistant: David distributed the eight resumes received for the administrative assistant position to Janet and Jeanne.

- **Action Item: David, Janet, and Jeanne evaluate resumes, begin interviews, or if need better candidates, advertise more widely.**

Staff evaluations: In an email request, Julie Baka proposed some Board members take training at the University of Missouri on evaluating employees coming up in December. She expressed frustration over not having an evaluation in two years. There is a process from a previous personnel committee for evaluating employees, though no one was clear as to where that is located. The majority of the Board seemed to feel this training was not necessary and that the general manager was responsible for evaluating employees. A suggestion was made to interview people leaving their positions, such as Kara, to gain perspective on their experience while working at the station; however, this evaluation should not be done by the general manager.

Action Item: David needs to conduct an evaluation of Julie's performance ASAP.

Current business

Election of Board officers: Royda reported on the confusing situation with Board member terms since implementation of new bylaws in 1994, which changed the terms from two years to three years. A nominating committee was formed with Mike, Dennis, Rich, Royda, and David to help straighten out the situation. The discussion identified that the Board was using bylaws that were out-of-date.

- **Action Items: 1) Temporary nominating committee clarifies Board member terms and how to conduct upcoming elections at the January annual meeting. 2) Include an insert in pledge drive invoices that states: “Elections for the Board of Directs of the New Wave Corporation will be held at the annual meeting in January, 2006. Nominations must be received by November 15 at the KOPN station office: address and email.” 3) Updated bylaws need to be distributed.**

Annual meeting: Discussion revolved around changing the meeting to be more of a party to generate greater turnout. Venues were discussed outside of the station, which can hold only 45 people, such as Library rooms, ARC, American legion, Armory, Delaney hall at Columbia, Unity Center (Gary Smith), Blue Note. Joan agreed to research venues. Date set for Friday, January 13, 6:00-9:00 p.m.

- **Action Item: Research venues for annual meeting and begin planning (part of Outreach group, see below).**

Task Force Reports: The Board agreed to transition the task forces into ongoing committees to keep the momentum moving forward. There was a question about whether policies for the committee are needed, as proposed by the Program Committee, but nothing was decided. Four of the task forces/committees provided handouts.

- **Human Resources:** Elizabeth reported this group has yet to meet. Members include David Owens, and Julie Rains

Action Item: Need to meet.

- **Fundraising:** Ellen provided a report. Members include Janet, Royda, David, Julie, and John Shewmaker. Action items include: 1) major donors, endowments, planned giving, 2) automatic electric payment plans, 3) summer camps, workshops, seminars, 4) on-line auctions, 5) grants, 6) KOPN for profit arm with coffee shop, broadcast school, and food co-ops, 7) wish list of items needed on web, 8) reminder card for membership renewals, 9) continuing education units seminars, 10) local business support with three levels of giving.

Action Items: 1) Finance Committee needs to follow through on implementing automatic electronic payment plans for donations and revised credit card system. 2) Planned giving needs to be implemented carefully and soon. As suggested by John Shewmaker, funds should not be earmarked; need a lawyer to facilitate set-up (Laurie Shurtleff suggested). Major donors need personal contact (Ellen would like to do that).

- **Outreach:** Jeanne provided a report. Members include Sheryl and Mike. Action items include: 1) events calendar for planning publicity/marketing, 2) membership brochure, 3) web redesign, 4) annual meeting, 5) newsletter, 6) outreach display, 7) marketing materials, 8) local music CD production.

Action Item: Design membership brochure and newsletter ASAP

- Facilities and equipment: Rich provided a report. Other members include David, and Dennis. Action items include: Small items – 1) finish bathroom, 2) move KU satellite dish, 3) brickwork tuck pointing, 4) air conditioning upgrade [perhaps already done?], 5) network connectivity (re: streaming), 6) install Mini-Mac for better web access (in progress), and 7) physically secure facilities. Large items: 1) move off Windows operating system; need training, replace office machines, 2) install new transmitter, 3) wheelchair accessibility (3-5 years), 4) production facility, and 5) T-1 line. Overriding item: The facility? Do we stay or move? Six years remaining in lease. [Note that Ellen mentioned there is a great building for sale downtown; she might look into it.]

Action Items: 1) PTFP (Public Telecommunications Facilities Program) construction schedule must be completed by Oct. 31 for transmitter, 2) help needed immediately to refurbish transmitter housing and dispose of old transmitter, 3) Announce grant award on air and conduct capital campaign to raise an additional \$30,000 for the \$40,000 match needed for transmitter .

- Programming – Janet provided a proposed policy. Other members Margot McMillan, Mike, Sheryl. Discussion about training manual by Tom Wall for programmers, 71 programmer contracts signed, and personnel policies that might have programmer information.

Action Item: Read proposed program committee policy and be prepared to vote at next meeting.

General manager's report

Pledge drive results: David handed out the results of the drive with amount each show brought in. Diane Rehm received the largest amount in national and Rootin' Tootin' Radio in local. Rich made DVDs of pledge drive training now available for Board members viewing.

- **Action Item: Consolidate the report to show total for each show.**

CBP grants: David sent an alarming email to the Board concerning changes to the structure of the CPB grant prior to the meeting. The CPB is changing its structure for ranking of stations for receipt of Community Service Grants (CSG). The change involves consolidating the current seven levels into four; KOPN moves from 4 to what is now 3. So far, this means we lose about \$2,000 a year. Another significant change is the loss of our rural status due to a re-evaluation of population based on the 2000 census data. This eliminates KOPN from receiving the Rural Listener Access Incentive Funds (RLAIF). (Also – note from your secretary: Another new aspect of qualification for CSG is the

Audience Service Criteria, which will be used to measure whether KOPN is meeting its minimum level of service. Those stations not meeting this will be ineligible for funding.)

Community Advisory Board: Discussed the purpose of the group. The Community Advisory Board is required for CPB funding.

- **Action Item: Dennis and Ellen will work on re-activating this committee.**

Next Board meeting

Tuesday, November 15, 2005 at 6:30 p.m.

Meeting adjourned at 10:00 p.m.

Handouts distributed:

Financial Reports

Mission Statement

Task Force reports: Fundraising, Infrastructure, Outreach, and Programming

Pledge Drive results