

**KOPN Board Meeting**  
Tuesday, November 15, 2005  
Minutes - Approved

**The next Board meeting is December 20 at 6:30 p.m.**

**Attending**

*Board members:* Royda Crose (president), Dennis Sentilles (vice-president), Janet Hammen (treasurer), Jeanne Heuser (secretary), Ellen Froeshner, Sheryl Clapton, Mike Hagen, Aaron Krawitz, Rich Winkel.

*Staff:* David Owens, Julie Baka

**Absent**

*Board members:* Elizabeth Allemann, Joan Sullivan.

The meeting began at 6:40 p.m.

**October Minutes**

A few changes were made to the minutes. Janet motioned to approve, seconded by Dennis. Unanimous approval.

**Treasurer's report**

Janet distributed the current balance sheet and profit/loss versus budget. Discussion revolved around a past due bill to the Radio Research Consortium for \$683. Julie was requesting information from the Consortium for a grant due next year; they were unwilling to provide what she needed until this bill was paid. We wrote this off our books in 1992.

- **Action Item: Janet will investigate whether we should pay this bill and report at the next meeting.**

Corporation for Public Broadcasting (CPB) rural grant: Jeanne is investigating the population estimate of 42 people per square kilometer with GIS maps and is concerned that it might not be estimated correctly.

- **Action Item: Jeanne will discuss with Rich and David the estimate they used for the transmitter grant and continue working on this map.**

**Action Items**

*Mission statement*

Royda read the mission statement as provided by Diane Rodgers at the last Board meeting. Janet moved to accept, Dennis seconded. In discussion, Aaron suggested

adding: KOPN serves its community by encouraging participation by all segments of the community. Dennis suggested adding “non-profit” before New Wave Corporation. Ellen moved to accept the amendments, Dennis seconded. Unanimous approval to accept the amendments, followed by unanimous agreement to accept the mission as amended.

### **Approved Mission Statement**

KOPN is a non-commercial, listener-supported community radio station operated by the non-profit New Wave Corporation, broadcasting to central Missouri. KOPN is committed to educating and enriching the lives of its membership and the community it serves, especially those otherwise under-represented in the commercial or other non-profit media sectors. KOPN is free from direct constraints of commercial, political, or religious interests.

KOPN serves its community by:

- Encouraging participation by all segments of the community.
- Training individuals in radio production and giving access to its facilities and airwaves for the local production of quality radio programs
- Providing a diversity of viewpoints and musical genres through its programs that enhance the quality of life of its membership and the community at large.
- Providing a neutral form for the discussion of issues important to its membership and the community at large.
- Fostering democracy and social justice.
- Archiving selected recorded materials acquired or produced by KOPN.

### *Board of Director's elections*

Dennis distributed a chart showing how the nine elected board positions will be up for re-election over the course of the next three years. By 2008, the three-year terms instigated in the September 2004 bylaws revision should be on a regular track. Aaron is running for a three-year term (with another three possible), Elizabeth for one year (with another three possible), Ellen and Royda for one year (ending their terms). There are another two openings; no one has offered to run yet. Royda has policy and procedures used last year to conduct the election. The ballot should go out December 1.

**Action Item: Royda, Mike and Sheryl will check on potential nominees by Friday.**

### *Annual meeting and format*

Joan had found the Optimist's Club for our meeting, but after some discussion, the group decided to go with the Unity Center. Unity offered to do a trade-out for their usual \$200 charge. The annual meeting will be a KOPN celebration with a potluck, music, and volunteer recognition. Display tables highlighting the new committees will be set up to encourage volunteer participation. Speaking will be kept to a minimum with Royda, David, and possibly an inspirational speaker about why people should support community radio. Other ideas included having an “open mic” with participants sharing what community radio means to them or drawing upon programmers to make presentations.

**Actions Items: The Outreach Committee will organize the event with help from Royda and Janet. Mike will gather submissions for the volunteer recognition at [orbitradio@aol.com](mailto:orbitradio@aol.com). Jeanne will work with Gary Smith at Unity.**

### **General Managers Report – David Owens**

#### *Administrative Assistant*

There have been about ten resumes received from the on-air announcement in the past two months with two to three people of interest. The week-long Columbia Tribune ad brought in about 21 resumes with four to five potentials. One good candidate from the Tribune ad took another job. David feels he's in a better position now after doing the bookwork since Kara left to show the new person what work is involved in the job.

**Action Item: David needs to contact the potential candidates and set-up interview times with Janet, Jeanne and others he thinks should be involved in the interview process.**

#### *Transferring to QuickBooks (QB) system*

Julie has put all the pledge drive packets into QB. The August financial request mailing brought in quite a bit of money and has also has been added to QB.

#### *Audit*

Jeanne and Janet have been working on the audit preparation with a goal of getting all records to the auditor no later than December 1. Board members were reminded to send back the audit sheet all should have received in the previous week.

**Action Item: Jeanne will help Janet finish going through the expense receipts. Ellen, Dennis, Aaron, Royda, Sheryl all volunteered to help Janet with the copying needed for the audit; she will contact them about times.**

#### *Infrastructure*

Sewer problems have been discovered in the building so the back lot will need to have a 15-foot deep trench excavated to repair. During this repair, the problem with the back step drainage should be repaired also. The bathroom completion is still waiting for carpenters.

### **Discussion Items**

#### *Capital Fund Campaign*

The PTFP (Public Telecommunications Facilities Program) construction grant is for \$80,000 with \$40,000 of that a local match. Contributions received towards the \$40,000 include \$5000 each from the Boone County Community Trust and Boone County Rural Electric Cooperative. David and Rich though individuals had contributed, but neither was clear on who these people might be. The match money needs to be acquired by

April; project completion date is September. Julie wants to clarify how much money should be sought in this campaign and requested that Rich consider other needs that might be incorporated into the campaign to keep our infrastructure strong. People suggested as potential helpers in this endeavor included Richard King, Bill Parks, and Ralph Rodeman.

**Action Items: Julie Baka will lead the capital campaign with help from Ellen, Aaron, and Dennis. David and Julie will meet immediately with engineers to find out “wish list” of what is needed for the total amount of capital campaign. Rich and David need to determine if some individuals provided funds towards the match.**

#### *Committee Reports*

- Human Resources – Did not meet.
- Infrastructure – Did not meet.
- Fundraising – Did not meet.
- Programming – Janet lead the discussion about the policy governing the new committee distributed at the last Board meeting. Changes were proposed for the Membership section of the policy. Janet motioned to accept the changes, Aaron seconded. Unanimous approval. Aaron moved to select Janet as the Board of Directors representative, Dennis seconded. Unanimous approval. The new Membership section –

The Programming Committee will consist of ten persons:

- Five (5) will be programmers elected by programmers, one (1) of whom will do local talk radio, and four (4) will represent different music genres.
- One (1) will be the Program Director, if there is one, or the Volunteer Coordinator, if there is no Program Director.
- Two (2) will be non-programmers appointed by the General Manager in consultation with the staff.
- Two (2) will be non-programmers appointed by the Board of Directors.
- One (1) will be from the Board of Directors.

The committee will elect its own chairperson to serve a one-year term.

**Action Item: At the next Board meeting, the Board will select its two non-programmer representatives for committee and the General Manager will present two non-programmer representatives.**

- Outreach – Web page: Jeanne reported that she, Woody Adkins, Steve Jerrett, and Charlie Turner received training on the Public Interactive Service; however, Woody decided not to continue working on the transition and Steve does not have time. Jeff

Wheeler and David Farre (Stompin' at the Savoy), webmaster at the Columbia Tribune, have joined the redesign group. Others are added to the mailing list as interest in the project grows. Newsletter: A draft 4-page Winter newsletter includes an announcement for the KOPN annual meeting/celebration and a two-page story written by Rick Hocks about the three local musicians who died this year. The Board requested that the newsletter include only action items related to KOPN and that Rick's story be served on the web with a blurb in the newsletter directing people to the web.

**Action Item: Royda will write an article on the task force meetings for the newsletter and Jeanne will solicit other information that she needs to complete it by early December, such as the capital campaign and the next pledge drive.**

### **Community Advisory Committee (CAC)**

*(Missed the discussion on this .... What should I add here?)*

- **Action Item: Dennis and Ellen need to meet and reactivate the committee.**

### **Next Board Meeting**

Tuesday, December 20, 2005, 6:30 p.m. at KOPN, 915 E. Broadway, Columbia, MO

The meeting adjourned at 9:40 p.m.

### **Handouts**

KOPN balance sheet as of November 15, 2005

Profit & Loss Budget vs Actual, Oct. 1-November 15

KOPN Board Elections

September 2004 Revised bylaws

Draft Winter Newsletter

Community Advisory Committee requirements from CPB web page.