

**KOPN Board Meeting**  
Tuesday, December 20, 2005

Minutes – Approved

**The next Board meeting is January 17, 2006 at 6:30 p.m.**

**Attending**

*Board members:* Royda Crose (president), Janet Hammen (treasurer), Jeanne Heuser (secretary), Elizabeth Allemann, Ellen Froeshner, Sheryl Clapton, Mike Hagen, Aaron Krawitz, Joan Sullivan, Rich Winkel.

*Staff:* David Owens, Jules Rains

*Volunteer programmer and current web guru:* Charlie Turner

**Absent**

*Board members:* Dennis Sentilles (vice-president)

The meeting began at 6:45 p.m.

**November Minutes**

No changes were made to the minutes. Mike motioned to accept, Sheryl seconded. Unanimous approval. Reminder: To save time and copying expense, please print your own copy of the minutes and provide changes to the secretary by phone or email prior to the board meeting.

**Treasurer's report**

Janet distributed the current balance sheet and profit/loss versus budget, which shows KOPN is doing well financially right now. She said the last membership drive entries need some discussion about how it's organized in QuickBooks. There were also some questions about liabilities totaling \$9,000; possibly \$6,000 of this was programming dues for Public Radio International and National Public Radio. Janet has almost completed the audit and thanked Jeanne and Aaron for helping. She has taken everything to Jack Beard and hopefully he will have it done by December 31.

**Action Item: David needs to explain new QuickBooks organization to the finance committee.**

**Action Item: Janet needs to investigate whether to pay the 13-year old bill to the Radio Research Consortium for \$683. (From 11-05 minutes.)**

**Action Item: Jeanne needs to continue investigating the population estimate of 42 people per square kilometer for Corporation for Public Broadcasting (CPB) rural grant. (From 11-05 minutes.)**

*Please note in the following section that the discussion topics are organized within the new committee structure:*

### **People (human resources) Committee**

#### ***Staff holiday bonuses***

Royda suggested bonuses be provided to the staff as a holiday gift. Royda motioned to accept the motion, Elizabeth seconded it. The motion passed unanimously.

#### ***Ballots***

Royda appreciates the help that everyone provided for distributing the ballot. During this mailing, questions were raised about the cheapest method for mailing that also provides return address to keep our mailing list current.

**Action Item: Jeanne will confirm with Julie Baka and the post office about the best mailing methods.**

### **Outreach Committee**

#### ***Annual Meeting/Newsletter/Volunteer Recognition***

Jeanne distributed the KOPN 2006 Winter newsletter for review. The newsletter focuses on the January 13 KOPN celebration/annual meeting so the resulting discussion revolved around that event. Some changes were suggested to the newsletter. We agreed to move forward with having recognition of volunteers through the “Stars in the KOPN Galaxy” theme and to ask Jules to conduct the recognition during the Radio Hour at the celebration. It was suggested that ALL the KOPN people be acknowledged by standing up: i.e., staff, board, programmers, Stars, etc. The board agreed to attend the meeting and signed up for multiple tasks

**Action Item: Everyone needs to follow through on the tasks they agreed to and attend the celebration on January 13. See attachment at end of minutes and in separate file called “KOPNCelebrationTasks.” The Radio Hour schedule remains open for discussion and additional people are needed for the task list.**

### **Finance Committee (fundraising and finance combined)**

Development - Julie Baka was unable to attend the meeting, but she emailed a complete list of development activities earlier in the day, which included the transmitter capital campaign, upcoming membership drives, the Luna Fair, the COLORS mixer, and the Radio/Library/Museum partnership grant. Please see her email of December 20, 2005 for details.

The Transmitter Capital Fund Campaign has begun. There were questions as to the amount requested beyond the actual cost of the transmitter, which was announced in a recent press release. No one had seen the press release so it was difficult to discuss in any detail. There was concern that the expenditure details of the \$111,000 goal were not accurate enough.

**Action: Create a fact sheet with a list of the estimated costs of all items in the transmitter capital campaign. The finance and infrastructure committee need to work closely with Julie on the campaign; communication could use some improvement. According to 11-05 minutes, Ellen, Aaron, and Dennis agreed to work on this activity.**

### **Programming Committee**

No action taken at this meeting.

**Action Item: *Continued forward from 11-05 --- 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.***

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

David learned from the CPB teleconference (see manager's report below) that the CAC cannot be headed up by the Board. It must have a diverse make-up of people and have regular meetings. The staff/board serve only in an administrative function, and do not lead or set the agenda for the group. Micki Habner (sp?) is someone willing to serve.

**Action Item: *Continued forward from 11-05 --- Dennis and Ellen need to meet and reactivate the committee. We need clear policy on how to organize and manage the CAC.***

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

David reported that he participated in a Dec. 7th Corporation for Public Broadcasting (CPB) teleconference, which covered many details about financial statements. (See also CAC above.)

A company that David says is locally-owned and serving the local community is interested in renting space on our transmitter tower for some type of receiver, possibly a broadband service, such as what a T-1 line provides. David suggested \$1/foot or about \$1000 a month. An engineer needs to check out potential problems with loading of the tower and other considerations. Also, this company offered a possible trade for broadband service. Charlie, who is currently managing the web page, did some research and thought perhaps their figures were inflated. He also mentioned there are lots of other entities who can offer streaming. Jeanne mentioned that John Dupuy, Socket Internet, provided a proposal for the KOPN communication system in early December, which needs to be reviewed before making any changes. It was suggested that we go

to Laurie (?) for legal questions before getting involved in an arrangement where we're renting tower space.

**Action Item: David needs to report on the progress of negotiations for the tower rental at the next board meeting.**

**Action Item: Jeanne will email John Dupuy's proposal for a new communication system to the Board for discussion at the next meeting.**

David and Julie interviewed four candidates for the position of administrative assistant. There seems to be some potential of filling the position from these four candidates according to David; reservations were mentioned by Janet. Jeanne expressed concern that David did not include the other people involved in the hiring committee agreed to at the September 2005 board meeting in the interviews.

### **New Business**

Royda provided a large program guide from KGNU in Boulder, which is published twice a year. Royda met with their development director and learned the difficulties of a rapid expansion.

### **Next Board Meeting**

Tuesday, January 17, 6:30 p.m. at KOPN, 915 E. Broadway, Columbia, MO

The meeting adjourned at 9:45 p.m.

### **Handouts**

Profit and Loss Statement

Balance Sheet – Oct. 1 – Dec.

KOPN 2006 Winter Newsletter

KOPN 2006 celebration and annual meeting

Task sign-up sheets

Radio Hour draft schedule

Program Guide – from KGNU in Boulder

## KOPN Celebration, January 13, 2006

### Tasks!

Coordinator – Jeanne Heuser, 660-849-2294 (h), 573-876-1876 (w) - jheuser@c-magic.com

Committee	Tasks	Equipment/Misc.	Person responsible
Program			
Jeanne	Door prizes	t-shirts, other?	
	Star recognition		Jules Rains
	Count ballots		Joan Sullivan, Dennis Siders
	Conduct Radio Hour		Morgan Matsiga
	Music before and after		Mike Hagan, Sheryl Clapton
Potluck			
Elizabeth	Table decorations		Elizabeth Alleman
	Food set-up		
	Dishwashing		Joan Sullivan, Janet Hammen
	Final facility clean-up		
Displays			
	Welcome table in front	Nametags. T-shirt sales. Lee Ruth CD	
	Program group		Janet Hammen
	People group		Elizabeth (potluck?) – Jules Rains
	Outreach group		Mike Hagan
	Infrastructure group		Rich Winkel
	Finance group		Ellen Froeschner
	Reel to Reel Project	Powerpoint?	Diane Rodgers

### KOPN Radio Hour Schedule --- Draft #2

Time	Activity	Person	Equipment	Misc
7:00	Welcome	Royda Crose		
7:05	Talk – Reel to Reel	Diane Rodgers		
7:10	Talk – Reel to Reel	Diane Rodgers		
7:15	Music	Noah Earle		
7:20	Talk – KOPN business	David Owens		
7:25	Talk – KOPN business	David Owens		
7:30	Talk – Compost Pile	Meredith Ludwig		
7:35	KOPN star recognition	Jules Rains		
7.40	KOPN star recognition	Jules Rains		
7:45	Music	Noah Earle		
7:50	Talk – open mic	Morgan Matsiga		
7:55	Talk – open mic	Morgan Matsiga		
8:00	End			