

KOPN Board Meeting
Approved
Tuesday, September 20, 2005

Attending

Board members:

Royde Crose (president), Dennis Sentille (vice-president), Jeanne Heuser (secretary)
Sheryl Clapton, Elizabeth Allemann, Rich Winkel, Ellen Schlie Froeshner, Aaron
Krawitz (new board member)

Staff:

Julie Baka, David Owens

Absent

Board members:

Janet Hammen (treasurer), Joan Sullivan (new board member)

The meeting began at 7:10 p.m. at the KOPN office. Everyone wished David a happy birthday! New Board member Aaron Krawitz was introduced.

August, 2005 Minutes Approval

Changes:

- 1) The minutes stated a consensus was reached on the appropriateness of changing an annual budget to better reflect income/expenses throughout the budget year. However, there was actually an unresolved discussion about this with some feeling a budget was supposed to remain constant throughout the year to serve as a source of comparison year-to-year. The budget question remains unresolved.
- 2) The section on the RLAIIF grant needs to be changed to reflect that David was working on this grant and would submit it within the next week.

Minutes passed as changed: Dennis (1st), Mike (2nd)

Officer Election

Dennis Sentille – vice-president; Jeanne Heuser – secretary. Mike Hagen volunteered to serve as assistant secretary. Dennis has responsibility for the Community Advisory Committee (CAC), which Ellen will help him reactivate. All positions will be until the annual meeting in January when new elections will be held.

Action: Dennis needs to reactivate the CAC.

Old Business

Death penalty moratorium: Jeff Stack did not attend the meeting to present his ideas about placing a moratorium on the death penalty. He did make a presentation at the January 2005 Annual Meeting to acquire support of the KOPN membership for placing

the moratorium until the state determines whether to continue using the death penalty as a criminal punishment. As at that meeting, though most board members seem to agree with the premise, the consensus is that KOPN does not endorse “issues.” Rather, KOPN serves as a vehicle for people, including Ken to express their opinions on the radio.

Action: Need to write into bylaws/policy how KOPN relates to issues such as this. Clarity is needed on whether KOPN and/or New Wave wants to become more of an advocacy group.

Mission Statement: At a previous Board meeting, Diane Rodgers requested that the mission statement be revisited. At the beginning of the year, a shortened version was approved by the Board, but Diane feels this did not reflect the more detailed version created previously by a small group, which was more appropriate for use with grant applications. Diane provided the original mission to the Board members a few months ago; however, none of the new Board members have seen this mission.

Action: Have Diane bring the mission statement to the October Board meeting to briefly explain the situation and distribute the mission statement for final review. Then at the November meeting, after all Board members have had a chance to review, vote on whether to reinstate the mission statement. The final mission should be included on the web page and distributed at the Annual Meeting.

Outsourcing underwriting: The person who proposed this idea did not respond to requests from Julie, so the idea has been dropped.

Additional Board appointments: Sheryl proposed Derrick Chievous (sp?) and Mike proposed Mark and Elizabeth Miller for completion of a two year term.

Action: Sheryl and Mike discuss with these new potential Board members.

Task Force Reports

It is time to complete the task force process begun at the 2005 Annual Meeting in January. The reports should identify tasks to accomplish over the next three years. David provided a handout that suggested each group identify: 1) available resources, 2) resources needed, 3) cost, including acquisition and annual operation expense, and 4) a timeline for implementation. Jeanne emailed forms after the meeting to use in this exercise. She also suggested that perhaps these task forces could transition into ongoing KOPN committees.

Action: Reports due Tuesday, October 18, 2005 (next Board Meeting).

Human resources and networking – Elizabeth

Elizabeth is having problems scheduling meetings and finding participants. She requested help in organizing a meeting.

Action: Julie and David offered to help Elizabeth select a meeting date on either Monday, Tuesday, or Friday when Jules is available. Royda will also attend.

Program – Mike

Mike explained that programmers don't seem interested in the task force; David suggested the problem is lack of focus for what the group is and does. Possibly people shy away from meetings that just seem like a time "sink."

Action: David offered to talk with Mike after the meeting with ideas that he has. Rich, David, Mike, Dennis plan to meet for lunch soon to begin discussion.

Fundraising – Ellen

Janet and Ellen met with John Shewmaker (attorney) on September 13. John wrote a 13-page report about fundraising that will be included in the task force report. John raised questions about endowments because of legal work that accompanies them, especially when the gift is given for specific purposes. Royda suggested we might require that gifts are for general funds only.

Action: Ellen will conduct another meeting October 5.

Facilities and equipment – Rich

Rich reported that not much has started with this group. Some needs mentioned in general discussion are to evaluate handicap accessibility, phone line/T-1 line combination system, lease issues, and rain water pouring onto back steps since remodeling.

Action: Need to meet.

Outreach – Jeanne

This group spent the month creating an ad hoc sub-group of "KOPN Webbers" to determine how to spend \$5000 of the \$10,000 grant received from the Corporation for Public Broadcasting (CPB) for national or regional web services. The group includes webmaster: Woody Adkins; Board members: Mike, Sheryl, Rich, and Jeanne; Staff: Julie Baka and David Owens; programmers: Steve Jerrett, Charlie Turner, John Dupuy, and Justin Giles. Woody expressed concern about the proposed web change, especially because the change was proposed so quickly. Though David has been talking to individuals about the grant, this last month's activities occurred rapidly due to the requirement of spending the first \$5000 by September 30. Additional people need to be included in the process.

Public Interactive (PI) is the web-based arm of Public Radio International (PRI). KOPN is an affiliate of PRI so receives certain discounts for using the PI services. The start-up cost utilizes the first \$5000; additional service components, such as online pledging and streaming, can be added at any time. After discussion about what services PI offers versus the potential of getting a more local regional service, Dennis motioned to accept the PI Service and Sheryl seconded; the Board agreed unanimously.

Action: David needs to confirm with Woody that he will continue to be the webmaster, sign the Public Interactive (PI) contract, and write check by September 30. Jeanne will expand "KOPN Webbers" group and conduct "discovery" meeting with PI.

General Manager's Report

Administrative Assistant

Kara left a few weeks ago; David and Julie are having to fill in. Hopefully, Kara will return to help during the upcoming pledge drive. David began advertising on KOPN September 19. There was no consensus on whether additional advertising should be purchased from the Columbia Tribune and/or Missourian or whether there should be a deadline on receipt of resumes. There was some disagreement on whether we need a person skilled in office management with computer skills (especially Quickbooks, Access, and Excel) or committed to a community radio station. It was mentioned that when Kara began, she was not familiar with radio. A selection committee was agreed to consisting of David, Jeanne, Janet, and Sheryl.

Action: David needs to distribute the resumes that he receives with the selection committee and all need to review to determine if there is anyone who meets the qualifications. Then either interviews should be set up or additional advertising purchased to get more qualified candidates.

Equipment problems

The radio station was down a couple of times in the last month from various reasons including storms and trouble with the d-mod so lost frequency and the BBC transmission. Nothing seems critical yet.

Action: Facilities and equipment task force need to identify equipment upgrades needed.

Bathroom

Action: David will schedule with Bill Parks to finish electrical work in the bathroom. He will also request help from carpenter volunteers to complete work. Rob Nix was suggested as a potential carpenter.

Twilight Festival

Julie and Jules have hosted the KOPN table on Broadway with help from Jeff Wheeler and occasional volunteers. Mike suggested that we utilize the Twilight Festivals more by conducting a live broadcast from the “scene,” possibly with musicians.

Action: Mike will plan such activities in the future through the Outreach group. An annual calendar of events is needed to prepare such activities in advance.

One Read Program

This community activity is progressing well.

John Gato presentation (fundraiser) –

This event was well attended by local homeschoolers, who knew that John Gato advocated “free thinking children”. The advertisement for the presentation omitted an description of John Gato, which might have contributed to light attendance and the resulting lack of success as a fundraiser.

Upcoming Pledge Drive

Julie provide a helpful handout with details about the upcoming pledge drive, October 2-11 with a goal of \$40,000 (attached at end of minutes). Challenges to-date were \$700; some Board members contributed challenges during the meeting. Royda suggested

Board members serve as a “second” during the pitches to learn studio work. Fifteen programmers are still not members of KOPN.

Action: Rich will make copies of the DVD “How to Improve your On Air Fund Drive” for board members to review. Board members need to volunteer to help on the fund drive. Food is needed for volunteers.

Treasurer’s Report

Jeanne handed out a shortened version (provided by Janet prior to the meeting) of the profit & loss statement and balance sheet as requested by the Board at the last meeting. There was agreement that this is the type of report to provide the Board on a regular basis. David also provided a very helpful new report, which uses the same shortened profit & loss statement with a budget comparison.

Action: Finalize the 2006 budget and clarify whether changes to the budget throughout the year are appropriate.

Next Board Meeting

Tuesday, October 18, 2005, 7:00-9:00 p.m. KOPN offices.

Fall 2005 Membership Drive Information for Board Members by Julie Baka

- Goal for this drive is \$40,000
 - Renewal Mailing 62 Responses so far \$4,169 in donations.
 - Challenges received so far \$700
 - Special Raffle Overnight at Wildwood Springs Lodge in Steelville MO plus dinner, breakfast and tickets to see Richie Havens for 2. Oct 28. Have 2 packages to give away.
 - Trainings were held Friday, Sept 9, at 9:00AM and at 5:30PM,
Saturday, Sept 10, at 9:00AM and 4:00PM
Monday Sept 12, at 7:00PM
 - Out of 88 Programmers and Air Board Operators 20 People participated for a 23% participation rate.
 - Have DVD and VHS version of “How to Improve your On Air Fund Drive”
All are encouraged to view it.
 - Need **MANY** people to answer phones. Please sign up before you leave tonight.
 - Still need help pitching during National Programs. If you are good on air and good at asking for money please volunteer.
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- **Participating COLORS Businesses**

<ul style="list-style-type: none"> • AlleyCat Yoga • Arsenic Leopard, The • Bambino's Italian Cafe • Bluestem Missouri Crafts • Cherry Street Artisan • Coblestone Creations • Columbia Acupuncture, Inc. • Columbia Photo • Crazy Music • Custom Computer Training • Elizabeth Allemann, MD • Grill One 5 • Kristin Ramlow, Licensed Massage Therapist • Lifecycle Consultants • 	<ul style="list-style-type: none"> • Innervision Coaching and Counseling • Lulu's Repose • Lynn Maloney Acupuncture • Main Squeeze Natural Foods Cafe • MyFreeCalendar.Com • Ninth Street Video • Old City Painting and Restoration • Ragtag Cinema • Salad Garden, The • Schmidt Billiards • Shakespeare's Pizza • Thomas Verdot Violins • Trattoria Strada Nova • Vintage Shop, The • Klunks Bicycles
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- **Special Donation because of Hurricane Katrina**
 - Due to the devastation of hurricane Katrina, KOPN is offering an opportunity for you to make an add-on gift to the Central Missouri Food Bank. Financial aid is the most beneficial way you can assist those in need. Please understand your donation will stay in central Missouri to help supplement the food re-directed to Louisiana, Mississippi, Alabama and Florida. Donations will also help supply food to evacuees who come into the KOPN listening area.
- **Still do not have 100% compliance with all on air programmers being members.**
- **Food for Volunteers is still issue...**