

**KOPN Board Meeting  
Tuesday, March 21, 2006**

**Minutes - Approved**

***Attending***

Elizabeth Allemann, Sheryl Clapton, Ellen Froeschner, Mike Hagan, Jeanne Heuser, Aaron Krawitz, Dennis Sentilles *Staff:* Julie Baka, David Owens

***Absent***

Deborah Bowes, Royda Crose, Liz Graznak, Janet Hammen, Rich Winkel

Meeting started at 7:05 p.m.

**February 21, 2006 Minutes** – Aaron and Julie provided changes prior to the meeting. No additional changes were offered at the meeting. Motion to approve by Dennis, seconded by Mike, unanimous approval.

**Treasurer's Report - Aaron**

Aaron reported that the Finance Group had met on March 16 with Janet, Deborah, Jeanne, David, and himself in attendance. The group reviewed the preliminary budget prepared by David and John Clark and suggested changes. David agreed to have a finalized budget proposal for their next meeting on March 30. At that time, the group will confirm that the budget is ready for full board approval at the April 18 board meeting. The goal is to use this budget and check it against our actual income/and expenses for the remaining six months so we are better prepared to start FY07 in October with an accurate budget.

**Action Items:**

- (1) Finance Group will finalize budget with David and John on March 30 for approval at April 18 board meeting. The finalized budget will be emailed to the board prior to April 18 for review.**
- (2) David will provide a copy of KOPN Kasman insurance to Janet so she can review the status of coverage for liability, workman's comp, contents of building, transmitter, off-premise events, etc.**
- (3) Aaron will provide a simplified cash flow statement to the board on April 18 that contains a broad overview of the financial situation, i.e., \$325,000 flowed through KOPN last year with \$141,000 salaries and benefits expense and \$120,000 income from membership, and so forth.**

***Auditor update***

David said the audit would be completed by April 31 so another extension will not be needed.

**Action Items:**

- (1) Submit the audit by April 31.**
- (2) [From February 21, 2006--leave in notes as reminder] - David and John must have audit records prepared and submitted no later than November 15, 2006 to avoid delay.**

*Radio Research Consortium bill* – No report.

**Action Items:**

**(1) [old item] - Janet will complete her investigation of this bill and finalize its payment/nonpayment on April 18.**

**(2) Janet and David will present an explanation of how Arbitron relates to KOPN on April 18.**

*CPB population estimate update*

Jeanne had another person confirm the results previously received on the population estimate. Again, it came in at 42.1 people per kilometer. Our cut-off is 40. This confirms that we will lose the \$20,000 rural piece of our CPB grant in FY07,

**Action Item: Fundraising group must make up \$20,000 loss from CPB grant.**

**Fundraising - Ellen**

No fundraising group meeting occurred in the past month. Julie provided a helpful development report via email prior to the meeting, pieces of which are included in the following section.

*Transmitter Capital Campaign Report*

Capital campaign within \$3,000 of reaching its goal to match the \$40,000 grant. Julie will be sending out thank you notes along with an additional solicitation for the help needed for the building, etc.

**Action Items:**

**(1) The board should send out the type of email letters as Leigh Lockhart did over the weekend to solicit funds.**

**(2) [From February 21, 2006] - Rich will contact Williams-Keepers for Hinkle foundation grant**

**(3) [From February 21, 2006] - Janet will contact the Cosmopolitan Club.**

*Luna Fair 2006*

Though not well attended, the event brought in about \$3,500 for KOPN. The number of volunteer organizers was small and none of the key people will be front people again next year.

**Action Item: Determine if the Luna Fair should become an ongoing special project of KOPN.**

*Membership Drives*

*Winter - January 22-31 "Not Your Usual Canned Radio"*

Julie handed out an excel spreadsheet with the percentage of pledges received during the various KOPN programs. So far, 92% of the promised pledges have been received; the average is 85% of receipts, so KOPN is doing very well in fulfillment.

*Spring - May 19-26 Theme "Shhh, Keep it Quiet"*

Goal is \$30,000. Julie sent out letters to 22 businesses asking challenge money on March 14 and will send out a press release by the first of April. Soon she will put ads in newspapers, along with copy and pre-produced spots starting April 10 on-air. Aaron suggested the Kempers (owners of Commerce Bank) should be contacted for funds.

**Action Item: Aaron will talk with Julie about approaching Teresa Malidy at Commerce Bank.**

*Fall - October 1-10 "Drumming up Support for KOPN"*

Goal \$75,000. Julie is proposing drumming in front of KOPN during Twilight Festivals in September and a special drumming event on Friday, Sept. 29 to kick-off the drive (Saturday is the sustainable living fair so can't do it Saturday evening). Ideas for venues include MoJo's patio or at the city county circle. Jeanne talked with Morgan Matsiga; he is interested in participating with Universal Drum Appeal.

**Action items:**

- (1) [From February 21, 2006] - Liz will contact Rhonda who might help organize the drumming events, especially the Twilight portion.**
- (2) Ongoing – Through the Outreach Group, Jeanne and Deborah will explore possible venues. Jeanne will keep Morgan informed as to developments.**

*2007 Winter Drive* - February 4-13, 2007 - Goal \$75,000

*Grants*

Julie submitted the collaborative grant by February 28, but won't hear anything until October with a November start-up.

*CCA Board*

[From February 21, 2006] - Julie was elected to the Central Columbia Association Board by downtown businesses for a two- year term. She attends special events and monthly meetings as a KOPN and Central Columbia Association representative.

**Action Item: Julie explain to the board what this membership means for KOPN.**

*Events*

- April 3-14, Public Vote on One Read
- April 23, Earth Day (rain date April 30)
- April 23-29, Volunteer appreciation week
- May 4, 6-9 p.m., Downtown Gallery Crawl
- June 4-6, Ragtime Festival
- June, Thursdays, Twilight Festivals
- September 8, 9, 15,16, 22 or 23, KOPN's One Read event
- September 30, Sustainable Living Fair at the Unity Center

**Action Items:**

- (1) June Twilight Festival – Mike Hagan.**
- (2) Volunteers needed for Earth Day; contact Julie.**

**Human Resources - Elizabeth**

*Reel-to-Reel Project agreement*

Jeanne is working on an agreement with Diane Rodgers, Jenn and Cyndi Kimball.

**Action Items:**

- (1) Jeanne will contact David, Elizabeth, and Liz when she has a completed draft from Reel-to-Reel project folks.**

**(2) [From February 21, 2006] - As soon as possible, the Human Resources Group will create a policy for KOPN special projects.**

*Board "Advance" on April 9 – 2:00-7:00 p.m. – Aaron's home*

All board and staff members are strongly encouraged to attend the board Advance. Please bring an item for a potluck. The gathering is at Aaron's house, 901 Edgewood Ave. (874-3917). It is a white brick house on the southwest corner of Redbud Hill and Edgewood. To get there, go south on Providence from Broadway, turn west on Stewart, go past Garth, and turn south on Edgewood, pass Lathrop and Redbud is next. Please arrive on time! If you have to cut the meeting short, please do so at the end, not the beginning. If you come late, we will **not** stop to catch you up on what's happening.

Eric Staley, the planning consultant with Mission Mapping, was unable to attend the board meeting; Jeanne put out a call to all board and staff members to attend an impromptu meeting with Eric on March 9 instead. Jeanne, Aaron, and Janet attended. Eric had read our February 21 board minutes and determined that the KOPN board is not ready for a professional facilitator. He suggested acquiring some basic information first from such books as "Not on this Board You Don't: Making Your Trustees More Effective" by Arthur C. Frantzreb. He agreed to volunteer limited guidance for our planning.

**Action Items:**

- (1) Elizabeth, Ellen, and Jeanne will work on the agenda, which will be distributed prior to the event.**
- (2) All board and staff members will attend the Advance on April 9 from 2:00-7:00 p.m. and something to contribute to a potluck.**

*Community Advisory Board – no report*

**Action Item: [over six months old] - Jeanne and Elizabeth will call a meeting and offer evaluation of the web page as one of the topics** (for the rules governing the CAC see <http://www.cpb.org/stations/certification/cert3.html>).

*Staff Evaluations*

**Action Items:**

- (1) The Executive Committee (and any other interested board members) will evaluate the general manager in April-May.**
- (2) [old action item] David needs to evaluate the staff.**

**Infrastructure**

*The bathroom*

Still needs to be finished.

**Action Item: [over six months old] - Dennis and David came up with a to-do list prior to the meeting.**

### *Tower rental*

John Clark has written a contract for the tower rental. It turns out the tower has never had a structural analysis; the last time we changed out our bays, no analysis was used. A real structural analysis would cost \$16,000. David believes that we are saving \$800 a month by exchanging the tower rental for the equivalent of a T-1 line (1.5 megabit per second), which is what we need for streaming. Jeanne thought that Socket provided a T-1 along with phones for around \$800. There was acknowledgement that our phone system is not well organized and is probably redundant. Mike motioned that David have the authority to move forward at his discretion on the tower rental, Cheryl seconded, Jeanne was the only dissenting vote.

#### **Action item:**

- (1) David will move forward on the tower rental and make a decision without further approval from the board.**
- (2) If the tower deal is approved, the contract should include a KOPN indemnification clause.**
- (3) The infrastructure group needs to evaluate the phone system.**
- (4) Jeanne needs to provide Charlie Turner the Socket information to see how it relates to web streaming.**

### **Programming**

Five people were selected to serve on the Program Group during its first meeting on March 7: Kevin Walsh, Mike Hagan, Nina Wilson, Taylor Bacon, and Carol Goodnick.

#### **Action Items:**

- (1) Janet needs to conduct the first almost-full program group meeting on the first Tuesday of the month.**
- (2) [old item] Staff needs to propose two candidates.**

### **Outreach**

#### *Web update*

There was agreement to move forward on the three additional components for the web: online pledging, events calendar, and composer. Jeanne reported that the current events calendar is moving along through the efforts of Trevor Harris. Charlie Turner has our local show podcasts online now. Mike presented compelling ideas for why web streaming might not be the way we want to go for a while. He thought the cost might be prohibitive for KOPN and that podcasting actually provides shows so that anyone can listen, whenever they like.

#### **Action Items:**

- (1) Julie and John will take the 4-hour online pledging training.**
- (2) Need to plan for expanded server space for archiving podcasts.**

*Sizzling Summer Picnic* - Sunday, July 9, 2006 – No update.

**Action Item: [February 21, 2006] - Anyone interested in helping on the event, contact Deborah.**

*Spring newsletter (March 21)* – Jeanne handed out a draft.

**Action Items:**

- (1) Everyone should send newsletter additions or corrections to Jeanne by March 28.**
- (2) Jeanne will add columbiaearthday.org to the newsletter.**

*Mailing list update* – Ellen sorted the returns; David and Julie reported the mailing list has been updated. Dennis motioned to outsource mailing, Elizabeth seconded, unanimous approval.

**Action Items:**

- (1) Julie and Jeanne will check vendors for mailing service.**
- (2) Jeanne will remove return address requested and use only on the annual ballot.**
- (3) Julie will add “or current resident” to address labels.**
- (4) [from February 21] - David needs to make sure that crucial databases are on Hulk and that backups are done properly.**

**New business**

WalMart advertising – no action needed.

KOPN needs emergency policy for the station; there were problems during the last severe weather.

Meeting adjourned at 9:10!

**Handouts**

Balance sheet for March 21, 2006  
Draft Spring newsletter  
Results of Winter pledge drive  
Directions to Aaron’s house