

**KOPN Board Meeting|  
Tuesday, June 20, 2006**

Minutes - Approved

***Attending***

*Board:* Elizabeth Allemann, Sheryl Clapton, Janet Hammen (vice-president), Jeanne Heuser (secretary), Aaron Krawitz (treasurer), Rich Winkel, Mike Hagan, Dennis Sentilles

*Staff:* Julie Baka, John Clark, David Owens, Diane Rodgers

***Absent***

Royda Crose, Ellen Froeschner (president), Liz Graznak

Meeting started at 7:10 p.m.

**Board resignation**

Aaron moved and Sheryl seconded to accept Deborah Bowes resignation. Unanimous approval.

**May 16, 2006 Minutes**

No changes. Dennis moved for approval, Aaron seconded. Unanimous approval. The Board requested that the Secretary send out all approved minutes via email rather than just serving them on the web as a pdf file.

**Human Resources**

*KOPN Archives*

Diane Rodgers recently finished her PhD and is moving to DeKalb, Illinois next month for her new position as assistant professor at Northern Illinois University. The group acknowledged her special contributions to the station, including helping the management team run the station at one point. Not only did Diane initiate and manage the Reel to Reel Reformatting Project for three years, she archived all the station records. The Western Historical Manuscript Archives now has 77 linear feet of KOPN records, everything from the station's first tower contracts and incorporation to Midwest Radio Theater records to the already formatted reel-to-reel tapes. She has also consolidated all the board meetings from 1972 to 2003, which are stored in binders in the main office. The Archives inventory the boxes as they arrive; eventually they will go through every box and catalog the contents. Most boxes are stored off site near Ellis Library; anyone can go in and conduct research or provide KOPN memorabilia to the Archives. Diane made a contract with the Archives for free copying in addition to checking out materials. She has also come up with a procedure for how to continue the archives.

*Reel-to-Reel Project Agreement*

Diane shared that Jenn Kimball wrote a successful "Memorial Moments" grant to the City of Columbia Arts Council for about \$3,300. It involves doing specific types of tapes, such as "Spring into the Arts" for the poetry/national poetry month, concert series in June, and so forth. Jenn will provide a report for the next Board meeting. Diane said that the Mexico/Audrain County Library has copies of all the Reel CDS; Columbia did not want them.

Jeanne reported that a meeting was held on June 19 between David, Aaron, Janet, and Diane to discuss the Reel to Reel Memorandum of Agreement, which establishes the procedures for how to move forward after Diane's departure to complete the Project.

**Action Items:**

- (1) David and Jeanne will begin work the week of June 26 on editing the agreement.**
- (2) [From February 21, 2006] - As soon as possible, the Human Resources Committee will create a policy for KOPN special projects.**

*Board recruitment*

There remains confusion about Board terms. We need this information to prepare for the December elections. Someone mentioned the bylaws do not agree with how we are doing elections.

**Action Items:**

- (1) David will provide a copy of the "licensure" that has board terms and clarify by the next meeting the definitive lengths of all Board terms.**
- (2) Someone needs to examine the bylaws for discrepancies with election process currently in use.**
- (3) [from May 18, 2006] New board member recruitment needs to begin. Mike will do a PSA and put it on the air by our next meeting.**

*Board "Advance"*

Jeanne confirmed that the next Board Advance is on with committee structure and policy development as likely agenda topics.

**Action Item: The board and staff will meet on Sunday, July 16 from 1:00 – 5:00 p.m. at Aaron's home to continue the work of the Advance. Janet will help with agenda development. Julie, Dennis, and Sheryl know they will be unable to attend.**

*Community Advisory Committee (CAC)*

Royda reported prior to the meeting that she recruited Reverend Kristin Powell from Unity Church to serve on the CAC. Elizabeth moved to approve the new appointment, Dennis seconded. Unanimous approval.

**Action Items:**

- (1) Royda said she would convene a meeting in the next couple of months and requested that everyone send her additional contacts for the CAC.**
- (2) [From May 16 meeting] Royda will investigate having a "virtual" meeting and ask Jules to request new volunteers serve on the CAC. Jeanne will put the committee on the web as a volunteer activity along with other committee work. The board Advance follow-up agenda needs to include the CAC in its discussions about activating KOPN committees and gathering volunteers to serve on them.**

**Treasurer's Report – Aaron**

*Auditor update*

John reported that the Audit was filed by the final CPB deadline of May 31, 2006. Bound copies will be sent to the Board next week. This is the third audit with Casey and Company. There was discussion

about whether to put the Audit out for bid this year or if we have a contract with C&C. John handed out an attachment to the 990 and a statement of KOPN “functional” expenses demonstrating the changes he had made since the last meeting, which make the balance between program and management expenses more in line with normal practices. The 990 submission was extended from April 15 to August.

**Action Items:**

- (1) KOPN will always do an annual audit regardless of the CPB requirements.**
- (2) Finance Committee needs to determine whether to change audit companies.**
- (3) John will mail the Audit to the Board; Board will bring questions to the next Board meeting or email to Aaron.**
- (4) [From February 21, 2006--leave in notes as reminder] - David and John must have audit records prepared and submitted by date as requested by auditor.**

*Financial Statements*

David distributed profit/loss statements and balance sheets ending on May 30, 2006. There was a negative \$1,336.27 in liabilities, which results from pre-paid programming fees from the prior fiscal year that were not carried over into the following year. John will repair this technicality by the next meeting.

John showed some of the changes to the statements resulting from the new chart of accounts, such as in equity, which is divided into restricted and unrestricted funds. A suggestion was made to clarify what specific assets are included in the restricted funds. A concern was expressed about no longer having the membership drives broken down into categories, such as on-air receipts, phone, web, etc. reduces our ability to understand the results or plan for future campaigns. A request was made to show the profit and loss in a budget comparison chart as soon as possible.

**Action Items: John will provide the Finance Committee a copy of the new chart of accounts and have a budget comparison chart as soon as possible.**

*Budget*

David reported that he is accumulating information for the FY07 budget and that it is on track. It is complicated because there are several grant proposal pending and no Ragtime proposal yet.

**Action Item: David will provide the draft budget to the Finance Committee and Executive Committee by July 10. The two groups will meet to make comments soon after that and provide David feedback. David will have the second draft ready for the committees to review by August 4. After incorporating any changes, David will present the draft budget to the full board on August 15. Any changes from the board will be incorporated for the final presentation and approval at the board meeting on September 19.**

*Kasman Insurance*

A discussion about liability insurance proved confusing. Currently we have \$1 million liability, which covers KOPN out in the community for two separate events. The new Tower contract seems to also include \$1 million liability insurance. We could buy an additional \$1 million for an additional \$600. The group didn't seem to think this was necessary now. Mr. Kasman provided formulas to estimate an increase for physical property insurance, which does appear to be a more important issue than the liability insurance.

**Action Items:**

- (1) Any increase in coverage needs to be planned for the FY07 budget.**
- (2) Future insurance reports need to be clearer and more concise.**

## **Fundraising – Ellen**

*No Report*

### **Action Items:**

- (1) [Continued from May 18, 2006] Ellen will meet with Larry sometime in the next month and determine what services he might offer KOPN.
- (2) [Continued from May 18, 2006] Add research of KOPN produced CDs into the planning of the fundraising committee and use Sheryl's form as a possible example for acquiring permission from artists.
- (3) [Continued from April 18, 2006] Committee must plan for how to make up the \$20,000 loss from Rural Listener Access Incentive Fund (RLAIF) grant (rural bonus of the CPB grant) in FY08.

### *Transmitter Capital Campaign Report*

Julie is having a hard time raising final funds because she needs a breakdown of the remaining expenses. Planning has not begun on the actual steps needed to complete the transmission installation so the numbers she needs are not available. Considerable frustration expressed over this situation all around, including the Board getting so involved in what should be management decisions.

### **Action Items:**

- (1) Rich will take responsibility for activating the Infrastructure Committee to plan for the installation.**
- ( 2 ) [From February 21, 2006] Aaron will continue pursuing Kemper Foundation with Teresa Maledy, Rich will continue contacting Williams-Keepers, and Janet will contact the Cosmopolitan Club**

### *Membership Drives*

See Development Report at end of the Minutes provided by Julie prior to the Board meeting.

### *Ragtime Festival update*

The financial results are not final yet, but it looks like KOPN went in the red this year rather than gaining \$10,000. David reported that he is not sure why this happened.

**Action Item: David will email entire Board with notices of Ragtime meetings.**

### *Rural Listener Access Incentive Fund (RLAIF)*

**Action Item: David will resubmit the RLAIF grant by June 30 for \$19,000 in FY07.**

## **Infrastructure**

### *The bathroom*

As requested at the last meeting, David put a list on the wall in the bathroom of what needs finishing in the hopes of getting volunteers to come forth and complete the work.

**Action Item: [over eight months old] Finish the bathroom.**

### *Tower rental*

The contract is signed, there is a certificate of insurance, a plan for installation, and a layout for where the equipment fits in the shack. Gwen Hart approved the contract.

### *Planning*

#### **Action Items:**

- (1) [From March 21, 2006] Re-evaluate the phone system.**
- (2) [From April 18, 2006] Develop emergency policy.**

### **Program Committee**

Janet reported on the fourth meeting. The next meeting is July 11. Subcommittees are working on revising the programmer training manual. One member was concerned about why the committee was not consulted prior to the decision to replay Democracy Now! at noon. Janet explained that the group is still too new and has to get the manual developed first before becoming involved in programming decisions.

#### **Action Items:**

- (1) Janet will bring the Programming Committee Policy next Board meeting and explain the portion that the Committee thinks should be a Board responsibility.**
- (2) Julie and John will provide programming information and costs to the committee.**
- (3) David will give Janet contact information on the new members he provided for the committee.**
- (4) Julie will add the Program Committee to the listserve.**
- (5) [from April 18, 2006] Committee needs to review program support information received from recent membership drives.**

### **Outreach Committee**

#### *Newsletter*

Jeanne handed out the draft summer newsletter. A few immediate comments were made, such as changing the picnic copy and the title on one of the development articles, which Jeanne will incorporate.

**Action Item: Everyone should review the newsletter ASAP and provide comments to Jeanne.**

#### *Annual Report*

No one was willing to take responsibility for this project and it was tabled until the next meeting.

**Action Item: Aaron's connection with the Service Learning Center was delayed until we revisit the annual report next month.**

#### *Web update*

We will be getting a greater bandwidth through the new Tower Contract, so we need to begin investigating streaming again. David believes he emailed the Arbitron form to Public Interactive.

- (1) **Jeanne needs to hold a web meeting to discuss streaming and other web issues.**
- (2) **[From April 18] Additional people are needed to help on the web page; Jeanne will ask Jules to recruit volunteers for web work.**
- (3) **[From April 18] - Need to plan for expanded server space for archiving podcasts.**
- (4) **[from February 21] - David needs to make sure that crucial databases are on Hulk and that backups are done properly.**

*Sizzling Summer Picnic* - Sunday, July 9, 2006

David believes we cannot advertise the picnic on the radio. Jeanne has it in the newsletter and on the web. Everyone seems to think the event should be spontaneous and loose.

**Action Items:**

- (1) **Mike Hagan will put notices in all the mailboxes if Jeanne sends him the picnic basket graphic.**
- (2) **[February 21, 2006] - Anyone interested in helping on the event, contact Ellen or Jeanne.**

**New business**

**Action Item: Jeanne needs to do annual meeting minutes.**

The meeting adjourned at 9:25.

**Handouts**

- Financial statements including the Attachment to form 990, Statement of Functional Expenses, Balance Sheet and Profit and Loss Statement for May 31, 2006
- Ragtime Festival editorial from the Columbia Tribune
- KOPN Summer Newsletter.

**Director of Development Report for Board of Directors June 16, 2006 by Julie Baka**

**Capital Campaign Report**

- Currently pledged \$94,325.45
- I can NOT raise any more funds for the Capital Campaign with out the budget and information on the status of the project. I need budget for ALL those little pieces that are currently un-funded. I must have a good timeline and all the information and status on the project.

**Membership Drive May 19-26, 2006**

- Pre Drive \$16,437.24
- Phone Drive Pledges \$13,350.75
- Post Drive \$1,380
- Total Pledged \$30,188

- Paid \$25,638
- Total Web Pledges since we started it \$3,465

#### **October**

- Theme “Drumming up Support for KOPN.”
- Need to start working on Thank-you gifts
- Need to work on soliciting and arranging Challenges,
- Goal \$75,000

#### **February**

- Goal \$75,000

#### *Other Development News*

#### **Major Donor Dinner**

- 28 people came to the Donor Dinner

#### **One Read Event**

- Tortilla Curtain with TC Boyle is the One Read Book for 2006.
- KOPN is giving away 5 copies of the book through our web page thanks to Charlie
- I am working on the sponsorships and trades for the KOPN One Read Event
  - We will be bringing in Heather Courtney Director/Producer of the Documentary Film “Letters from the Other Side” Information on the film and director are available <http://www.sidestreetfilms.com/>

#### **Ragtime 07**

- Working on Sponsorship packages for 07 Festival for Downtown Businesses

#### *Other Stuff*

- Mike Hagan in charge Twilight Festival Thursdays in June
- September 9 will be KOPN’s One Read event at the Blue Note
- September 30 Sustainable Living Fair at the Unity Center
- Earth Day Coalition is going to begin work on Mission/Visioning for the Coalition
  - David and I are going to meet with the chairs of the Earth Day Entertainment committee to discuss KOPN Committee relations on Saturday 24th.