

**KOPN Board Meeting|
Tuesday, July 18, 2006**

Minutes – Approved

Attending

Board: Ellen Froeschner (president), Liz Graznak, Janet Hammen (vice-president), Jeanne Heuser (secretary), Aaron Krawitz (treasurer), Mike Hagan,

Staff: John Clark, David Owens

Others: Jenn Kimball, Reel to Reel Reformatting Project

Absent

Elizabeth Allemann, Sheryl Clapton, Dennis Sentilles, Rich Winkel,

Meeting started at 7:10 p.m.

Board resignation

Royda Crose sent a letter of resignation to Ellen on July 16. Jeanne moved to accept the resignation, Liz seconded. Unanimous approval. The board now has ten people; six remains the quorum.

June 20, 2006 Minutes

No changes. Aaron moved for approval, Janet seconded. Unanimous approval.

Action items:

- (1) Jeanne will begin emailing approved minutes in pdf format to the Board with these June minutes, in addition to serving them on the web**
- (2) Jeanne needs to complete minutes for the January annual meeting.**

Human Resources

Jenn Kimball, the new director of the Reel to Reel Reformatting Project, reported on the successful “Memorial Moments” grant to the City of Columbia Arts Council for about \$3,300 and reviewed the Project’s six-month report (handout provided and emailed to the Board prior to the meeting). Jenn is using her work on the Project in her college studies.

Action Items:

- (1) David, Jenn, Jeanne, Janet, Diane Rodgers, and Cyndi Kimball will complete the final edit of the Reel-to-Reel Project Memorandum of Understanding Wednesday, July 19.**
- (2) [From February 21, 2006] - As soon as possible, the Human Resources Committee will create a policy for KOPN special projects.**

Board recruitment

Confusion continues about Board terms. David had a long handout of terms, but the document was not clear to the Board. Though David gave a copy of the FCC license as requested by Janet at last meeting, it did not prove to have the information she thought was in it that would clarify board terms.

Action Items:

- (1) David needs to provide some definitive source of information regarding board terms that can be easily updated and tracked to avoid this yearly confusion over Board terms.**
- (2) Jeanne, Mike, and Liz will work as a task force to plan board recruitment.**
- (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 reported that at the Board Advance we successfully arrived at three committees (handout provided) – 1) Finance, 2) Resource Development, and 3) Program and Services.

Action Item:

- (1) The Board and Staff need to begin developing the new committees.**
- (2) Reorganize the agenda of Board meetings to reflect the new committee structure.**

Community Advisory Committee (CAC)

Though Royda has resigned from the Board, she will continue to develop the CAC.

Action Items:

- (1) Royda will convene a meeting of the CAC as soon as possible.**

Treasurer's Report – Aaron

Auditor update

All Board members received the audit report from John in the mail.

Action Items:

- (1) Auditors will be invited to the August meeting to explain their concerns expressed in the letter attached to the audit.**
- (2) Finance Committee needs to determine whether to change audit companies.**
- (3) [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 June 30, 2006. David and John assured Aaron that the \$22,000/month expenses will be covered through the end of the FY06 fiscal year without additional income.

Budget

David and John provided the Finance Committee only the income piece of the FY07 Budget at the July 10 meeting without the expenses.

Action Item: David and John will have the remainder of the budget ready by July 25. If there are changes to be made, another meeting around August 4 will be held to finalize so the budget can go to the full board by 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

Liability insurance is increasing as a result of the new contract for use of the tower space. David is also considering raising the physical property coverage.

Action Item: Any increase in coverage needs to be planned for the FY07 budget.

Fundraising – Ellen

Jeanne provided a potential fundraising opportunity of bringing Arlo Guthrie to Columbia in October, just after the big membership drive so tickets to the performance could be used as incentive. However, the Board felt the timeline was too short and the financial risk too great, especially because he was already in Columbia March of 2005.

Action Items:

- (1) Consider broadening the scope of music that KOPN participates in within the community.**
- (2) [Continued from May 18, 2006] Ellen will meet with Larry sometime in the next month and determine what services he might offer KOPN.**
- (3) [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.**
- (4) [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

There remains a problem with receiving the money for the transmitter because of the grantor's online computer systems. Rich is currently working on the building.

Action Items:

- (1) Continue developing a schedule and tasks for transmitter 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

David reported that Julie has begun planning for the \$75,000 membership drive in October. She is seeking big challenges of : 1) \$100 and up with the Board leading this charge, 2) \$300 from underwriting businesses with 1.5 times the value of that in underwriting, and 3) over \$240 for 10 spots for a favorite non-profit. We may target the pitch times to those shows we know can raise funds. Also, days may have a target amount and when reached, the drive will stop for that day. Will we have a special web only day? A pre-drive letter will be sent out and there is a special event with COLORS on Oct. 7-8.

Ragtime Festival

Jeanne is working with Lucille on the new Ragtime grant to the Columbia Convention and Visitor's Bureau. John provided a budget for the event based on last year's expenditures/income to use in the grant.

Action Item: Ragtime planning meetings begin at a regular time of the 2nd Monday of the month at 4:30 p.m.. All are invited to help on next year's Ragtime Festival.

One-Read Program

KOPN is hosting a documentary, which will have an advanced showing on July 24.

Rural Listener Access Incentive Fund (RLAIF)

David submitted the RLAIF grant by June 30 for \$19,000 in FY07; he has a copy of it if anyone is interested in seeing it.

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: [old] Finish the bathroom.

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 that the group remains enthusiastic and is currently working on the training manual. The group requested that the Board remove the section of the policy under "Standards for Programmers." Janet moved to approve this removal, Aaron seconded. Unanimous approval to delete the section. (See end of minutes for rewritten policy.)

Action Items (didn't review if the following actions were accomplished):

- (1) Julie and John will provide programming information and costs to the committee.**
- (2) David will give Janet contact information on the new members he provided for the committee.**
- (3) Julie will add the Program Committee to the listserve.**
- (4) [from April 18, 2006] Committee needs to review program support information received from recent membership drives.**

Outreach Committee

Newsletter

The newsletter did not go out as planned because there was a bit of disagreement about what should be included in it and the realization that we don't have a policy for who determines what should be included and how it will be edited.

Action Items:

- (1) Need a policy/procedure for writing, editing, and reviewing the newsletter.**
- (2) Need at least two people to read anything that goes out to the public from KOPN.**

Annual Report

Discussion revolved around whether to use the University of Missouri Service Learning Center to help with the annual report. There remain questions about what would go into an annual report and how the student would help. Aaron is concerned that we might recruit a student and then not follow through.

Action Item: Aaron will provide the web site for the Service Learning Center; Jeanne and David will research what is involved in utilizing help through the program.

Web update

Jeanne is planning a web meeting to discuss options for streaming, etc.

- (1) David needs to give Jeanne a date during the week of August 7 for the web meeting.**
- (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

The picnic was not well attended. In the future, we need to have such an event at a place where we can promote it on the radio.

New business

David reported that: 1) Missouri Public Television special fund grant will be providing approximately \$6,500 to KOPN from out-of-state performers' income tax. 2) Dalton is interested in extending the lease for another four years and the Finance Committee needs to consider this in relation to a possible relocation, and 3) CPB has emailed a grant project with a July 31 deadline for ten stations to undergo a "Renewal Project," which would involve a thorough needs assessment to improve station performance. David will email the proposal to the Board.

The meeting adjourned at 9:35.

Handouts

- Royda Crose resignation
- Reel to Reel Reformatting Project, July 2006 report and presentation of upcoming events.
- Guthrie Family Legacy Tour information and proposed budget
- Board of Directors term records
- New committees as developed at the Board Advance, July 16 and other associated materials from the Advance.
- Financial statements including Ragtime budget, Balance Sheet June 30, and Profit and Loss Statement for October 2005-June 2006.

KOPN Program Committee – Membership and Responsibilities
Approved by the Board of Directors
November 15, 2005
Revised and approved by the Board of Directors
July 18, 2006

Membership

The Programming Committee will consist of 11 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.

Members of the Programming Committee will serve staggered terms of two years. Five members of the Programming Committee, who represent more than one of the categories (programmers, non-programmers, staff), will constitute a quorum for the conduct of business.

Charge

The responsibility of the Programming Committee will be to:

- 1) Set written standards for programming and programmers and to hear appeals of management decisions involving discipline for violation of those standards.
- 2) Conduct and/or facilitate reviews of existing programming and to advise programmers on ways to improve quality.
- 3) Review the scope of programming and to make recommendations on ways of making the station more inclusive of community interests, including changes in programming.
- 4) Receive and review proposals for new programming, to judge whether the proposed program is appropriate for KOPN, and to classify the proposal as to its genre.
- 5) Advise the Program Director (if there is one), the General Manager, and the Board of Directors with respect to these topics.
- 6) Review and propose changes in the policies governing programming.

7) Facilitate the election of programmers to the Board of Directors.

In carrying out charges 1—4 and 7 the Committee will have written guidelines, approved by the Board of Directors, governing procedures. Those guidelines shall be posted in the station where all programmers can see them.