

**KOPN Board Meeting|
Tuesday, August 15, 2006**

Approved

By Jeanne Heuser, Secretary

Attending

Board: Ellen Froeschner (president), Janet Hammen (vice-president), Jeanne Heuser (secretary), Aaron Krawitz (treasurer), Sheryl Clapton, Dennis Sentilles, Rich Winkel,

Staff: John Clark, David Owens

Absent

Mike Hagan, Elizabeth Allemann, Liz Graznak

Meeting started at 7:10 p.m.

July 18, 2006 Minutes

One change to the spelling of Diane's Rodgers name. Dennis moved for approval, Aaron seconded, unanimous approval.

2006 Annual Meeting Minutes

No change. Janet moved for approval, Dennis seconded, unanimous approval.

General Manager's Report

David provided his first report as requested in his recent evaluation.

Financial Affairs – Aaron

Auditor update

Casey and Company will be at the Board meeting on September 19 to go over the Audit with the Board.

Action Items:

- (1) Board members need to review Audit prior to the September 19 and prepare any questions.**
- (2) [From July 19] - 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 covering October 2005 through July 2006.

Budget

John presented the draft budget, which the Finance Committee had already seen. This budget was somewhat different though because of changes since the committee reviewed it. It might be somewhat different for the next meeting also. Though it shows that we are going to lose money for the year because of capital expenditures, we appear to have enough cash on hand to be able to absorb this loss. However,

the board is concerned that there is not enough cash reserve to operate for even three months if something suddenly happened to our income. Ellen mentioned that in spite of this, KOPN is considerably better off financially than it was when she started on the Board five years ago.

Action Item: Board members need to review the budget and be prepared to approve or disapprove at the September 19 meeting.

Physical Plant

The Finance Committee is going to begin exploring what it would take to move to a new location.

Action Item: Aaron will contact Paul Land to see what 3,400 square feet might cost to rent/buy and begin the exploration process.

Transmitter Capital Campaign Report

The process of getting the money continues to be tied up due to the a changeover in the funder's system of distribution. KOPN was randomly selected to help them through the transition. In the meantime, there is work progressing at the transmitter site. There is no deadline for the transmitter project until next March.

Action Items:

(1) Continue working on the transmitter building.

(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.

The bathroom

Chris plumbed the hot water; now the deck needs to be completed.

Action Item: [old] Finish the bathroom.

Kasman Insurance

No update.

Action Item: [From July 18] - Any increase in coverage needs to be added to the FY07 budget.

Planning

Action Items:

(1) [From March 21, 2006] Re-evaluate the phone system.

(2) [From April 18, 2006] Develop emergency policy.

Board Management – no chair

Board recruitment

We're losing a lot of Board members at the end of this year. Jeanne handed out a commitment form from

the Double Helix non-profit that runs KDHX in St. Louis as an example of the type of commitment we might want to request from any potential new members.

Action Items:

- (1) Every board member needs to recruit one new potential board member.**
- (2) [from July 18] - 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 handed out the committee structure as agreed to at the last Board Advance (handout provided), which includes 1) Finance, 2) Resource Development, and 3) Program and Services. Janet moved that we accept these proposed committees as the new structure, Aaron seconded, unanimous approval.

Action Item:

The Board and Staff need to continue the work of the Advance.

Resource Development – no chair

Membership Drives

David reported that Julie is actively planning for the upcoming \$75,000 membership drive in October soliciting challenges. Board decided not to do a challenge as a group. Discussion revolved around the need for better marketing materials, especially a better program grid.

Action Items:

- (1) Need better marketing materials.**
- (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.**

Community Advisory Committee (CAC)

Royda is conducting the first meeting on September 16.

Newsletter

Jeanne provided the final draft of the Summer newsletter ahead of the meeting. Some reviewed it prior to the meeting with mixed comments about it. There remains a problem about how to decide what goes in the newsletter and who has final approval for publishing it.

Action Items:

(1) Dennis, Janet, and David agreed to work on a policy/procedure for writing, editing, and reviewing the newsletter.

(2) [from July 18] - Need at least two people to read anything that goes out to the public from KOPN.

Annual Report

Jeanne made contact with the University of Missouri Service Learning Center to help with the annual report.

Action Item: David and Sheryl will work on this project with the university.

Web update

Jeanne reported on a recent web meeting to discuss streaming. There remains interest in doing this; continued research is needed.

(1) An approximate cost will be added to the budget.

(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.

Programs and Services – no chair

Program Committee – Janet Hammen

Janet reported that the training manual is moving forward. Moved the next meeting to August 29 at 7:30; Ginny Mueller is going to facilitate the meeting.

(1) [from April 18, 2006] Jeanne will give Janet program support information received from recent membership drives.

Ragtime Festival

David reported that the CVB grant results should be in on the upcoming Friday. Julie is working on a destination package to cultivate better attendance.

Action Item: [from July 18] Ragtime planning meetings begin at a regular time of the 2nd Monday of the month at 4:30 p.m..

Reel to Reel

The agreement was signed on July 26, 2006; signed copies were distributed.

New business

Jeanne mentioned that Charlie Turner said we could get a 78 record player for under \$100; she will pursue the details with Charlie prior to the next meeting.

David reported that a new canopy might be an additional expense for KOPN, even though Dalton is responsible for everything on the outside of the building.

Handouts

- General manager report
- Financial statements
- 2007 Budget documents
- Board commitment pledge from Double Helix (KDHX/St. Louis)
- New committees structure
- Draft Summer newsletter

Adjourned at 9:10 p.m.