

**KOPN Board Meeting|
Tuesday, September 19, 2006**

Approved Minutes

Attending

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

Staff: John Clark, David Owens

Absent

Mike Hagan, Elizabeth Allemann, Dennis Sentilles

Meeting started at 7:00 p.m.

August 15, 2006 Minutes

Janet moved to approve minutes, Sheryl seconded. Unanimous approval.

General Manager's Report

David provided his second report. Liz requested that David email the report no later than the Friday prior to the Board meeting so there is adequate time to review it before the meeting.

Financial Affairs – Aaron

Auditor report

Joan Casey of Casey and Company presented the audit report. Joan explained that the auditors work for the board and the report is primarily for third party use. It serves as a historical record for the station. The audit is comparable to other such radio stations and non-profits so KOPN can be judged equally with others. The attachment letter to the audit explains any reportable conditions of concern to the auditors including whether the bookkeeping procedures are adequate and reliable. Joan confirmed that the problems mentioned in the audit attachment letter were probably a result of the transition in bookkeepers from Kara to John in the fall of 2005. John provided letters to the board explaining the solutions implemented to solve the concerns presented in the letter.

Joan confirmed that the Board is responsible for creating policies related to bookkeeping procedures, such as how often deposits are made. She confirmed the importance of a small Finance Committee carefully watching the comparison of the current year's budget to the previous year for any "exceptions" that might demonstrate potential problems. She believes the Finance Committee should regularly review all details of the general ledger. This committee should hire and communicate with the auditors; the staff and auditors should not be too "close."

Action Items:

(1) [From July 19] – Auditor letters were sent out to about 10-12 auditors in September. Finance Committee needs to select audit companies.

(2) [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.

Budget

Aaron presented the budget documents. John acknowledged that membership revenue of \$150,000 is 10% greater than last year. After discussion, Aaron moved to accept the budget, Sheryl seconded. Unanimous approval.

Financial Statements

The August financial statements were reviewed. Restricted funds are earning interest in the bank.

Action Item: John will send out budget comparison charts by the 7th of the month for the previous month to the Finance Committee so they can review prior to the Board meeting. He will also provide the budget comparison for FY 06 for Finance Committee review.

Physical Plant

No report.

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

Board Management – no chair

Board recruitment

No one had been able to locate any potential board members.

Action Items:

(1) Sheryl will do PSA about recruiting board members. She will send out the proposed copy to the board for ideas and comments prior to making the PSA.

(2) Every board member needs to recruit one new potential board member.

(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.

Staff Evaluations

David provided staff position descriptions. He gave the evaluation form that the Board used for his evaluation to Jules as a self-evaluation tool.

Action Item: David should evaluate staff within next month as requested in his performance evaluation.

Resource Development – no chair

Membership Drives

David reported that Julie Baka is doing a number of training sessions; 33 people attended so far. Forty COLORs businesses are involved for this drive and \$6000 in sponsorships has already been offered. The dates for the February drive have yet to be determined.

Action Items:

(1) [Continued from August 15] 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)

Ellen reported that five people attended the first meeting held at the Columbia Library on September 16. A few additional people are interested, but were unable to attend. The group will meet quarterly. Royda plans to make a report to the Board.

Newsletter

Jeanne reported that the Summer newsletter stalled out due to conflicts over content and design. Some discussion ensued about the purpose of the newsletter and who should do it. Liz proposed that the development director do the newsletter because it is a KOPN promotional tool. The board agreed.

Action Items:

(1) **The development director will produce the newsletter.**

(2) [from August 15] **Dennis, Janet, and David agreed to work on a policy/procedure for writing, editing, and reviewing the newsletter.**

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

Annual Report

It appears that no student selected KOPN as its project through the university because September 13 was the deadline.

Action Item: David needs to confirm that KOPN was not selected as a project.

Programs and Services – no chair

Program Committee – Janet Hammen

Janet reported that the last meeting was not well attended.

Ragtime Festival

David reported that the CVB grant was accepted. Julie Baka met with Lora Steiner of the CVB and Lucille Salerno on September 12 with Lucille to discuss special packages for other non-profits and destination packages for bus tours.

Action Item: The second Monday of the month is the regular monthly meeting for Ragtime at 4:30 p.m. at the station. An email will be sent out prior to the meeting to inform board members.

Reel to Reel Reformatting Project

Problems arose between the Project Director and Administrator over the submission of a grant request. There is also a problem over a previous grant, which requires a match of \$1,000 from the Ken Shepard Memorial Fund. Aaron moved to have Liz contact Jenn to see if she can clarify the issues, Sheryl seconded. Unanimous approval

Action Item: Liz Graznak will contact the Project Director.

New business

No new business.

Handouts

- General manager report September 19
- Financial statements
- 2007 Budget documents
- Letters concerning audit
- Job descriptions

Adjourned at 9:06 p.m.