

**KOPN Board Meeting|  
Tuesday, October 17, 2006**

Approved Minutes

***Attending***

*Board:* Ellen Froeschner (president), Janet Hammen (vice-president), Jeanne Heuser (secretary), Liz Graznak, Dennis Sentilles

*Staff:* John Clark, David Owens

*Guests:* Eric Nickoas

***Absent***

Aaron Krawitz (treasurer), Sheryl Clapton, Rich Winkel, Mike Hagan, Elizabeth Allemann,

Meeting started at 7:10 p.m. without a quorum.

Eric Nickoas, a board member from the Missouri Distance Learning Association, visited the meeting as part of a board-training course he is taking in Kansas City. He learned about the board from the KOPN web site where he found the minutes of previous meetings. His organization provides opportunities for long distance learning technologies for educators.

**September 19, 2006 Minutes**

Janet provided a few changes to the minutes, which were incorporated. Approval was delayed until a quorum is present.

**General Manager's Report**

David provided his third report (attached) via email on Friday prior to the board meeting, as requested at the last meeting.

**Financial Affairs**

*Auditor*

David reported that only Williams Keepers responded to the 12 auditor-request letters and they declined. David selected Casey and Company again because of the short timeframe. The Finance Committee is supposed to select the auditor; David apologized for not following this procedure, but he felt pressed for time. He and John are already providing information to the auditors. Concern was expressed about hiring John on a contract basis to prepare the 990 tax form.

**Action Items:**

- (1) The board should watch for letters from Casey and Company arriving soon in the mail that need a quick turnaround.**
- (2) The Finance Committee needs to consider who should prepare the 990 form.**

*Financial Statements*

John provided the September Profit and Loss Report and Balance Sheet. The documents were provided to the Finance Committee a few days prior to the meeting, but too late for the group to meet. Both reports compare the same period with last year. A question arose about the loss of non-governmental grants. These grants are “non-recurring,” as opposed to such grants as the Corporation for Public Broadcasting annual grant. If no one applies for a new grant, then this category declines.

To do a comparison of the Profit and Loss Report with the budget, John uses an Excel spreadsheet and compares it to the reports in QuickBooks. The treasurer requested this comparison for the interim budget passed last April to the FY06 year-end report. However, due to the changes made to the chart of accounts during the past few months, John thought it best not to expend the time to do this comparison. He will begin to do it for FY07 and will have the first comparison for next month. John and David reported that they think the station is doing fine financially, though the board did reiterate that it is unfortunate there is no reserve fund.

**Action Items:**

- (1) John will send out budget comparison charts by the 7<sup>th</sup> of the month for the previous month to all board members so everyone can review the report prior to the Board meeting.**
- (2) Need to deal with the fact that we have no reserve funds. It was suggested that if there are funds freed up, as with the loss of the bookkeeper last year, the savings should be used to begin the reserve fund, rather than spending the money for other uses.**
- (3) Use actual numbers in financial reports, rather than rounded off numbers.**

*Physical Plant*

There was no report on possibly moving to a new location. Transmitter installation is moving along. There has been no action on the bathroom, which has a November 1 deadline for completion. David thought he might hire Tony Ballatine to complete it. David wondered why the board was so concerned about the bathroom, when there are so many more pressing infrastructure needs, like wiring. He felt it was greatly improved even in its uncompleted state. There was no resolution to this question.

**Action Item: Put a wish list on the web site of items and services the station needs.**

**Board Management**

*Board recruitment*

Board recruitment remains unsuccessful. In the past, a mailing went out by December 1 asking for nominations. A ballot followed that at the end of December for voting prior to the January annual meeting. Sheryl did a PSA for recruitment, which is not being played much because of the current membership drive. After the drive, board recruitment must be a high priority. Discussion included putting notices in current mailings, contacting the major donor list, and asking everyone if they know of a good person to serve on the board. There were questions about what happens if we really can't replace the board members who are leaving with no answers to those questions.

**Action Items:**

- (1) Ellen will call an immediate emergency meeting of the board to discuss board recruitment and current low board participation.**
- (2) Liz and Ellen will work on the major donor list and see if any of those people are interested in serving on the board.**
- (3) Board public files need to be updated to accurately reflect Rich Winkel and Janet Hammen's terms.**

### *Staff Evaluations*

David completed all staff evaluation forms, provided the same form to all staff members, and interviewed one staff person.

**Action Item: David needs to complete the evaluations, as soon as possible.**

### **Resource Development**

#### *Membership Drives*

David reported that the drive has reached over \$50,000, which is more than has ever been collected before. He's not sure the full \$75,000 will be raised, but was impressed that \$40,000 was reached by the fifth day as opposed to the tenth day in the previous drive. There have been some very large individual pledges in the \$1000 and \$5000 range. There are not many incentives with this drive because they are trying to keep it "lean and mean," however, when the KBIA development director visited KOPN, he shared how essential they are for KBIA fundraising. There's a plan in the works for putting together an incentive package for new members with the next drive.

#### **Action Items:**

- (1) The board could help more with the membership drive.**
- (2) [Continued from August 15] Need better marketing materials.**
- (3) [Continued from May 18, 2006] Ellen will meet with Larry sometime in the next month and determine what services he might offer KOPN.**
- (4) [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.**
- (5) [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.**

### *Annual Report*

The UMC Service Learning Center did not select KOPN's annual report as a project. David still plans to do the annual report.

### **Programs and Services**

#### *Program Committee – Janet Hammen*

Janet was unable to attend, but Ginny Mueller ran the meeting. At the next meeting, Janet is going to suggest that the completed pieces of the training manual be approved. She also wants to discuss the FCC decency policy in an upcoming meeting.

**Action Items: The two staff-appointed members need to be replaced because they are no longer attending.**

### *Ragtime Festival*

David reported that they need additional help for Ragtime, yet he is reluctant to announce it very publicly because new people showing up could disrupt planning meetings. He announced the last meeting on the listserv and the board and got no response. Julie Baka had a list of tasks at the meeting, which were primarily focused on promotion. There has not been any progress in activating participation from the schools.

**Action Item: Regular meetings are on the 2<sup>nd</sup> Monday of the month at 4:30 p.m. at the station.**

#### *Reel to Reel Reformatting Project*

There remain procedural and communication problems with the project. Emails, which have not involved all concerned parties, are contributing to a lack of communication. The main issues concern invoicing and paying bills to Deep Sky, the company that reformats the tapes.

**Action Item: Liz will contact the Project Director to develop procedures that are mutually agreeable.**

#### **New business**

No new business.

#### **Handouts**

- General manager report October 13, 2006
- Financial statements, September 30, 2006

Adjourned at 9:30 p.m.

### **General Manager's Report to the New Wave Corporation Board of Directors October 13, 2006**

Ellen and I filed our **FCC Biennial Ownership Report** on October 2.

Julie Baka and I have met with the Earth Day Committee and the Earth Day Entertainment Committee since the last Board Meeting. Our objective is a tighter, better produced on-air presentation.

We received only one reply to our **request for proposals for auditing services**. Williams-Keepers declined to bid. That left only the August 30, 2006, engagement letter from Casey and Company, to perform the audit for a cost not to exceed \$4500, beginning in early October. In order to keep with our audit timeline, I signed and returned the engagement letter on September 28.

John Clark has been in communication with Casey and Company. He is preparing confirmation letters and other audit materials for delivery to Casey and Company on Monday, October 16.

It is my intention to engage John Clark to prepare the 990 for \$300.

Dave Taylor, Sam Griffin and I have had a couple more workdays at the **transmitter site**. We hung more OSB board on the ceiling and walls, and remounted light fixtures and the low pass filter.

I spoke with John Poehlmann at UMC about our grounding needs and am awaiting his response. We proposed to do that chore in early November after the soybeans have been harvested. I am also pursuing an understanding or agreement about weed and tree suppression around our southeast most guy-wires and anchor and the Boone Electric transformer.

I met a Boone Electric engineer at the site and he estimated that it would probably take their crew only a couple of hours to change our current electrical service to meet the needs of our new equipment.

Our engineers will recap our current transmitter to utilize the new configuration at the same time that Boone Electric makes the change in order to reduce down time. We are awaiting their proposed work date.

The PCBs from the old transmitter have been sealed in a hazardous waste barrel and await pick up by Clean Harbors (PPM), LLC, of Coffeyville, Kansas. The estimated cost for removal and disposal based on weight is \$1200!

We have received our first **FY2007 CPBCSG** grant check.

When I left the station this afternoon we were above \$28,000 on the fourth day of our **Fall Fund Drive**. We plan to continue through Friday, October 20 for a record goal of \$75,000. We will end the drive early if we make our goal early. We need more help answering phones; making on air appeals; and bringing in the money. We are underscoring KOPN's mission of "educating and enriching the lives of those living in midMissouri." Our theme is "Drumming Up Support for KOPN."

Lucille Salerno, Janet Hammen, Julie Baka, John Clark and I had a productive planning meeting for the **2007 Ragtime Festival**. We will be meeting on the second Monday of every month at the station.

Respectfully submitted,

David Owens  
Friday, October 13, 2006