

KOPN Board Meeting Minutes  
May 8<sup>th</sup>, 2007

Members present: Ryan Kind, Mike Hagan, Kyle Cook, William Srite, Randi Bishop, Ellen Froeschner  
Staff: Dave Owens, and John Clark

Board Members not present: Derek Chievous, Jenny Czyzewski., Sheryl Clapton, Rich Winkel

7:17pm: Meeting Begins/April Minutes are corrected

7:29pm: Ryan Kind moves to approve March and April board meeting minutes. Randi seconds the motion. Unanimous approval follows.

7:31: The KOPN salary employee Health Insurance Policy is presented by John for review and possible revision by the executive board.

7:47: John proposes to revise the budget. Mike moves to let John revise the budget for the next meeting to be discussed and reviewed. Kyle seconds the motion, and it is passed unanimously.

7:53:It is brought to light that KOPN is no longer eligible for the \$19,000.00 Rural Grant.

7:58: Transmitter Update by Dave Owens.

Dave: "we are pursuing quotes on air-conditioners and electrical plans. Gary's working on it night and day"

8:12: John leaves(not related to Transmitter Update)

8:24: The Blue Fugue fundraiser, pledge drive, and upcoming events are discussed

8:26: The need for more underwriting is addressed and discussed

8:33: The need for Programming Committee members is discussed. Programmer goals are brought up as well.

8:55: Ryan moved to nominate Christine Gardner to the Programmer Committee. Mike seconds the movement and Christine is approved unanimously.

8:57: It is decided that we will be promoting the ragtime Festival that takes place in early June.

8:59: Earth Day festival Discussion: Collaborations for help would be a great idea in the future.

9:04 There is interest in MARTI use and repair.

9:08: Meeting Adjourned

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Attatched:  
Agenda  
March and April 2007 Board Meeting Minutes

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**Agenda for**

**KOPN Board of Directors Meeting**

**May 15, 2007**

**7:00 PM – 9:00PM**

**KOPN Station, 915 East Broadway, Columbia, Missouri**

**7:00 – Minutes**

- Approve **March 20, 2007** and **April 17, 2007** minutes

**7:20 – Financial Affairs – David**

- Financial statements review
- Membership Drive review
- Transmitter update
- Budget
  - Review FY06-07
  - Plan FY07-08

**7:40 – Board Management – Ellen**

- Board Recruitment
- Board Orientation & Training
- Committees
  - Structure: Finance, Development, Programs, Board Management, Special
  - Membership

**8:10 – Resource Development – David**

**8:25 -- Programs and Services**

- Program Committee update
- Ragtime Festival update – David
- Reel to Reel Project update
- Earth Day

**8:50 -- New business**

**9:00 – Adjourn**

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**NEW WAVE CORPORATION/KOPN BOARD OF DIRECTORS MEETING**

**MARCH 20, 2007, 7:00PM**

**MINUTES – TAKEN BY MIKE HAGAN**

BOARD MEMBERS PRESENT AT MEETING WERE MIKE HAGAN, RYAN KIND, DERRICK CHIEVOUS, JENNY CZYZEWSKI, KYLE COOK, RICH WINKEL.

STAFF PERSONNEL DAVID OWENS, JULIE BAKA AND JOHN CLARK WERE ALSO PRESENT

## **MEETING MINUTES**

7:00PM

THE ANNUAL AUDIT REPORT WAS PRESENTED BY JOAN CASEY OF CASEY AND COMPANY, LLC. THE AUDIT WENT WELL AND ONLY MINOR ISSUES EXIST THAT WILL BE ADDRESSED AS WE MOVE FORWARD. NOTHING EXTRAORDINARY CAME UP AND IN GENERAL, THE AUDITOR WAS PLEASED.

7:20

AFTER JOAN LEFT, WE ALL INTRODUCED OURSELVES, AS THERE WERE SOME NEW BOARD MEMBERS PRESENT FOR THE FIRST TIME.

7:25

REVIEW OF BOARD MEMBER CONTACT INFORMATION. INFORMATION WAS CORRECT FOR ALL PRESENT. CONTACT DAVID OWENS WITH ANY NECESSARY CHANGES.

7:30

DISCUSSION OF BUDGET. WE HAVE ONE...YIPPEE. JOHN DESCRIBES CHARTS, FINANCIAL REPORTS. IN GENERAL, THERE IS A CONSENSUS AMONG THE BOARD THAT FINANCIAL REPORTING HAS IMPROVED SIGNIFICANTLY OVER THE LAST 12 MONTHS.

DISCUSSION OF BANK ACCOUNTS. CHANGES SUGGESTED TO ADD COSIGNERS OF CHECKS. AT THE TIME OF THE MEETING, AUTHORIZED CHECK SIGNERS WERE DAVID OWENS, ELLEN SCHLIE, RICH WINKEL AND AARON KRAWITZ. A MOTION WAS INTRODUCED BY JENNY TO REMOVE AARON FROM THE LIST, AS HE HAD SINCE RESIGNED, AND ADD MIKE HAGAN AND RYAN KIND AS COSIGNERS ON THE MAIN CHECKING ACCOUNT AND THE MONEY MARKET ACCOUNT. KYLE SECONDED THE MOTION AND IT WAS PASSED UNANIMOUSLY.

7:50

RAGTIME DISCUSSION. \$260 IN RAGTIME ACCOUNT. JOHN CLARK SUGGESTS WE CLOSE THE ACCOUNT AND MOVE THE MONEY INTO THE MAIN CHECKING ACCOUNT. RYAN MOTIONED THAT WE CLOSE SAID ACCOUNT, KYLE SECONDED AND THE MOTION WAS APPROVED UNANIMOUSLY.

LUCILLE HAS LEFT KOPN AND IS DOING THE RAGTIME FESTIVAL ON HER OWN, WITHOUT PARTICIPATION FROM KOPN. WE WILL STILL PROMOTE THE FESTIVAL BY READING PSA'S ETC.

A LETTER WAS SUGGESTED TO BE WRITTEN TO THE PAPERS THANKING LUCILLE FOR HER YEARS OF SERVICE TO KOPN AND FOR THE RAGTIME FESTIVAL. WISH HER WELL. CUT THE CORD.

THERE IS A GRANT THAT IS ASSOCIATED WITH RAGTIME THAT WE NORMALLY GET EVERY YEAR FROM THE CITY CONVENTIONS AND VISITORS BUREAU. KYLE MOTIONED THAT DAVID DECLINE THIS GRANT MONEY THIS YEAR. RYAN SECONDED AND THE MOTION WAS APPROVED UNANIMOUSLY.

8:20

JULIE BAKA UPDATES ON FUND DRIVE.

\$40,000 + WAS RAISED DURING THE RECENT FUND DRIVE IN FEBRUARY. WE MAY STILL REQUIRE ONE MORE SMALL FUND DRIVE IN MAY. DISCUSSED SOME NEW IDEAS FOR FUND RAISING. EVERYONE IS IN AGREEMENT THAT WE NEED TO DEVELOP MORE

CREATIVE WAYS TO RAISE MONEY AND THAT THIS IS ONE OF THE PRIMARY BOARD RESPONSIBILITIES.

5/4/07 – KOPN BENEFIT AT THE BLUE FUGUE

CALENDAR???  
KOPN MUSIC CD?

8:35

DISCUSSION OF TRANSMITTER STATUS. DAVID AND RICH BROUGHT US UP TO SPEED ON THE TRANSMITTER PROJECT. WE STILL EXPECT TO BE UP AND RUNNING BY APRIL 1<sup>ST</sup>. WINTER WEATHER SLOWED A LOT OF THINGS DOWN AT THE TOWER SITE BUT THINGS ARE MOVING FORWARD.

8:45

BOARD RECRUITMENT. WE ARE CURRENTLY HAPPY WITH THE MAKE-UP OF THE BOARD BUT ALL MEMBERS WILL BE ALWAYS BE CONSIDERING NEW FOLKS FOR POSITIONS ON THE BOARD. WE CURRENTLY HAVE 11 MEMBERS.

8:50

ARTICLES OF INCORPORATION SHOULD BE REVIEWED AS SHOULD THE BYLAWS. NO ACTION WAS UNDERTAKEN, ONLY DISCUSSION THAT THIS NEEDS TO BE DONE IN THE FUTURE.

8:55

SHORT DISCUSSION ABOUT COMMITTEES. WE WILL DISCUSS MORE NEXT MEETING.

9:00PM

MEETING ADJOURNED

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**New Wave Corporation/KOPN Board Meeting**

**date:** April 17, 2007

**Approved Minutes**

*Communicate needed corrections prior*

*to the next Board meeting, date: May 8, 200, time: 7:00 to:*

name: Sheryl Clapton, Board Secretary;

email: Sheryl@SherylClapton.com; phone: 573.442.3588

***Attending:***

***Board:*** name (& office if any): Mike Hagan (Vice President), Randi Bishop, Kyle Cook, Ryan Kind, Will Srite, Jenny Czyzewski, Ellen Froescher (President), Sheryl Clapton (Secretary)

***Staff:*** name (& office if any): David Owens and John Clark

***Guests:*** Issaac Cox

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***Absent:***

name (& office if any & reason if known): Rich Winkler, absent due to illness

Meeting start time: 7:15 Brought to order by Mike Hagan (Vice President)

***Agenda*** presented, discussed, revised, accepted: Additions: May 4<sup>th</sup>: Blue Fuge KOPN Benefit Concert

(attach accepted ***Agenda*** to the end of the minutes)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote result:

\_\_\_\_\_

Minutes presented, discussed, revised, accepted:

revisions:       Add Will Srite to last months' minutes requested by David Owens, Kyle Cook, took minutes in March, Mr Cook noted that he would revise and resubmit March minutes.

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Moved by:   Ryan Kind   Seconded by:   Mike Hagan   Vote result:   Passed  

Approval of November 2006 Minutes

Moved by:   Mike Hagan   Seconded by:   Will Srite   Vote result:   Passed  

### **General Manager's Report**

(attached to the end of the minutes)

notes:       Transmitter Drive and Update: David Owens reports failure of air conditioner around one month ago. Recommendation, replacing unit:

      First bid for replace current air conditioning unit, air handler \$6200.00 Second bid will be obtained from Gary Froescher, Contractor, he proposed KOPN but a commercial grade conditioner for transmitter building. The current conditioner is a residential unit, it has been volatile for the last three years. Current consensus agree with the purchase of a new air conditioner, and recommend the funds to purchase the conditioner should come from capital development

      Extension for completion of transmitter project has been approved until September

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Action items:

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Moved by: \_\_\_\_\_ Seconded by:  
\_\_\_\_\_ Vote result: \_\_\_\_\_

**Financial Report**

notes: From John Clark, "Profit and loss under direct public support so far almost 75% of annual amount for the year already in; There has been a change in the Auditor's Plan of Action. We will book Grants on September 1, 2007 wo they will not be showing until the time CPBCSG Grant

Accrual instead of cash, class D this year 52,000 = 7% 290K our Fiscal Grant for 2008 is about 70K. CSG KOPN should get around another 35K by May.

Investment income, 70K-80K in Money Market account revenue from interest 250-300 per month.

Membership Budget: If we hit 25-30K on Quiet Drive we have \$17,268 so far as of today. Julie sent out challenge letters to some donors. Mext on air drive will be in October. Quiet Drive is Pre-Drive soft pitch/basically simple announcement of Quiet Drive. Quiet Drive should help decrease on-air drive time.

On target at this time as well are our expenditures to date, Capital Budget is still on target".

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Action items:

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Moved by: \_\_\_\_\_ Seconded by:  
\_\_\_\_\_ Vote result: \_\_\_\_\_

**Committee Report:**

(attach Report to the end of the minutes)

notes: Community Advisory Committee, an email from Royda Crose to David Owens stated the update will be presented at a later date.

**Program Committee: Has not met:**

**Points for Program Committee consideration include:**

1. **How does each program benefit the community?**
  2. **Create Survey for Programmers**
  3. **Replace Janet Hammon on Committee**
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**Action items: Mike Hagan Nominated Will Srite for Program Committee to replace Janet Hammon.**

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Moved by: Mike Hagan Seconded by: Kyle Cook  
Vote result: Passed



## Old business

notes: Board Management Recruitment: Board session training or discussion also discussed

Artrageous, Rockbridge HS, April 27, 2007 Preparty 5-6PM Planned: meet at Earth Day to discuss Board Direction, with dinner to possibly follow.

### 8:00: Board Advance; Proposed Committee structure

- Review Board Advance Proposed Committee Structure paper Discussion of possible topics/dates
- Need Events Calander incorporated into the web site
- Need to schedule executive Board Meeting one week prior to regular board meetings.

### Resource Development:

#### Sign up for events:

- Earth Day
  - Items have been procured for events
  - Caps not yet here
- Twilight Festival
- Blue Fuge Fund Raiser May 4, 2007. Discussion about event possibilities, tickets, promo items, flyers etc. being created by Will Srite and Mike Hagan.
- NFCB Conference update (David Owens and Julie Baka in attendance):

NFCB Confrence in New Orleans, David Owens stated the next workshop will be in Atlanta, GA. Topics include succession in stations. Concern in conference multimedia. WWOZ in New Orleans receives 40% of their revenue form web streaming. How to utilize this: How to multiple web streams broadcasts.

David Owens states we need to have in-place emergency procedures for severe weather occurances. Randi Bishop stated her acquaintance, a meterorologist could perhaps have lunch and discuss the procedures for such events.

NFCB possible contact connect to a sister station, in the past help went out to : KKFI, KDHX, Esula weekly confrence cass to determine how to make it happen.

KOPN service area is 50 mile radius of Columbia, MO

Ragtime Festival Update: Nothing new to report

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Action items: Byan Kind Motioned to approve New Handbook

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Moved by: \_Ryan Kind\_\_ Seconded by: \_\_\_ Randi Bishop\_\_\_\_  
Vote result: \_\_Passed\_\_\_\_\_

**New business**

notes: **Other Business: ASCAP: Letter or email received from ASCAP mentioned; discussion on topic tabled until more information is available.**

**Reminder form John Clark to fill out Volunteer logs: RECAP of Volunteer time logs:**

**Type 1: Typical Volunteer Time**

**Type 2: Professional**

**Type 3: Time spent for Board time.**

**Action items:**

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Moved by: \_\_\_\_\_ Seconded by:  
\_\_\_\_\_ Vote result: \_\_\_\_\_

**Handouts**

list: \_\_\_\_\_  
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Adjourned at: \_\_\_\_\_9:15 Ellen Froescher Adjourned Meeting\_\_\_\_\_

Minutes taken and submitted by: \_\_\_\_\_Sheryl Clapton, Secretary\_\_\_\_\_

Signature: \_\_\_\_\_

date: \_\_\_\_\_April 18, 2007\_\_\_\_\_

Attached:

Minutes Approve from past meetings:

General Manager's Report

Agenda

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