

KOPN BOARD MEETING MINUTES
Tuesday, August 20, 2019

Attendance: Linda Day, Laird Okie, Dan Hemmelgarn, John Lofton, Barbara Ross, Gordon Rogers, Laura Wacker, Sean Spence (G.M.) and Tim Pilcher (staff).

Absent: Morgan Matsiga, Margot McMillen and Reggie Ford

Guests: None

Call to Order, establishment of Quorum and approval of minutes

Linda called the meeting to order and a quorum was verified. Linda proposed a small wording change to the July draft minutes. This change was adopted unanimously. Barbara made a motion to adopt the minutes as amended, seconded by Dan. The motion passed without dissent.

Closed session: The board approved a request at 7:05 PM by Linda Day to go into closed session to discuss a board member's compliance with the bylaws. The session was completed at 7:30 PM and the regular meeting resumed.

Financial Reports

Financial Position: Printed financial reports were distributed. Sean announced that Williams Keepers has already begun working as our new accounting service. He reports that they anticipate being able to fix our Accounts Receivable reporting very soon. Laura pointed out that this item in the report is currently very inaccurate, partly due to how we had been making those entries. Laura also expressed concern that we have very roughly \$100,000 remaining to be collected by the end of next month to qualify for the CPD (Community for Public Broadcasting) grant. Sean said he felt that we are on track to meet that goal. Sean reports that our revenue is about \$30,000 less than at this time last year. Dan raised the question of why staff benefits is listed at zero this year, which Sean said is because it has not been recorded correctly. He says he has been working with EDP and with our insurance agent to set up and administer the benefits and that this will represent \$7-8,000 more in expenses once it is corrected and accounted for. Laura pointed out the line item called "Prepaid Expenses" with no number assigned on the Financial Position Comparison Statement seems to have no meaning or explanation. Sean says that item will have to be researched to learn what it refers to. Laura said the only numbers that can be considered reliable right now in our reports are our equipment inventory and our bank accounts. She points out that although we are close to spending what we are taking in, this includes the CPB grant award and which we may not qualify for in the next fiscal year. There was discussion of potential future changes to the CPB grant rules which may work to our benefit as a smaller station.

Fundraising Plan: Sean distributed a plan for both Income and Expenses, reporting that we have raised less than we meant to and have also spent less than we meant to, leaving us with about \$80,000 in the bank now. Some items do not show up in the financial reports just received because they cannot be counted until the end of the fiscal year. Sean says we have spent \$265,000 and have raised \$235,000 this year, and he would like to raise another \$100,000.

General Manager Report

Income Update: Sean said he plans for "call time" to raise \$35,000 more before the end of the fiscal year and mailings to raise \$5,000 more in that time. He attributes a decline in mailing revenue to a change in how the mailings are done. He said we could expect \$5,000 more from events and \$20,000 more from underwriting, Community events (the Holiday Parade) could add \$5,000 more and our drive could add \$15,000, for a total of at least \$85,000. He said we currently are not able to get a breakdown

on costs versus revenues for individual fundraising events but that our new accounting firm should be able to help us obtain that information.

Grants: Sean reports that we were awarded a grant of \$1,000 from Columbia Visitors Bureau, and that we did not get the Stafford grant or the Boone County Children's Services grant which was to sponsor a radio show. (That grant cannot be applied for until the program is in place and successful). Sean says that we are waiting to hear back from other grant applications.

Underwriting: Sean reported that he has meetings scheduled with two retailers later this week. Sean confirmed that the station has written materials for underwriting contracts and marketing and Dan asked that the board be provided copies of those materials.

September Pledge Drive: Sean reports that the theme or focus will be on the programmers, centering on the Radio Ranger who will begin hosting his show less frequently, but also focusing on the stories of other programmers and their programs.

Community Events

Global Extravaganza: Sean reports it is mostly scheduled.

Bash: Sean reports it will occur October and November, probably not December.

Multi-cultural Holiday Rock: Sean reports this will occur in December.

Sean reports most of our income will come from the Holiday Parade and some things related to the Global Extravaganza celebration.

Station Relocation Update: Sean reports that our building has been sold to Scott Schultz. Sean says Scott reportedly told his realtor that he wants all tenants to stay but no details have been offered yet. He is planning to meet with KOPN soon, and Sean said he will work to arrange such a meeting so Linda could also be present.

Tower Fiberoptic Line Update: Sean reports there is a one-word change in the proposed lease which is being discussed today by Socket and M.U. Arrangements are being made to deal with the trees around the guy line, as well as maintenance on the fence and the shed itself, with plans expected to be finalized by the end of October.

Station Technology: no report.

Website: The website has new ways to give feedback now. Tim has found archives of Tyree Byndom's old shows as well as of many other shows that will soon become available upon request only to programmers.

Volunteers: Sean reports we have a couple of new volunteers.

Sean reports that it is too late for us to get a booth at Roots 'N Blues, but that we will have involvement there, primarily with some of our programmers introducing certain performers.

Committees and Working Group Reports

Financial Working Group: Linda said that we need to be able to track our return on investment (ROI) for our various fundraising events or methods and that she hopes Williams Keepers will be able to improve our ability to do that. She also reports that we are not doing well at collecting our underwriting funding. Sean replied that we are on track for all but one major underwriter, which he believes will eventually come through. There was discussion about having a dedicated underwriting person, about selling more ads in Diversity, and about how the mailing of Diversity is supposed to work and how it is actually working with courier routes. Sean reports that currently Diversity is losing money and there should be consideration about its function and about whether it continues. Dan reports that we have broadcast 161 spots since June 29 for our April Diversity sponsor who is in arrears on making agreed upon payments. There was an extensive discussion about what we owe them and what they owe us. Dan expressed concern about an appearance of a conflict of interest between Sean and this underwriter. Sean promised that he would collect the money owed from this underwriter.

Programming Committee: Linda reports that the plan is for programmer training sessions to start in October. The first one will cover broadcast logs, including a handout on same, and other air room fundamentals. Linda will discuss logs and Pat Keenan will cover other air room issues. Programmer expectation forms have been disseminated, and we have received about 30-40 of 100 or so signed ones back. We are seeking someone to fill in the Arab Music, Arab Culture slot. The mental health shows have not materialized. The labor show host has recorded one show, the personal finance show host has not recorded any yet but is planning to. A spurious complaint had been forwarded by a committee member about a recent Women's Issues, Women's Voices show. This complaint was not substantiated by listening to the Air America recordings and discussion with the host. There was discussion about the programming committee and how it has had no elections for a long time. Linda proposed clarifying the rules governing the committee. The committee guidelines already exist but aren't being adhered to. It has been suggested that rather than a committee, we should have a programming director, as we have had in the past. Linda suggested we ask the programmers for their input regarding how the committee is structured and how it functions, and stated that she planned to pursue this. Laird requested that we re-visit the policy to allow having plain water for drinking in the air room.

There were no other committee or working group reports to be given.

Broadway Brewery Event: Linda reports that the numbers are not in, but that we had very good turnout at the salmon dinner event.

Underwriting: Linda proposes that we review the whole underwriting process, review existing materials related to underwriting and reviewing the underwriting rules. She also discussed that listeners and programmers have complained that our underwriting appears not to follow guidelines and instead resembles regular commercial ads. Gordon volunteered to help with this review. Linda mentioned potentially asking listeners to donate good quality items for Ebay auctions.

Transmitter shed: discussed earlier in the meeting

Bookkeeping Service: discussed earlier in the meeting

Additional item: Barbara requested that the station review and increase security in regard to physical access to the station.

No further business to be covered, the meeting was adjourned by Linda.

Respectfully submitted,

Gordon Rogers, Secretary