

KOPN BOARD MEETING MINUTES  
Tuesday, October 15, 2019

**Attendance:** Linda Day, Laird Okie, Martha Daniels, Dan Hemmelgarn, Laura Wacker, Barbara Ross, Margot McMillen, Gordon Rogers, Morgan Matsiga (who had to leave at 8:42, during the Fiscal Year 2019-2020 Plan discussion), and Tim Pilcher (G.M.)

**Absent:** John Lofton

**Guests:** Jules Rains

**Call to Order, establishment of Quorum and approval of agenda and minutes**

Linda called the meeting to order and a quorum was verified. Barbara moved to approve the agenda, Dan seconded, and the motion passed. Introductions of all present were made. Jules said she is interested in working on the Holiday parade. Margot moved to approve the September minutes, Laird seconded, and the motion passed. Approval of the minutes of the August closed board session and of the September closed board session were deferred.

**Financial Reports**

**Financial Position:** Linda reported that Williams Keepers continues to correct entries in QuickBooks so the reports are in better shape than last month, although some entries are still mis-categorized. These items are easier to find now that the other fixes have been made. The printed, updated reports were distributed to the board. Laura said she would like to review credit card fees from donations, which appeared unusually high last year (2017-2018). Tim said he could review this in Stripe, which handles our credit card records. Linda said we should expect those fees to rise in our current year as credit card donations are being entered correctly now with the full donated amount as revenue and the associated fees as expense. Laura pointed out that because we are only 15 days into the new fiscal year, we are still getting last year's books in order. She said the in-kind donations this year will be more than last year's because our accounting for them will be improved. Tim said he is getting people to sign the appropriate forms for their in-kind donations. Laura pointed out that the corrected numbers show we have been spending significantly more than we have been bringing in. She reminded us that we won't have the Diversity magazine expenses or such high mailing expenses in this new year. Dan pointed out that equipment repairs are not likely to decrease in spite of the maintenance we have been doing because the equipment is old and when one thing is fixed or replaced there is always something else about to break. Our program expenses (for NPR, Pacifica, etc.) are unusually high this year because they were not paid last year so they rolled over to this year. Linda said the biggest improvement we have made is in correcting accounts receivable. She said our biggest concern now is the gap between our income and our expenses this year. Because this has changed so dramatically from our reports last year (partially due to the improvements in our record-keeping), it will draw scrutiny from CPB.

**General Manager Report**

**General Update:** Tim said he has been working on transition tasks. He said he and Linda have met with Williams Keepers. He has also met with Rachel Scheffer (who had led the Holiday Parade planning in the past) and he feels reassured about the progress of the parade after that meeting. He said he has also been focused on in-kind donations and has been renewing and growing these, and is getting more and better documentation for the donations we have already received. He has been identifying unnecessary expenses. He has just terminated the Pacquin Tower lease because we now have full redundancy with our fiberoptic internet connections to the broadcast tower. He said our equipment would be removed from Pacquin tomorrow. He said he hopes to be able to document the in-kind donation we have been receiving from Socket as well. He also plans to connect with expired underwriting accounts to try to renew them. He reported that there was a sewer collapse in our neighbors' building next door, but that doesn't affect us although it is good for us to be aware of it.

**September Fund Drive:** Tim reported that we received about \$22,000 from the drive, including the Radio Ranger Roast event which brought in about \$3,500, based on the Salesforce report. The cost of that event was \$810, chiefly for food.

**Diversity Magazine:** Tim reported that we are done with Diversity for now, although he is leaving the door open for the future. Tim said he has informed the volunteers of the status and has offered them the chance to publish online. Laura said she believes an online magazine could be valuable for us.

### **Community Events**

**Ranger Roast:** This was a successful event that Tim believes was a positive for us. He remarked on KOPN's debt to Steve who created and maintained a remarkable archive of KOPN material.

**Record Sale:** Tim spoke with the G.M. at KCOU, who also has a lot of vinyl records in storage. They spoke of a joint sale which would help reach out to students to inform them of KOPN. Records to be sold would be duplicates and other records not considered part of our current library. Tim said he spoke a knowledgeable volunteer at KOPN to ask for help sorting and pricing the records. The sale could bring in \$500 to \$1,000. We could use Café Berlin and we may be able to use their kitchen to provide food to sell at this event. A possible date is Friday November 15, which the Café is holding open for us. We may be able to have a concert or a vinyl dance party afterwards, starting about 9:00 PM at the close of the sale.

**Holiday Parade:** Tim reported that we have 26 entries so far. He said he has contacted everyone who was in the 2017 parade to invite them. Laura confirmed that we have a Facebook event for the parade and said she would forward that info to several potential groups. Tim said he may do a small Facebook ad for this as well. He said he was told that historically most people do not sign up until after the Homecoming Parade. KOPN has a free "comp" entry if we want to participate. Tim said he will meet with CVB (Columbia Visitors Bureau) Thursday about the parade. He said he will research insurance coverage but we have been told we are not mandated to have insurance this year. We will need several volunteers (at least 12 to work the 6 staging lots) to work the parade on Sunday November 24. Tim will contact Stephens College about using their lots. Candy may be handed out but not thrown. The Jaycees had a "one-Santa" rule (so as not to confuse the children) which we may want to consider having also.

**Tower Fiberoptic Line and Tree Removal Update:** Tim reported the fiberoptic line has been installed. After getting three quotes on the tree removal job, Nelson had the lowest bid. Nelson also said they would be able to chip onsite and leave the chips there, as well as treat the stumps to prevent re-growth. Tim said he would check their insurance coverage, because if a guy-wire were severed we could lose the tower. Tim also said he would ask them to rebid the job because Boone Electric recently removed several of the trees that needed removal. Tim has tried to get two different bids on repairing the fence but hasn't been able to get a quote yet. Staff for University Farms have been tapping into our power with an extension cord. They said they have had an agreement with us for years to do this. (The University owns the surrounding land and the land on which we have an easement for our transmitter shed and tower). There was discussion about safety and usage, and whether we should consider cutting the power to the outlet they are using. Tim said he will talk with them about options. He reminded us about recent overheating problems in the shed, which he believes may be related to the new dark green roof. We had a power supply fault during one over-heating episode, which would require \$4,500 if it were to need replacing. We have in-line back-up power supplies to prevent downtime. We lost some of the venting with the new roof, so re-venting might be necessary.

**Station Technology:** Tim reported that we have been having phone problems and the phone person re-wired the network setup. The office and air-room phones work fine now. The pledge phones are unplugged for now but will be dealt with soon. The Boone Electric Trust grant, if granted, will provide new interview phones.

**Website:** Tim reported the website has been stable. Laura reported finding a link that went nowhere and that we are missing content on the Radio Free America site, which Tim said only records what goes out over the air.

**Volunteers:** Tim reported that we have two student interns, who will receive more training and will do more production projects than most volunteers, such as producing underwriting spots. He also reported that one long-time, heavily committed volunteer has been having health problems and has been in the hospital. He said we are using substitutes for his shifts and that he has recently said he would like to scale back his commitments. As a result Tuesday AM 5:30 to 8:00 will be opening as a shift.

**New donation:** Tim also reported that we have acquired the Hugo Vianello (former Director of the Missouri Symphony) record collection. He said this will give us more of a connection to the Missouri Symphony Society, and that perhaps we can have a weekly hour of Morning Ayre dedicated to playing their music.

**Fiscal Year 2019-2020 Plan:** Tim distributed a draft fundraising plan and budget. He reported budget amounts increase for salaries in December and January because he plans to hire new staff. The higher accounting expenditure planned for January is for our annual audit. Our rent will go up a little in July. Our NPR and Pacifica fees are more accurate than in the previous budget, which overestimated them. He pointed out the relocation and reserve savings which at the rate budgeted will give us \$53-54,000 total in reserve at the end of the year. The CPB grant is not included in these plans because we do not know if we will receive it this year. He discussed his vision for future growth.

Tim said he wants to improve donor tracking in our Salesforce files, which are currently inaccurate. He hopes to increase underwriting and to shift our focus to major gifts, grants, legacy gifts and events. He said we need to engage with a new fund-raising environment and new models. He said he wants to continue three pledge drives a year instead of four. He wants to shorten pledge breaks also when we have the drives. Tim discussed December 3, "Giving Tuesday" and Como Gives. He hopes to raise some money through equipment rental and production services. Tim discussed reviving "Spring Thing" as a fundraising event. Margot noted that it would overlap with the Beard Contest, which could be incorporated into it. He said the National Endowment for the Humanities gives grants for radio and podcast productions involving cultural heritage, which we could produce. We could apply for grants from CPB for Community Service Grant-eligible projects. Since we are CSG-eligible, we could accept grants for projects in coordination with other creators. He is in contact with someone with whom we could create a strong, grant-eligible project. This kind of grant would not count as NFFS money but would demonstrate our commitment and our involvement with our community. More ideas for fund-raising sources were added to the draft plan.

### **Committees and Working Group Reports**

**Financial Working Group:** Laura said this report was covered earlier in the meeting.

**Programming Committee:** Linda reported the programming committee met shortly after last month's Board meeting. She reported that we have lost Arab Music, Arab Culture. Tim reported that he has found a programmer, Chaz Prymek, who will be doing a related string music show alternating with Chris Stephens in that slot. Linda reported that they have received two pre-recorded programs for the financial wellness show and the committee will discuss them at their next meeting. She added that it appears the labor show will not be happening. She asked Tim about the status of Left Ahead Radio. He responded that the show is still active with a new co-host, Renee Maxwell, who is working with Rob Rasmussen. The question of whether to continue broadcasting the audio versions of One Read books was raised and Tim said that will be discussed at the upcoming Programming meeting. Linda reported that now more than half of the programmers have signed the Programmer Expectations Document. She also reported that Sean Witzman is leaving the programming committee and that it is time for an election soon. Tim reported that there was a complaint about the last episode of the Greg Soden Classical Ideas show in which a guest on the show seemed to be supportive of "conversion therapy."

**Engineering/IT Working Group:** Tim said this report was covered earlier in the meeting.

**Library working group:** No report per Laird.

**Guiding Documents Working Group:** Gordon reported that there was no meeting this month but that the group would welcome ideas for issues or topics for the group to address.

**Station Relocation Working Group:** Tim reported that Mike McGowan said we should plan on three months to set up equipment in a new building. Tim added he thought that more modern equipment could be installed in less time than that. Margot reported that Nathan Moore from WTJU in Charlottesville could do a Skype call with us to talk about the move their station recently made. No working group meeting occurred this month.

#### **New Business:**

**Staffing issues:** Linda reported that in our packets we have draft job descriptions for two new staff positions Tim is proposing. Tim discussed the Underwriting Director and Development Director positions, saying that he felt the two part-time positions should be assigned a combined 1.0 FTE.

**Station Security:** Linda said the Guiding Documents working group are early in the process of developing a Station Security policy.

#### **Old Business**

**Fiscal Report on the Salmon Dinner:** Linda reported that the dinner netted us \$250. There was discussion of whether we could take credit for an in-kind donation of the venue. Tim and Margot said they would each discuss separate components of the donation income with the Broadway Brewery.

**Station License Update:** Tim said he has submitted an application for us to have a mock license renewal inspection through the Missouri Broadcasters Association.

**Closed Meeting:** Linda requested a closed meeting to discuss personnel and real estate issues, with Tim Pilcher also being invited to attend and participate. The board approved.

After the closed meeting no further business remained and the meeting was adjourned by Linda.

Respectfully submitted,

Gordon Rogers, Secretary