

NWC/KOPN BOARD MEETING MINUTES

Tuesday, January 21, 2020

Attendance: Martha Daniels, Linda Day, Margot McMillen, Morgan Matsiga (who had to leave at 8:30), Diana Moxon, Gordon Rogers, Kevin Shults, Laura Wacker, and Tim Pilcher (G.M.)

Absent: Barbara Ross, Joy Rushing

Guests: None

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

Linda called the meeting to order and a quorum was verified. Linda introduced Kevin Shults, who had applied to be appointed to the board after the annual meeting and was then approved by an email vote of the board prior to this meeting. The members of the board introduced themselves. The agenda was approved by acclamation. Modifications to an earlier draft of the December minutes were reviewed, and Diana moved with Laura seconding that these minutes for December be approved. The motion passed.

Election of Officers of the Board

Linda opened the floor for nominations of the 2020 board officers. Linda was nominated for president by Gordon, seconded by Diana. There were no other nominations for president. Diana was nominated for vice-president by Linda, seconded by Margot. There were no other nominations for vice-president. Laura was nominated for treasurer by Margot, seconded by Gordon. There were no other nominations for treasurer. Gordon was nominated for secretary by Morgan, seconded by Diana. There were no other nominations for secretary. The nominees were elected by acclamation. Diana asked about other appointments to the board and Tim responded that one person has expressed interest to him and was instructed in how to apply.

Financial Reports

Printed financial reports were distributed to the board. Linda reported that the calendar year statements as distributed at the annual meeting, gave a clearer picture of our progress because the corrections of earlier erroneous entries were shown in the same statements as the errors themselves. She included a four-year statement of comparisons (2016-2019) which gave a strong picture of progress made over that time, tempered only by unusually large expenditures in 2019 which will not be repeated this year. Linda pointed out that we have two open part-time job positions (which could be combined into a single full-time position) for underwriting and development, which are positions that should pay for themselves when filled. There was discussion about the history of our accounting system and of the nature of past errors and their corrections. There was discussion of money available in our capital/relocation fund, now over \$50,000 plus a pending \$10,000 pledge. There was clarification and discussion of our electric bills and electric usage.

General Manager Report:

Annual Meeting Report: Tim began by expressing gratitude to the board members for their involvement. He reported a good turnout (about 40) at the annual meeting, where the planned station relocation was announced and seemed to be well-received. He said he thinks the meeting venue worked very well. He brought up the idea of scheduling the annual meeting sometime other than January, not only because of the chance of inclement weather but because the months immediately preceding it are high giving and membership renewal months and those new members are not now able to be processed in time to participate in the elections. Laura pointed out that annual meetings in general are often a time for membership giving, and January meetings hamper that also. Another group she is in does significant fund-raising (and socializing) in their November annual meeting.

Pledge Drive: Tim said he would like to hold our next pledge drive February 19-25 instead of in March as he had been considering. This will help space out our drives better and allow us to have our drive

before, rather than during, KBIA's drive. He said Christine Gardener would be able to help. He also announced that Giving Tuesday helped him conclude that we could do pledge drives with fewer on-air interruptions and shorter duration. There was discussion about making drives more festive. Tim said he has obtained significant premium donations from RagTag, We Always Swing and Pizza Tree.

Underwriting: Tim said Central Bank has renewed their underwriting of \$5,000 a year to support El Festival del Pollo. We are also running new spots for Como Shorts, banked spots for Pizza Tree and Broadway Brewery, and will meet soon with Sycamore, Root Cellar and Barred Owl, as well as with Main Squeeze. He reports there is great interest in cannabis-related underwriting but NFCB has advised him against that because it is still not legal at the federal level.

Fundraising: Tim says we have received and monetized a \$10,500 stock donation which will go into the building fund. He plans to send out year-end donation receipts and thank-yous to all donors before the end of the week. He said we made about \$6800 from Como Gives, and that we did not receive matching funds from Facebook's program despite donating within a few seconds of the start time. He is looking into Lucky's "Bags for Change" donation program. He is also pursuing the offering of production services and has a few projects developing. He is also working with Gordon and Martha to clean up the donor database, which helps with fundraising.

Sponsorships: Tim reports we have arranged in-kind underwriting with Como Shorts, Africa Fest, the Unbound Book Festival, Roots N Blues (where we may also have a booth, do introductions and otherwise make ourselves visible), Big Muddy Folk Festival, possibly Art in the Park and other groups.

Events: We had to cancel the live-remote broadcast for the Martin Luther King event because of technical difficulties. Earth Day is another upcoming event, which we may be able to do live broadcasts from and perhaps interviews.

Grants: We have received about \$50,000 of the CPB grant, and we have \$11,000 left to spend of the Boone Electric grant. Mike McGowan is researching equipment for the transmitter site. Tim is looking at new log software and automation software (to replace AV Air). We will consider applying for the Boone County Community Trust (for capital funds). Application deadlines are April 1 and September 1.

Audit: The audit is in progress. We need this for the CPB grant and the Boone County Community Trust grant.

Volunteers: Tim said three prospective new volunteers have applied, plus two programmer prospects for the KOPN With Reality show. We also have some MU Service Volunteers who he hopes can help sort, organize and box up CDs for our move. We also have design work needs which Kevin said he may be able to help with.

Station Technology: We have one new airboard and microphones, but it will take a lot of effort to prepare the production room for installation. The engineering closet was cleaned out with much of its contents recycled or moved to the transmitter shed. Some equipment was able to be used. All active volunteers' emails have been added to the Google Group. The website hosting and domain name has been renewed for two years. A Cumulus station in Kansas City has reserved three station desks to donate to us. We are waiting to learn their dimensions before going to get them. We will be sending more reel-to-reel tapes for digitization and archiving as part of the project funded by the American Archive of Public Broadcasting (AAPB). Some trees were removed from the transmitter area, but not the ones within the fence surrounding the guy wires. The tree service was notified to finish the job. Tim said he turned the tower heat on manually because the automatic thermostat wasn't doing it. He said he would leave it on while it is cold to keep ice from forming and lowering our broadcast power.

Committee and Working Group Reports:

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

Programming Committee: Linda reported that the committee adopted a policy covering what happens when a program host quits. Sometimes programmers have presumed to name their own replacements without checking first with the GM. Melinda has created a good set of tips or suggestions for good interview shows. Having candidates submit sample show recordings has revealed how difficult it is to

do good talk shows. It is time for election of committee members; most members have been on the committee beyond the term length of two years. This committee is advisory to the General Manager.

Engineering/IT Working Group: Covered in the Station Technology report.

Library Working Group: No activity for some time. Linda questioned whether we would need this group to facilitate our eventual move. She requested volunteers. Laura said it has become hard to find anything on the shelves. Kevin said that many programmers are familiar with their own section of the library and that dividing the work among those familiar with specific sections could be useful. It was suggested that organizing the library would best be done as it is being packed for the move.

Guiding Documents Working Group: Gordon reported that the group met with the goal of working on a station security policy. A list of as many potential sub-topics as possible was generated, but creating a policy out of them all was more difficult than anticipated. Tim had been invited to the meeting because any policy would affect him, and after struggling with a policy Tim said he would undertake to create a draft policy. There was much discussion about people being found after hours in the station that no one had let in. It was suggested that it is time for the door codes to be changed. Laura suggested a “buzz-in” system might be useful. She also suggested that when we move, each person with access permission should have their own code so it could be determined which person had last opened the door.

Station Relocation Working Group: Margot reported a couple of meetings have occurred in the past month. She reviewed some of the work that has been done, and Linda reported on people she has been talking with who might be able to help us in advisory roles. Margot has suggested that we have two working groups – one for site-finding, one for fundraising. There was discussion of broad strategies and discussion of building vs. buying and of recent market purchases. A decision was made that the next RWG meeting will be at the station at 5:30 PM on Tuesday, January 28.

New Business:

Capital Campaign: This was discussed earlier in the meeting.

Feed for Breaking News: Tim reported that NPR has a subscription service for breaking news. There was discussion of regular news vs. breaking news, and various services available. Tim suggested moving this discussion to the programming committee.

Personnel Policy Changes: Tim had earlier emailed proposed policy changes, summarized as:

- Section V.A. - Removed “Program Director” from list of positions which require a national search. Reason: unnecessary burden for hiring process.
- Section X.D - Removal of the entire Health Benefit section. Reason: this policy had been suspended due to a change in laws which made providing benefits in this way illegal.
- Section XII.C - Specify that holidays are paid days off only if they fall on regularly scheduled work days. Reason: To provide clarity. This is how the policy has been interpreted in recent years.

After a brief discussion and overview Kevin moved that the board approve all changes, seconded by Margot. The vote was unanimously in favor.

Old Business:

Accounting Fees: Linda reported that we have started doing some entries in-house to reduce our accounting fees. She hopes that we will be able to further reduce this cost sometime later this year by taking on other entries. We need to take care to always have independent verification of accuracy.

Station Security: This was discussed in the Guiding Documents Working Group report.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Gordon Rogers, Secretary