

NWC/KOPN BOARD MEETING MINUTES

Tuesday, February 18, 2020

Attendance: Martha Daniels, Linda Day, Margot McMillen, Morgan Matsiga, Diana Moxon, Gordon Rogers, Barbara Ross, Joy Rushing, Kevin Shults, Laura Wacker, and Tim Pilcher (G.M.)

Absent: None

Guests: Josh Wright

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

Linda called the meeting to order and a quorum was verified. The members of the board introduced themselves and Josh introduced himself. The agenda was approved without objections. Diana moved, with Margot seconding, to approve the minutes of the January 21, 2020 meeting. The motion passed without further discussion.

Financial Reports

Printed financial reports were distributed to the board. Linda reported that in the audit there will be adjustments to our reported revenue for 2018 and 2019. We had worked with our previous accountant for nearly a year to identify the cause of problems in our books to no avail. Our current accountants quickly identified the source of those errors and they have made adjustments in our 2019 books, as reflected in tonight's reports. However the adjustments for the 2018 issues could not be made to that year's accounts because the books had been closed (receiving a "qualified" audit because the auditor could not confirm accounts receivable). Therefore the 2018 revenue errors were corrected by an adjustment in our accounts in 2019. Linda provided an activity comparison report for 2018 and 2019 with the corrections penciled in to show the actual revenue amounts for the two years. In the FY2019 audit there will be a prior period adjustment that will set the 2018 ending/2019 beginning amounts to the correct values. Our actual 2019 revenue will be \$37,299.08 more and our 2018 revenue \$37,299.08 less than shows now in our books. Linda "walked" the board through the statements, explaining the corrections to membership, underwriting, and grant revenue.

Our FY 2020 numbers should be accurate and our 2020 revenue is on track to be improved over 2019. Laura reported that the Financial Working group did not meet this month because there were no issues for it to review.

General Manager Report:

Pledge Drive February 19-25: Tim said that almost all the volunteer shifts for the pledge drive are covered, which he believes reflects improving morale of the volunteers. He says he hopes to raise \$25,000 this drive, which is the upper end of the revenue raised by recent previous drives. He states there is no mailing associated with this drive, although there may be a targeted mailing afterwards. Tomorrow, the first day of the drive, will be vinyl day, with all music being played from vinyl albums. He is introducing a "Dog-Eared Page" event Friday where people can read a selection up to five minutes long from their favorite book or poem on the air. He is considering creating a pledge drive committee to assume some of the work of preparing for and holding a drive. He has a large set of gift premiums for the drive, some of which have been exchanged for underwriting.

Underwriting: Tim said he is working to renew an underwriting agreement with a large supporter whose past underwriting agreement had been poorly documented and executed by us in the past. He feels this relationship has promise and he expects them to forgive past difficulties. He named several other businesses and non-profits he has been working with for underwriting agreements, including some media companies which batch PSAs for unsold airtime and which show promise for us. Through them, we have been paid for WIC announcements in Spanish on Pollo's show.

Fundraising: Tim reported the Como Gives donations are in the mail to us and should amount to about \$6800. He raised a question about recording these donations because they are given in December but we receive them in February, which is a different tax year for donors. Linda said that these donations

are an example of items that could legitimately be recorded under accounts receivable until we are paid by the Community Foundation of Central Missouri (ComoGives). This would allow us to enter them to revenue and send receipts for these Como Gives gifts in the calendar year (donor tax year) in which they are given. (Then when the check comes from ComoGives, we would credit A/R and debit cash.)

Sponsorships: Tim reported we now have sponsorships arranged with several local festivals and similar events, most of which involve in-kind NFFS-eligible underwriting.

Events: Tim has been discussing a potential collaborative event with the Columbia Art League called the Visual Mix-Tape. He feels this event could be beneficial for both groups in reaching out for younger patrons. He has also been discussing a possible spring event -- and possibly a long-term relationship -- with Vid-West and MO River Cultural Conservancy, who are also community media centers.

Grants: We can apply for a Columbia Office of Cultural Affairs grant at the end of April for up to \$7500. This may be done as a collaborative proposal. The Community Foundation (which does the Como Gives program) has a \$1500 grant; the foundation supports planned giving initiatives which would be beneficial for us. A group of MU undergraduate business students will be researching grants we could apply for as part of the Service Learning program.

Volunteers: Tim said we have seven Service Learning volunteers helping organize our music library and helping find local news items for Pollo's show so he can report local activities and events in Spanish. Gordon and Martha have been cleaning up and consolidating the donor data base. Tim has been training two new programmers, Bridgette and Phyllis, to fill the KOPN With Reality slot with their new show, Heart to Heart Conversations. He reports they have been doing well.

Staff: Tim reports that the Underwriting position is still open.

Station Technology: Tim reports he has installed the new microphones we received. He swapped out the AC filters at the transmitter shed and replaced the nitrogen tanks there which were empty (they serve to prevent arcing along the main line going up the tower). He discussed some issues that seem to be resulting from the new roof, which is trapping heat in the shed. There was discussion of ways to increase the ventilation.

Committee and Working Group Reports:

Financial Working Group: This report was covered earlier. There was no meeting this month.

Station Relocation Working Group: Linda reported that the working group has met. Tim said he has been thinking it might be better to have our performance space off-site, which could work as well but would allow more flexibility. This arrangement could work more smoothly by also having a bit larger air room for live broadcasts. Laura pointed out that an additional benefit of having a performance space, either remotely or as part of our own building, is that it could be rented to other groups to supplement our revenue. There was discussion about a move potentially enabling us to bring home what we now have in storage.

Capital Campaign: Linda reported that we have two very knowledgeable, experienced professionals volunteering to help us develop a capital campaign. Diana is working to assemble an advisory committee ahead of the campaign committee. Diana reported receiving comments from programmers questioning the need to move. We need more internal discussion and one on one conversations within our community so everyone understands the situation with regard to accessibility. Diana said that involving past volunteers who can express enthusiasm about the future of KOPN and looking forward to our 50th anniversary would be a strong message for donors. She also said emphasizing how many broadcasters we have trained during our existence would be worth doing as well.

Programming Committee: Tim reiterated that Bridget and Phyllis are working well with their new show. He said we may be revamping Tuesday's Anything Goes slot from 3:00 to 5:00, splitting it up between a music block Tuesday and a talk hour on Thursdays.

Engineering/IT Working Group: No new updates other than as already covered in the Station Technology report.

Guiding Documents Working Group: Gordon reported that the group has not met this month. Tim is working on a station security policy. Gordon asked members if anyone has suggestions for ways things can be improved.

Old Business:

Station Security: Tim reported that he plans to write a memo for all volunteers that use the station (not just programmers) to remind them of security issues they can help with. He said it is also time to change the door codes. Linda said our back door is the biggest security problem.

Closed Session:

At this point Josh was excused and the meeting was closed to discuss relocation issues and the personnel policy. Joy and Tim remained during the relocation discussion. At 9:25 PM Joy had to leave and Tim was excused. Otherwise attendance was as listed for the open session of this meeting. There was much discussion but no decisions or seconded motions were made during the entire closed session, so separate minutes of this session were not kept.

Subsequently, there being no further business, the meeting was adjourned at 10:50 PM.

Respectfully submitted,

Gordon Rogers, Secretary