

NWC/KOPN BOARD MEETING MINUTES
Tuesday, May 19, 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. All attendance was by a remote Zoom conference session.

Absent: None

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. Kevin moved, with Gordon seconding, to approve the agenda as modified slightly by reversing the order of two items. The motion passed. Diana moved, with Barbara seconding, to approve the minutes of the April 21, 2020 meeting. This motion passed also.

Financial Reports

April Reports: Financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda noted since those reports were distributed, a sum of money was moved from the checking to the reserve account. There was discussion of PPP loan conditions and other questions were answered.

Audit: Linda answered questions about the audit, a copy of which was emailed to the board before the meeting. It was finally unqualified for the first time in years. Linda expressed thanks to Tim for his hard work on this and also on being able to accurately document so many more in-kind donations than in the past. Linda suggested that a board representative review payroll forms before they are sent to EDP for processing.

CPB Financial Summary Report: This was submitted on the day it was due. We will be waiting to hear the CPB's response.

General Manager Report:

Personnel Report:

Tim described several of the projects that Mallory has been working on, many of which will make the work of the station easier. She is managing underwriting accounts and scheduling log traffic. Tim reported that underwriting really requires a dedicated employee. Mallory and Peter have taken over producing Community Pulse which Tim says is a valuable service to the community and increases our visibility. The program has received about a dozen donations, at least one of which is quite substantial. Mallory has also been doing a lot of the necessary social media and has been learning to serve as backup for Tim in the work that he has been doing.

Station Technology: Tim has replaced Mic #2, so all airroom microphones match. He also added that he will be finishing the Boone Electric Community Trust grant reports and spending the last money from the grant, which will be used for airboard adaptors, phone hybrid equipment and a few other things including a new liquid nitrogen regulator for the tower.

Station Access Plan: Tim has sent out a plan to the Board and all the volunteers which involves gradual opening to selected programmers, no more than one at a time for now. This part of the plan has already begun to be implemented. Tim reports that he has worked every single day for the past two months and that he will begin phasing this level of activity down as volunteers and Mallory begin assuming more responsibilities. Linda pointed out that we still have a half FTE position open and asked if we should start seeking to fill that. Tim responded that that our underwriting work would benefit from someone dedicating that much time to it. Linda opined that underwriting work would be more useful than hiring

a development director. There was discussion about how allocation of work would happen with a new employee besides Mallory.

Fundraising: Tim discussed plans to hold a one-day drive on Wednesday June 3. We will still be operating mostly remotely so the drive will not work as traditional drives have. He expects to run short pre-recorded pitches and encourage donors to respond online, with “quiet asks” during the time around that day. He will use a mailing also to support the drive. He plans for KOPN to sponsor an online film screening of “WBCN and The American Revolution,” a documentary about an early independent radio station. Viewers will be able to rent the film online with half the proceeds going to KOPN. He does not plan to offer premiums or thank-you gifts for donations. Our next drive following this one will be in September.

Committee and Working Group Reports:

Financial Working Group: Laura had nothing new to report. The working group has not met.

Capital Campaign: Diana reports that no new action has occurred. We are still in the process of determining the interest of the community and of the potential for larger donations. Linda discussed one potentially significant grant program for which we might be eligible. She said we should investigate that further as we make arrangements to purchase a building because our debt status would impact that grant evaluation. Diana discussed the calculation of timelines for purchasing and moving once a building is identified and secured. She also discussed qualifications for members of a capital campaign committee.

Station Relocation Working Group: There was extensive discussion about several buildings on the market and the general process of how to proceed. No motions were proposed or voted on during this discussion.

Programming Committee: Report and discussion deferred due to time constraints.

Engineering/IT Working Group: Report and discussion deferred due to time constraints.

Guiding Documents Working Group: Report and discussion deferred due to time constraints.

Old Business:

Transmitter Shed: Linda reported that the siding on the transmitter shed is visibly deteriorating at a rapid rate, and that soffits and fascia need replacing as well as the siding. The steel door will need to be replaced or at least refinished and have an exterior kickplate installed. Gutters and downspouts will need to be added to prevent future similar damage. She and Martha will meet at the transmitter shed tomorrow with an experienced contractor who Martha and others report does good work and is reasonably priced. Because getting estimates for this work has been difficult, Linda suggested that they forward his comments and estimate to board members for consideration of approval without further search if the estimate seems reasonable. This proposal was approved by the board.

New Business: None.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Gordon Rogers, Secretary