

NWC/KOPN BOARD MEETING MINUTES  
Tuesday, June 16, 2020

**Attendance:** Martha Daniels, Linda Day, Morgan Matsiga, Diana Moxon, Gordon Rogers, Barbara Ross, Joy Rushing, Laura Wacker, and Tim Pilcher, G.M. All attendance was by a remote Zoom conference session.

**Absent:** Margot McMillen, Kevin Shults

**Guests:** Eric Staley, consultant (and former KOPN programmer)

**Call to Order, establishment of Quorum, and Approval of Agenda and Minutes**

Linda called the meeting to order and a quorum was verified. The agenda was approved by acclamation. Laura moved, with Barbara seconding, to approve the May 19, 2020 minutes. The motion passed.

**Financial Reports**

**May Reports:** Financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda noted that only the statement of activity and the balance sheet had been sent; since those statements are in order she had not sent the monthly activity report. Upon her making the offer, no one requested her to distribute that as well. Several board members noted improvements in both income and expenditures over last year. Tim said the Boone Electric grant is almost all spent. Tim explained the internet expenses were higher this year because of the installation of fiber-optic cable and our paying for internet redundancy. Linda pointed out that our accounting fees have stabilized as the old financial documentation issues have been fixed.

**PPP Update:** Linda reported that the rules for Payroll Protection Plan loan forgiveness have been changed recently and she thinks we will qualify for the entire loan to be forgiven. She discussed the time frames now available and the expense categories that will be used to document our use of the loan.

**General Manager Report:**

**Pledge Drive Update:**

Tim reported that our drive-associated mailing was more productive than he expected, bringing in about \$14,135. He anticipates he will do a mailing with our next drive in September. Facebook donations also surpassed his expectations. They have the drawback of providing us with less, sometimes no, donor information. He is very satisfied with the one-day drive format and said very little programming was interrupted during the drive. He wants to have more volunteer involvement in future drives if the coronavirus permits. The overall fund drive total was about \$37,000.

**Fundraising:** Tim said we will need to coordinate our fundraising so our pledge drives do not conflict or overlap with our capital campaign. He reported that a lot of our funding comes from grants which he feels are not necessarily stable sources. He thinks we can seek out new grants and can grow by providing production as well as education and training services. He said he would welcome help in finding new such opportunities. He wants to do fundraising events but is not planning any in-person events now both because of the virus and because those events are labor-intensive. He also reported that we have a new underwriter.

**Administration:**

**License Renewal:** Tim reported that our license renewal is coming up this year. He said things are on track for that. Renewal is good for eight years.

**Satellite Dish Registration:** Tim reported that the registration of our satellite dish with the FCC needed to be done by October 17 of 2018 but this was not done (this would have been during the tenure of the previous general manager). Having the dish registered would have triggered

the FCC's funding of upgrades to protect us from interference from the 5G spectrum. Those upgrades may now cost us about \$5,000. The FCC has said we can apply for a waiver but there is no guarantee it will be granted. [**Note added on 7/19/20:** Tim now reports that after more research and recalculating, he expects the cost of updating the satellite dish to protect it from 5G interference will be around \$1,500. He also understands that the FCC is not open to allowing waivers for reimbursement].

**EEO Audit:** Tim reported that we were randomly selected for an FCC audit for EEO compliance which should be complete in July. He said that because we have fewer than five employees he does not expect much difficulty with this.

**Volunteers/Station Access:** Tim said the station access plan is flowing smoothly and he is considering expanding the current system to week-long blocks of time for rotating volunteer access.

**Programming:** Tim said he has been thinking a lot about the diversity of our programming and our programmers, which he feels is important to our mission and to our role in the community. He said the current situation makes it hard to introduce these kinds of changes but he wants to think and to plan to address this as changes become possible.

**Station Technology:** Tim reported that AV Air has been retired and replaced with the Station Playlist software. Getting the existing AV Air files transferred will require time. He plans to conduct training but wants to be careful in introducing it to volunteers since it will be easy for new users to accidentally make significant mistakes.

#### **Old Business:**

**Transmitter Shed:** Linda reported that she and Martha have tried to get bids on fixing the shed but people who have examined it have failed to subsequently submit any bids. She suggested that we should at least put some plywood patches on the exterior walls while pursuing bids for the renovation.

**Capital Campaign:** Eric reported that he has met with Tim, Linda and Diana. He shared with the Board the recommendations for KOPN he had made to them. He expressed confidence that the money we seek for the move is available in our broader community.

#### **New Business:**

**Lease extension:** Linda discussed factors to consider regarding our extending the lease. Any extension would be at an increased rate over our current agreement. We need to decide by the end of the month. More information about our options should become available by then.

At 7:45, Linda called for the meeting to be closed for discussion of possible real estate transactions. Gordon moved, with Laura seconding, that we begin a closed meeting with Eric Staley being invited to participate as a guest. This motion passed and the meeting was closed, with its attendance the same as for the open component of the meeting.

At 8:40 the closed meeting ended. There being no further business, the Board meeting was adjourned.

Respectfully submitted,

Gordon Rogers, Secretary