

NWC/KOPN BOARD MEETING MINUTES  
Tuesday, July 21, 2020

**Attendance:** Martha Daniels, Linda Day, Morgan Matsiga, Margot McMillen, Diana Moxon, Gordon Rogers, Joy Rushing, Kevin Shults, Laura Wacker, and Tim Pilcher, G.M. Barbara Ross joined the meeting at 8:08 PM. 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. The agenda was approved by acclamation. Diana moved, with Linda seconding, to approve the June 16, 2020 minutes. The motion passed.

**Financial Reports**

**June Reports:** Financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda pointed out that the strength of our balance sheet is due to one-time receipts that are not likely to be duplicated. There was discussion about accepting donations to the capital campaign before the campaign is fully begun, centering on how to coordinate gifts for maximum benefit. The Boone Electric grant has a small amount of money left to be spent because several things we bought had discounts applied that we hadn't expected. Linda asked if the remaining money could go toward repairing the transmitter shed. Tim said that it can, but only after the money is actually spent.

**PPP Update:** Linda reported that she has received information suggesting we might benefit by not applying early for loan forgiveness but should wait until after Congress takes up modifying the forgiveness system.

**General Manager Report:**

**Fundraising:** Tim reported that Mallory has been especially helpful during his leave from work. He plans a fundraising drive in mid-September, just before the end of the fiscal year. He plans to do a mailing associated with that drive, probably more focused than the last drive's mailing. We have begun running underwriting spots for our new underwriter and renewed our agreement with another underwriter. We are still getting some money trickling in that was pledged in the June drive. Tim said although there have been some changes in the CPB grant system, they primarily affect larger stations and will not affect us. He says we are pursuing more paid PSAs with the census. Mallory is working to re-organize our PSA system to make more of them local. In response to a question, Tim said that all our AV Air station IDs are preserved and will be transferred to the new Station Playlist system over the next month or so. Many of the file names will need to be updated in the process.

**Administration:**

**License Renewal:** Tim reported that our license renewal is due October 1st. The FCC has simplified some of the requirements due to Covid-19. Pre-filing public announcements have been waived but post-filing announcements will be required. He does not expect any renewal issues. We will not learn results of our renewal application until February or March. Renewal is good for eight years and will automatically include ancillary licenses for some of our ancillary equipment and systems.

**Satellite Dish Registration:** Tim followed up on the report from last month to say that the FCC is in fact not accepting late registration requests. However, the cost of modifying our dish which the FCC would have covered if it had been registered two years ago when required will be less

than he had originally thought, costing around \$1500 rather than around \$5000. He suggests getting the modifications done when we are in the process of moving it to its new home.

**EEO Audit:** Tim reported that this audit report has been filed and that it was fairly simple since we have fewer than five employees.

**Personnel:** Tim reported that the temporary contract of our Operations Assistant will be ending soon. He said it is possible she may be able to work a few part-time hours with us into the fall, although that is by no means certain. He said he has been preparing a proposed new job description and that he hopes to have a part or full FTE employee soon.

**Volunteers/Station Access:** Tim said the station access weekly rotating plan is flowing smoothly and seems to be well accepted. Board-member programmers agreed. Morgan asked for a way to remind in-house programmers to switch the automated broadcasting system back on when they leave. There was some discussion of technical glitches and programmer adjustments to working successfully with the new system, as well as how having two studios could help in the future. Tim answered several technical questions from the board.

**Programming:** Tim said there was nothing new to report.

**Station Technology:** Tim said there was nothing new to report beyond the remaining grant spending already discussed in the financial report.

#### **Old Business:**

**Transmitter Shed:** Linda reported that she and Martha have succeeded in getting a reasonable bid for fixing the transmitter shed. She detailed the work that would be done and the cost.

Barbara Ross joined the meeting during this report.

**Capital Campaign:** Diana reported that she has had conversations with a few potential donors with at least a couple of positive responses. There was discussion of having a spreadsheet for tracking donors and of having written donation commitments.

**Lease Renewal:** Linda reported that we have had no response from our present landlord about the potential of a lease renewal at our present location, and that she feels the ball is in his court. She also discussed a few buildings for lease that are available. Some leases require payment of insurance and taxes in addition to rent. Many leases available are for three-year terms. She called on the board to continue searching and evaluating possible locations for purchase.

#### **New Business:**

No new business.

At 8:45, Linda called for the meeting to be closed for discussion of possible real estate transactions. Gordon moved, with Margot seconding, that we begin a closed meeting with Tim also being asked to participate. This motion passed and the meeting was closed, with its attendance the same as for the open component of the meeting. No motions were made during this meeting so no separate minutes were kept.

At 9:50 the closed meeting ended. There being no further business, the Board meeting was adjourned.

Respectfully submitted,

Gordon Rogers, Secretary