

NWC/KOPN BOARD MEETING MINUTES

Tuesday, April 20, 2021

Attendance: Martha Daniels, Linda Day, Christine Gardener, Morgan Matsiga, Margot McMillen, Diana Moxon, Gordon Rogers, Barbara Ross, Joy Rushing, Kevin Shults, Laura Wacker, and Miquel Calçada, G.M., ex officio. All attendance was by a remote Zoom conference session.

Absent: None

Guests: None

Call to Order, Establishment of Quorum, and Approval of Minutes

Linda called the meeting to order and a quorum was verified. Kevin moved with Martha seconding that the agenda be approved and the motion passed without debate. Margot moved with Diana seconding that the March 16, 2021 minutes be approved. This motion passed without dissent.

General Manager Report:

Staff: Miquel reported that he has hired Sarah Catlin to the part-time position of underwriting manager effective May 1, 2021.

Fundraising and Volunteers: Miquel said he is about to start a targeted campaign to reach lapsed donors who last donated in 2019 and 2020, which represents about 40% of all lapsed donors. He is also working, with Tim, on setting up a legacy program which he hopes to have finished by the next Board meeting. Next week planning will begin on the summer pledge drive. Lastly, working with staff volunteers and programmers, he will begin planning how to re-open the station. This will require some knowledge of people's vaccine status, and more discussion will be required about this.

Technology: Miquel said the problems with the link between the studios and the transmitter site has been worked on by Gerry and Jay for the past two weeks and appears to be solved. Mike McGowan will implement the RDS (Radio Data System) in the next two weeks which will enable the KOPN letters to appear on car radios tuned to our station. We will be sending a brief monthly email to members with news items such as programming which he hopes will remind those who haven't listened in a while to listen.

Programming: Miquel said organizing the local weekday news program he had spoken of at our last meeting was more difficult than he expected but he is now working on a 10-15 minute daily segment. He discussed his draft programming schedule and said he has met with many of the programmers about it. He also discussed the Fresh Air program. We have been paying the charges for the Public Radio Satellite System (PRSS) but we had not been getting billed for either the NPR non-member fee of almost \$3,000 per year or the program itself costing \$8,700 per year. The CBP grant included money restricted for this type of payment but we do not have the grant this year. Miquel announced that Javier Bautista ('El Pollo') plans to end his show 'El Festival del Pollo' in Mid-May after 17 years to pursue a new business project. We are looking for a replacement host. Miquel said he hopes to submit a final draft of the new programming schedule before the next Board meeting.

At the conclusion of Miquel's report, there was discussion clarifying the specifics of the agreements and funding of the underwriting manager position. There was discussion of how to

manage the re-opening of the station and tracking staff/programmer vaccination status to allow for back-to-back in-studio times. Per suggestions of Miquel and others and in order to allow for the Board's discussion of a policy, Linda moved, with Barbara seconding, that the station establish a policy that effective May 1st, masks will be required for entry to the station. Except for those with documented medical or religious reasons for not receiving Covid 19 vaccinations, in order to produce their shows live in the studio programmers must show staff evidence of full vaccination for Covid 19. Programmers who choose to not be vaccinated may submit prerecorded shows no later than 24 hours before air time. Guests who have not been vaccinated should be interviewed via CleanFeed.

The motion passed without dissent.

There was discussion about the pros and cons of airing NPR programs.

Committee Reports:

Capital Campaign: Diana reported that Ann Mehr, Margie Sable, Christine Gardener and Carol Goodnik are helping create a list of the Crystal Set Feminists, former women's issues programmers of KOPN. They are planning to have a Zoom get-together. She is excited about the potential for this group. There was a Capital Campaign meeting after the last Board meeting. Diana would like for others to host Zoom planning meetings. She said fundraising remains difficult without a specific property to raise money for.

Station Relocation Working Group Report: Margot reported that the planned group meeting failed due to technical problems with Zoom. Linda reported that she has learned if we use part of a building for outside income rather than for our own purposes, only the part of the building so used would be subject to property tax, which broadens our potential property search.

Guiding Documents Working Group: Gordon reported that the group has not met since the last Board meeting. The group's goal is to provide a structure for the work ahead of us. Linda, without asking for a motion yet, asked the Board to consider whether they would approve authorizing the president and one other officer to sign documents as per state guidelines in the event a building offer was approved by the Board prior to the adoption of a policy giving guidance on this question.

Old Business:

Office of Cultural Affairs Grant Proposal: Linda reported that staff at the Office of Cultural Affairs provided a draft review of our proposal, giving helpful and positive feedback. We are awaiting one document and are almost ready to submit the proposal, which will help fund four projects: two of which are revivals of old programs to be digitized and re-aired and two new projects that will relate to those. The expected funding will cover only a portion of the cost but the grant will add visibility.

New Business:

CPB Community Service Grant application: Linda announced that the CPB grant application is due May 19, not August 13 as last year or June 24 as the year before. We need to be sure the Community Advisory Committee holds a meeting this month. We will need to show that we meet the accounting guidelines, as well as revenue and listenership requirements.

Financial Reports

March Reports: Reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda reported that we will apply soon to get our second PPP loan forgiven. Miquel gave his perspective that without the CPB grant this year we are operating at the bare minimum. He is banking on his planned program re-scheduling to bolster our listener base.

Closed session:

Linda requested and moved that we enter a closed session for purposes of discussing a potential real estate transaction and a personnel question. Joy seconded the motion and the motion passed.

Real estate: Linda reported on the status of a specific property possibly available to us. After much discussion, no actionable motions were proposed.

Personnel Issue: After brief discussion and with the consent of the Board, Linda announced that due to the late hour this item would be postponed, possibly with an email vote prior to the next Board meeting.

With no actionable decisions being made, no further record of this closed session was made.

There being no further business, both the closed and the open meeting were adjourned.

Respectfully submitted,

Gordon Rogers, Secretary