

NWC/KOPN BOARD MEETING MINUTES

Tuesday, June 15, 2021

Attendance: Martha Daniels, Linda Day, Christine Gardener, Margot McMillen, Diana Moxon, Gordon Rogers, Barbara Ross, Joy Rushing, Kevin Shults, and Miquel Calçada, G.M., ex-officio. All attendance was in person.

Absent: Laura Wacker, Morgan Matsiga

Guests: None

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

Linda called the meeting to order and a quorum was verified. Barbara moved with Christine seconding that the agenda be approved with the addition, requested by Margot, of an item under New Business to discuss electronic options for attending future board meetings. The motion passed without debate. Diana moved with Barbara seconding that the May 25, 2021 minutes be approved. This motion passed without dissent.

Financial Reports

May Reports: Reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda summarized the reports and discussed trends. The building account is up and the reserve is unchanged although our checking account is lower than at this time last year. She believes CPB will likely announce the awarding of Community Service Grants in October. Linda reviewed what can be included as in-kind donations. She reported that our membership numbers and our capital campaign donations are up. We were required to refund some grant money earmarked for national programming which we had not paid because we were not billed. Our improved staffing has resulted in higher salary expenses. Our second PPP loan forgiveness will be applied for soon.

General Manager Report:

Fund drive and record sale: The record sale Saturday June 12 cleared out a lot of excess and duplicate records and CDs and netted the station \$841.00, thanks especially to Ally, Sarah and Martha. The fundraising drive did better than the corresponding drive in 2019 but not as well as the one in 2020. We netted almost \$21,000 from 144 contributors, with some donations still arriving by mail. *[Note: Miquel later reported the final total was \$22,120.66 from 155 donors]*. He anticipates that after the September drive we will have raised about \$80,000 from our three drives this year, again more than in 2019 but less than in 2020. During Sarah's first month of work we have received \$4,147.11 in underwriting with another \$6,248.44 pledged and \$16,049 of in-kind donations, of which \$10,700 is eligible for CPB grant application purposes. His goal is to raise \$20,000 in dollars and \$20,000 in-kind between May 1 and September 30.

Schedule revision update: Miquel reported that the rescheduling plan has been accepted by all programmers except three who have elected to leave their programs. Almost all slots on the schedule are filled with existing programs satisfying the scheduling plan.

Technology: Miquel said problems with the automation feature of the mixing console have resulted in its turning on and off randomly, causing patches of dead air. This was fixed by turning off the back-up system.

Linda reported on the transmitter site air-conditioning problem. Miquel had had to meet technicians from Reed at the site a recent weekend day because of overheating. They recommended replacing one whole a-c unit (compressor not working) and the entire blower mechanism in the other. She has consulted an industrial HVAC engineer to inquire about the best replacement options for such an unusual installation. He sent an employee who was able to, at least temporarily, fix the two problems. She estimates our cost will be about \$1000 rather than the \$8000 we had been expecting. If all goes well, we may not need to replace either unit for some time.

Programming: Miquel reported on some potential programming adjustments and possibilities under the new scheduling rubric.

Committee Reports:

Capital Campaign: Diana reported that the Capital Campaign has received two \$10,000 donation commitments, one to be split over the next two years. She estimates the campaign fund now has reached about \$250,000. The committee met last Saturday and has two new members. She discussed other potential members.

Station Relocation Working Group Report: Deferred until the closed session.

New Business:

Programmer request for travel funds: Linda reported that a programmer has requested funds to help him travel to Atlanta for a meeting. He was a candidate for an award and is a finalist. This is not something that we have done in the past and seems to violate the provision of our bylaws that no part of our earnings shall inure to the benefit of members or private individuals. The consensus was to decline any travel subsidy.

Encourage/train new volunteers: Christine said that she is interested in increasing the help we give to volunteers, and she volunteered to create a job description for a volunteer coordinator (who would also be a volunteer) and who could help train and give guidance to volunteers. She also encouraged board members to think of jobs or tasks that volunteers could do, especially jobs they could help train a volunteer for. One possible task is to learn how to staff and operate the air room during national programming. Christine was encouraged to draft a suitable document for this purpose.

Attending board meetings electronically: Margot said that she feels she would benefit greatly by being able to attend Board meetings remotely through Zoom or a comparable service (including by telephone) and requested we consider making that option available to Board members. There was discussion about the drawbacks and benefits of electronic remote attendance, with some other members speaking in support of that option. It was also suggested that remote meetings would expedite special meetings held on shorter notice. Linda suggested that we research the options.

Closed session:

At 8:30 PM Linda moved that we enter a closed session for purposes of approving closed session minutes, discussion of a question involving a volunteer, discussing a real estate transaction issue and discussing a personnel evaluation plan. The session was closed by acclamation.

In closed session, discussion of the volunteer situation and the real estate transaction issue occurred with no motions being made. There was discussion of a proposed evaluation tool which had been emailed to the Board prior to the meeting and the Board accepted using this tool without dissent.

Approval of closed session minutes: After concluding the previous closed session business, Gordon disseminated draft minutes of the closed meetings of November 17th, 2020 (personnel contract negotiation) and of December 15, 2020 (filling a vacant 50% FTE position). Barbara moved, with Linda seconding, that the two drafts be approved as written. The motion passed.

With no motions being made except as recorded here, no separate record of the closed session was created.

Afterwards, there being no further business both the closed and the open meeting sessions were adjourned.

Respectfully submitted,

Gordon Rogers, Secretary