

NWC/KOPN BOARD MEETING MINUTES

Tuesday, September 21, 2021

Attendance: Martha Daniels, Linda Day, Christine Gardener, Margot McMillen, Diana Moxon, Gordon Rogers, Barbara Ross, Kevin Shults, Laura Wacker, and Sarah Catlin, interim G.M., ex-officio. All attendance was by a remote Zoom conference session.

Absent: Joy Rushing,

Guests: Robert "Dave" Deacon

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

Linda called the meeting to order and a quorum was verified. Kevin suggested adding an agenda item on needed revisions of the Office of Cultural Affairs grant application. After discussion, Linda clarified that revision requests have not yet been received from OCA. She then invited our guest to introduce himself. He did so and stated he is here out of concern about things he has heard about the direction of KOPN. Linda welcomed him and answered questions he raised. Christine moved with Martha seconding that the August 17, 2021 Board meeting minutes be approved. This motion passed without dissent.

Financial Reports

August Reports: Reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda reported that our position is up from last year by about \$60,000, much of which is from donations to our capital campaign. She reported our total revenue is lower than last year due to the loss of the CBP grant (which has been renewed for 2022). She answered questions, including from our guest, about some of the line items in the reports. She anticipates we will meet our goal of qualifying for renewal of the grant for the following year as well. She also reported that our second PPP loan has now finally been converted into a grant and will not require repayment.

General Manager Report:

Sarah said a detailed written report for Board members is on our shared drive.

Staff: Sarah welcomed Dylan Martin to the job of Operations Manager, who started work yesterday, September 20. He will be featured in the upcoming Open Mic newsletter and has gotten off to a good start already.

Volunteers: Sarah reported the ice cream social for volunteers was successful with an attendance of about 20.

Events: Sarah reported that KOPN had a good presence at the Mid-Mo Pridefest, the Missouri River Festival of the Arts Bike Ride, the Office of Cultural Affairs Poster Party, and will be introducing bands at Roots N Blues.

Technology: Sarah reported that there have been no new technology issues since the last Board meeting. Linda reported that the transmitter air conditioners have been working since having the compressors dismantled and cleaned last month by a technician who has volunteered his service.

Programming Committee: Sarah announced the programming committee has met twice since last month and has reviewed new program proposals. Several proposed programs have had trial recordings submitted and accepted, greatly reducing the “TBA” slots in the schedule.

Fundraising: Sarah reported that she and Linda submitted a \$1000 impact grant application to the Community Foundation. Diana played a major role in submitting a \$5000 grant application as well. Sarah has been invited to start coming to a monthly lunch meeting of local development officers hosted by Hawthorne Bank, which she hopes will be productive.

Underwriting: Sarah has posted a link to a list of current underwriters on the Director-accessible GM report on the shared NWC drive. She also discussed many new first-time underwriters. She has formed a productive relationship with the Odyssey Chamber Music Series.

Pledge Drive report: Sarah reported that the first three days of the drive were slow but that the final day picked up significantly. The drive has netted \$11,265 so far. There was no mailing with this drive because our end-of-year mailing will be coming soon.

Committee Reports:

Capital Campaign: Diana reported that the committee met September 11th, where she reported that we had canceled the contract on the Old 63 building. She told the committee that those who made their donations ahead of schedule have reduced our anticipated mortgage borrowing, and they expressed gratitude that our due diligence prevented a debacle on the previous building contract. The next meeting will be at the end of October.

Station Relocation Working Group Report: Margot reported that she and Joy have been packing up and recording the names of LP albums in anticipation of the move. They are checking for duplicates as well. They requested help with this project because there is so much that will need to be moved. Sarah said she would ask for volunteer time from the programmers, who are required to give three hours a month unrelated to their shows.

New Business:

Volunteer recruitment and training: Christine reported that she and Joy are devising plans for a working group to make best use of the volunteers and to give them the best experience possible. The model for the group was proposed earlier in an email to the Board and would consist of 2 board members, 1 staff member, 1 music programmer, 1 talk programmer, and 1 student (to be recruited from a local high school, college, or UMC). Christine and Joy have already volunteered to be the Board representation in the group and Sarah would be the staff person. There was a discussion about the vision of such a group. Margot moved that the Board endorse this model of the working group with Christine and Joy empowered to be ambassadors to the volunteers and to modify the group’s operations as needed. Gordon seconded and the motion passed.

Programmer Survey: Christine announced her plan for the Board to conduct a phone survey of programmers to get their input on what they need or want and how they feel things could be improved. Advantages of this method of surveying were discussed. Kevin suggested that an introductory email to the programmers would be useful so they would expect the call and would be able to consider the survey questions in advance. It was decided that this would be done under the aegis of the Volunteer Working Group.

By request, Linda discussed the projects being funded by the OCA grants, which include digitizing KOPN's old Classical Trivia shows, recording stories on the history of Columbia, digitizing tapes of several old KOPN shows with live performances which could then be re-aired in counterpoint to new live on-air performances. Diana suggested that we will get the grant contract in early October to which we will be able to submit revisions by December 15. [Note: We have since been notified by the OCA that the due date for the revised plan is Nov. 1.]

Closed session

Linda moved that we enter a closed session for purposes of approving minutes of previous closed sessions and for discussing a proposed real estate transaction. Our guest departed the meeting at this point and with the consent of the Board the meeting was closed.

Approval of closed session minutes: Gordon displayed a draft of the September 20, 2021 special closed meeting minutes. After everyone had time to review this Margot moved, with Kevin seconding, that the draft be approved. This motion passed without dissent.

Gordon then displayed a draft of the September 4, 2021 special closed meeting minutes. After everyone had time to review it, Kevin moved, with Martha seconding, that this draft be approved. This motion also passed.

Gordon then displayed a draft of the July 20, 2021 closed session minutes. After everyone had time to review it, Barbara moved with Diana seconding that this draft be approved. The motion passed.

Discussion of Real Estate Transaction: Linda reported that our offer for the building under consideration has been sent to the seller as we had agreed at our September 20 meeting, with the message conveyed that we can be flexible about the closing date. Linda reported on modifications to the parking lot that could be made without triggering the involvement of the city.

No motions or decisions were made other than as documented here, and no separate record of this closed session was made.

Gordon moved, with Martha seconding that the closed and open sessions of this meeting be adjourned. The motion passed.

Respectfully submitted,

Gordon Rogers, Secretary