

## NWC/KOPN BOARD MEETING MINUTES

Tuesday, October 19, 2021

**Attendance:** Martha Daniels, Linda Day, Christine Gardener, Margot McMillen, Diana Moxon, Gordon Rogers, Barbara Ross, Joy Rushing, Kevin Shults, Laura Wacker, and Sarah Catlin, interim 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 Agenda and Minutes**

Linda called the meeting to order and a quorum was verified. Christine moved with Diana seconding that the agenda be approved. This motion passed without dissent. Kevin moved with Martha seconding that the September 21, 2021 Board meeting minutes be approved. This motion passed without dissent.

### **Financial Reports**

**September Reports:** Reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda clarified the sources of some of the account entries. She reported that we have the option of allocating some of our capital campaign donations to subsequent years for the purposes CPB reporting if that seems advisable. The September drive did not produce as many donations as we had hoped, and our monthly donations have dropped. Some suggested that better follow-up with lapsed donors would be likely to help; other strategies were also discussed.

### **General Manager Report:**

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

**Staff:** Sarah reported that staff are busy documenting in-kind donations for our annual financial report. The October newsletter is in preparation, featuring T. Sharif. She discussed staff activities and plans for year-end fundraising events such as Giving Tuesday, COMO Gives, and related mailings we need to do. She also reported KCOU has reached out to us about having another joint record sale.

**Volunteers:** Sarah reported that at least four people have reached out to us with an interest in volunteering. The volunteer working group has met and will meet again this Friday.

**Events and Outreach:** Sarah reported that KOPN did live remote broadcasts of the county commission's hearing on the courthouse murals and of the recent Women's Rally. We also aired the One Read author talk. She and Dylan are planning to participate in Locust Street School's Fall Festival. Hannah Salley created an eye-catching coloring book page with KOPN's name, frequency and website address prominently displayed for distribution at this festival. There was discussion about using that design on tee shirts or other promotional items. KOPN is also participating in the Nclusion Plus All Hallow's Eve event October 30 and the Big Muddy Folk Festival Nov. 13. The next KOPN feature page in the Odyssey Series program showcases Diana and Speaking of the Arts.

**Technology:** Sarah reported we had no broadcast interruptions this solar outage season. Dylan replaced the cord on the station's back door and the new door codes are in effect. He has

gotten the light outside the station's front door to work which has greatly improved safety and convenience. He has updated our Transistor and Apple Podcast accounts to make our content more available via Spotify, Apple/iTunes, and Amazon.

**Programming:** Sarah announced a new "Black Metal" show by Nick Peckham's grandson, also named Nick Peckham. Samir Knox, an MU student, has been training to do the morning news and is interested in doing interviews which could be used for Anything Goes.

**Fundraising and Underwriting:** Sarah shared a link to our current underwriter list. She reported on new signed agreements. There was discussion about premium gifts for the pledge drive, about publicizing the new changes to the earlier changes in our schedule, and about programmers doing show promotions. There was also discussion about indexing of promo and PSA spots.

### **Committee Reports:**

**Capital Campaign:** Diana reported there will be a Capital Campaign committee meeting on October 30, by which time she hopes to be able to report news about a new building. She reported on campaign funds that have been committed but not yet paid. She said she does not have a mechanism for learning when committed payments are made. She told of an acquaintance's complaint about inadequate acknowledgement for a large donation she had made to another non-profit, illustrating the importance of such acknowledgements.

**Station Relocation Working Group Report:** Margot reported that the group did not meet this month. She said she and Joy have been continuing to index and pack Folk LP albums in anticipation of the move. There was discussion of whether indexed LPs should be returned to the shelves for programmers to use before the move or if it is time to start packing lesser-used LPs now. Linda said she thinks the Rock genre has already been indexed by Jay.

### **New Business:**

**Annual Meeting:** Linda reported that our February Board meeting will fall on the 15<sup>th</sup>, which is the earliest possible date of the third Tuesday. We try to have our annual meeting on a Sunday shortly before the Board meeting. After discussion, it was decided to hold the annual meeting on Feb. 13 at 2:00 PM. There were no objections to that date. Details and venue are yet to be determined.

**Annual Audit:** Linda reported that our auditor has accepted a new position and will not be available for the FY21 audit. Alternate auditors were discussed. Linda said the audit should get underway the first of November and should be done by an auditor experienced with non-profits. We will gather bids from qualified firms.

**Budget:** Linda had emailed the Board a draft budget, attempting to include anticipated costs of moving to a new building. She asked the board to make comments and to advise of anticipated moving expenses not already included in the draft budget. She also discussed the breakdown of spending requirements of the CPB grant. She noted that the federal grant for digitizing our audiotapes was placed on hold so those expenses will need to all come from the Office of Cultural Affairs grant. She said that our overall monthly expenses shouldn't increase from our current expenses by owning the building we have been considering. No motions were requested or made regarding this document.

**Old Business:**

**Volunteer Recruiting and Training:** Christine reported that the working group met and discussed filling out the group with the designated category of members. Their first goal is developing jobs and work for volunteers to do.

**Closed session**

Linda moved that we enter a closed session for purposes of discussing a proposed real estate transaction. Diana seconded the motion, which passed without dissent.

After the closed session, all business had been addressed and the closed and open sessions of the meeting were adjourned by the president.

Respectfully submitted,

Gordon Rogers, Secretary