

## NWC/KOPN BOARD MEETING MINUTES

Tuesday, December 21, 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:** T. Sharif Abdul-Hakim

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

Linda called the meeting to order and a quorum was verified. T. Sharif was introduced as a guest. A motion to approve the submitted agenda was made by Christine and seconded by Barbara and was approved. A motion to amend the November 16, 2021 draft minutes was made by Christine and seconded by Gordon, indicating that five, not all, board members had been tasked with doing phone surveys of volunteers. The motion passed, and then Barbara, seconded by Diana, moved to approve the draft minutes as amended. This motion also passed without dissent.

[**NOTE:** The minutes of the closed session of the October 19, 2021 Board meeting were approved unanimously by an email vote called by Linda on December 3<sup>rd</sup> (to which all Board members had responded by the end of December 4<sup>th</sup>) in order to be able to provide those minutes to Central Bank to complete the mortgage application.

### **Financial Reports**

**November Reports:** November reports, plus a December-to-date activity report were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda discussed the expenses of our building transaction and related account re-assignments of some of our funds. She discussed the overlapping costs for our current lease through June and the new ongoing costs of our building. She also discussed some of the details of the mortgage terms. The Board thanked Linda and Linda thanked the Board for all the work of making this major step forward for the station.

Linda also reported on anticipated expenses for repairs and refurbishing of the tower which were flagged as needed in the recent tower inspection. Work estimates and contracts need to be made. Linda estimates that at least \$10,000 total will need to be spent. There was discussion on the availability of grants to help with this. She also pointed out that an apparent large increase in revenue over last year is primarily due to the receipt of several grant payments, but that our overall revenue is still somewhat better than last year even without counting those. However, both salary and non-salary expenses have also increased, including internet and web hosting expenses which will need to be evaluated. Our membership pledges for this month (December) have been less, partly because Giving Tuesday was in November this year. There was discussion of the current fund-raising environment.

### **General Manager Report:**

**Staff:** Sarah has taken training in bulk non-profit mailing. We can now print our own barcodes which will help reduce mailing costs.

**Volunteers:** Sarah reported Laura Wacker won the Missourian's Progress in Sustainability award (as reported in the KOPN newsletter), T'Keyah Thomas has been honored by Columbia Magazine and Steve Jacobs (Uncle Jake of the Stringbenders) was featured in a front-page article in the Missourian (although KOPN was not mentioned in the story). Ally will write an article featuring awards like these in the next newsletter.

**Events and Outreach:** Sarah reported the Giving Tuesday Café Berlin event was successful. We have placed 21 of the 30 KOPN yard signs we had been given.

**Technology:** Sarah reported that Dylan's efficiency would benefit by having a work laptop, especially since he will be going back and forth between the two buildings. Also, a long-time volunteer has donated funds for two computers to the station. Windows 10 will stop being supported in 2025 after it is replaced by Windows 11, so we need to plan for the obsolescence of many of our computers.

**Programming:** Sarah said the programming committee met on December 6 and will meet again January 11. Brad Roby will take over the Ragtime show in January. The So-Called Good Life with Kevin Walsh is moving to Fridays 4-6 PM and will be followed by Joy's Country Folk show from 6-8 PM. Kensington's Special Blend (Wednesdays 2 AM) is retiring at the end of the year and will be replaced with a rebroadcast of Matthew Shallow's Music and Moods. Steve Spellman will leave his show at the first of the year. Rex will continue to volunteer but will not continue Mid-Missouri This Week (formerly Freedom Forum). Sarah is considering two replacement hosts. The All About that Bass show is being replaced by Synthelectico, a show from WHYR, a Baton Rouge community radio station. Nick Peckham's Call From the Grave show will start from Midnight to 2 AM Tuesdays.

**Fundraising and Underwriting:** The two fund-raising postcards designed by Kevin and Martha and described at the last meeting were printed and mailed, with the second mailing on December 2nd. From November 27 until this morning (12/21) we have received a gross total of \$14,271.50. (Some processing fees will be charged). Sarah plans a phone call drive as well. Linda expressed concern that calling in December might annoy people who are already planning to give before the end of year. Fundraising strategies were discussed. Underwriting reports are posted on our shared drive. Sarah also discussed new mutual in-kind sponsoring agreements.

### **Committee Reports:**

**Capital Campaign:** Diana reported we have received \$15,000 from the Veterans United Foundation. We will be applying for other funds as well, including from the Stafford Family Charitable Trust, the Boone County Community Trust, the Heinkel Foundation, and the Shelter Foundation. The Capital Campaign Committee met on December 4. We currently have over \$350,000 donated or pledged and we now have a Capital Campaign page on our website (created by Dylan) which can take donations and shows a radio-tower-styled "Tower of Giving" tracking our progress. Diana raised the question of whether or how we may want to use naming rights, pointing out there are a number of rules and limitations we can consider. After much discussion, no motions were made. She discussed the "sneak peak, hard hat party"

scheduled on December 29 which she hopes will stimulate donations. Diana has also been connecting with volunteers and donors from the past who have long been inactive, encouraging donations and inviting them to the Sneak Peak with good results. Other strategies were discussed, including having themed levels of giving such as the Jazz Series does.

**Station Relocation Working Group Report:** Margot reported she believes the news of our building purchase is getting out even though we are not publicizing it yet and suggests we adjust our fundraising plans accordingly. She raised the question of building security. Linda reported that there is a building security system in place with a transmitter that can communicate with an alarm monitoring service. It can also activate an audible alarm. Alarm system options were discussed. Margot and Joy reported that data on 3,000 LP albums from our library have been documented, with 12 people working on this project. Although many covers are in rough condition, often the vinyl is in good shape. There was discussion about moving our 12-foot satellite dish to the new site. Linda said she and Dylan think it can be disassembled for moving, but we have not determined yet how to move it.

#### **New Business:**

**Laptop for Operations Manager:** Joy offered a motion to authorize Sarah to spend up to \$1,500 to buy a laptop computer for the use of our operations manager. Kevin seconded this and the motion passed without further debate or discussion.

#### **Old Business:**

**Audit:** Linda asked the board members who have not yet done so to submit their volunteer hours for the auditor.

**Board Election and Annual Meeting Feb. 13, 2022:** Laura, our contact person for potential candidates, said she has not been contacted yet by anyone. It was established without objection that the Annual Meeting will start by Zoom at 2:00 PM. There are three regular Board positions open plus the one-year remainder of Morgan's position.

**Volunteer Recruiting and Training:** Christine reported that a second meeting was held and they are beginning to create volunteer job descriptions. She asked for input from the Board.

**Adjournment:** With no further business, the Board meeting was adjourned.

Respectfully submitted,

Gordon Rogers, Secretary