

NWC/KOPN BOARD MEETING MINUTES

Tuesday, September 20, 2022

Attendance: T. Sharif Abdul-Hakim, Martha Daniels, Linda Day, Margot McMillen, Diana Moxon (arrived at 7:24 during the G.M. Volunteer report), Gordon Rogers, Joy Rushing, Kevin Shults, Laura Wacker, and Jet Ainsworth, Executive Director, ex-officio. Attendance was in person in the conference room at 404 Tiger Lane.

Absent: None

Guests: None

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

Linda called the meeting to order and a quorum was verified. Gordon moved, with Sharif seconding, that the agenda be approved. The motion passed. Gordon moved, with Kevin seconding, to approve the submitted draft of the August 16, 2022 minutes with several minor errors noted and corrected. The motion passed.

Financial Reports

August Reports: August financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. A few line-item questions were answered. Linda reported that we have an agreement in place with the auditor the Board had approved hiring.

General Manager Report:

September Fund Drive: Jet reported on the September Drive and gave a brief written report on the breakdown.

Volunteers: We have three new volunteers who have been active, producing underwriting spots and working to organize pre-recorded programming. Volunteers for PrideFest are still needed. Jet said we have several what he termed “power volunteers.” There was discussion of recruiting potential new Board members and of writing a position description for Board members. The value of recruiting to the Community Advisory Committee was discussed as well.

Technology: Linda reported that today the tower air conditioners have been out again. She said this can sometimes be prevented by reducing transmitter power when the weather is hot, although sometimes the problem can be caused by mice gnawing on wires. Jet reported that the satellite dish project is nearly ready to be finished. Sighting the dish will require professional assistance. Dish fencing requirements and options were also discussed.

Programming: Jet reported that program timing needs to be tightened, with some programs running over into the time allotted for the next program. This leads to missing station IDs, tension between programmers, and a generally sloppy presentation. There was discussion of strategies to improve this, including having a five-minute block at the top of each hour to insert a transition buffer.

Fundraising: There was discussion of strategies to increase donations during pledge drives.

Committee Reports:

Capital Campaign: Diana emailed a written report, which included news both of unexpected donations given and expected donations that were cancelled due to changed circumstances. Some new foundations are interested and some specific substantial individual donations are being encouraged.

Signage Working Group Report: Kevin had emailed the Board an estimate for vinyl window and door signs. The price was within the discretion of the G.M./E.D. and didn't require a specific motion of approval. An estimated price for an awning with signage was five digits. No motion was proposed about that. There was discussion of metal frames with a gabled polycarbonate top which was likely to be less expensive but would require research on how to attach it to the building.

New Business:

Software Issues: There was a short discussion of slow loading of our website, followed by discussion of the serious issue of the credit card plugin application having inexplicably charged credit cards of three monthly donors more frequently than intended. (We have reversed or refunded all.) Other stations have had similar problems. A consultant used in the past has said recently that the problem is possibly quite involved and could potentially cost as much as \$5,000 to fix. There was discussion of eliminating that system and using different software to maintain the data and provide for recurring card transactions. Our accounting company has consultants that can meet with us to evaluate our overall multi-system processing setup for an anticipated fee of \$350 for a two-hour consultation. The Board expressed approval of this; no vote was needed as this consultation is within our manager's discretion.

Short and Long Term Storage plan: Joy reported that the final review of boxes marked for disposal is finished and we need to move our CDs and LPs from their storage space. She proposed bringing them to the station. The divider panels stored in the library can be sold or donated. We have approximately 77 boxes of CDs to be sold. The Board had voted in August to sell these CDs as a single lot to the highest bidder (by email bid), sight unseen, with the requirement that all boxes be moved out within a week of the sale. All agreed that that auction should take place now as soon as possible.

Old Business:

CD Storage and Disposal: Covered in the storage report.

Reel-to-Reel Digitization: Joy reported that some of the urgency of this project has been reduced. A proposal for the project still needs to be finalized.

Wild Forage dinner: Margot reported that signing up is still in the early stages. We are hoping for 20-40 attendees. It will be promoted as the lead item in the newsletter which will be out very soon. Registration and payment can be done on the Donate page of our website with a note in the comment field that the money is for the dinner.

Board member position description: Linda reported this is still in progress. We can discuss it by email with a goal of finalizing a description at the next Board meeting.

Additional item: Pridefest: Laura and Jet reported that some volunteer slots are still open. Hand-out items such as KOPN schedules, bumper stickers, and perhaps small candies were discussed.

Adjournment: A motion to adjourn was made by Sharif, seconded by Martha, and passed unanimously. The meeting was adjourned at 8:55.

Respectfully submitted,

Gordon Rogers, Secretary