

NWC/KOPN BOARD MEETING MINUTES

Tuesday, October 25, 2022

Attendance: T. Sharif Abdul-Hakim, Martha Daniels, Linda Day, Margot McMillen, Diana Moxon, Gordon Rogers, Joy Rushing, Kevin Shults, Laura Wacker. Martha and Margot attended remotely. Attendance otherwise was in person in the board room at 404 Tiger Lane.

Absent: Jet Ainsworth, Executive Director and ex-officio member; excused absence

Guests: Eric Staley, who left the meeting prior to the closed session and was not present for it.

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 Kevin seconding, to approve the submitted agenda with the addition of an item on approving closed session minutes of June 28, 2022. The motion passed. Diana moved, with Joy seconding, to approve the submitted draft of the September 20, 2022 minutes. The motion passed.

Financial Reports

September Reports: September financial reports (and one report through October 23rd) were emailed to the Board prior to the meeting and were acknowledged as received by the members. Diana noted the increase in underwriting we have had, and Linda noted that we have been categorizing the commissions paid for those contracts as salary but we will start categorizing them separately as commissions in January. She noted the increased value of our assets even after selling or writing off some of our depreciated assets. The increase is from a recent large one-time donation but otherwise our revenue has been down lately.

General Manager Report (submitted electronically):

Jet was unable to attend but said he would email a written report and it arrived Oct. 27. In summary:

“Think Groups”: Jet said he would like to form small, ad hoc groups to focus on smaller tasks than committees or even most working groups would, such as two or three focused on our 50th anniversary — constructing an overall calendar, networking with past members, decorating the studio, etc.

Volunteers and Programming: Recruiting is continuing for daytime board operators.

Budgeting and Planning: Jet thanked Linda and Julie for their ongoing work on organizing the office and the financial recording and reporting processes.

Personnel: He discussed a preliminary personnel evaluation and said he will recommend a related action for the Board’s consideration.

Planning: He announced his intention to soon present a multi-faceted 2023 plan for KOPN.

Committee Reports:

Capital Campaign: Diana had emailed a written report to the Board. In summary, she reported on potential corporate trust donors and her present and planned future interactions with them. There was discussion on funding for our anticipated garage/multi-use space and on naming and defining the phases of our overall capital campaign. Diana asked for clarity on these points. She also reported on the shifting donation scene and said she will follow up on earlier multi-year campaign pledges.

Signage Working Group Report: Kevin reported that the vinyl lettering address and ID info is now on the door. Signage materials for on the ground in front of the building were discussed, including a high-pressure laminate (HPL) such as is used for quality outdoor signage. On a related subject, Kevin showed a sample graphic for our 50-year celebration which he also emailed to the Board.

Music Library Working Group: Joy reported that the vinyl records in outside storage need to be moved by Oct. 31 and plans were underway to try to move them to the station by three days before then.

New Business:

Bid for fence around satellite dish: There was discussion of a bid received for a visual barrier fence for the satellite dish. Discussion included possibly making the fourth side gated and high enough to store trash and recycling bins behind it. Diana moved with Joy seconding to approve the bid with accommodation for that suggested storage feature. The vote passed unanimously.

Reserve Fund accounts: Linda raised the question of whether our reserve fund savings might inhibit donations by appearing to indicate we don't need more money. There was discussion of probable future large necessary expenses and the value of paying off our mortgage before the current fixed interest rate expires. While the consensus was that a well-planned reserve fund is necessary and responsible, the discussion of how to use available funds will continue.

Annual Meeting and Fund Drive Scheduling: Linda reported that our annual meeting would normally be on February 12, 2023, which is the day of the Super Bowl. The February monthly Board meeting would normally be February 21. It was mutually decided to hold the annual meeting on Sunday, February 19. Linda reported the staff has been considering the first week of February for a fund drive. After discussion, the week beginning March 12 was deemed better timing for the fund drive with no vote or final decision being made. There was discussion of the Board election as well, including the need to recruit candidates, and of current members with expiring terms.

Old Business:

Software Dilemma; Outcome of Consulting: It is suspected that Salesforce has a plug-in that may be responsible for the extra billing that is occurring. Jet may have more information about this after outside consultation.

Board Member Position Description: The desirability of this was reconfirmed. Sample descriptions were distributed. Further discussion is planned.

Grant updates: The Classical Trivia digitization funded by the OCA grant is underway. Two music events have been scheduled (November 11 with Chris Hatfield and December 10 with Rochara Knight) as part of the terms of the grant. Three dates for grant-funded music events have been put forth for 2023: March 3, June 10, and September 23. Linda also reported that our FY2022 fundraising met the NFFS requirement for the CPB CSG grant.

Closed Session:

Approval of Previous Closed Session Minutes: Draft minutes of both closed sessions held during the June 28, 2022 Board meeting were submitted to the Board. Gordon moved, with Linda seconding, that these minutes be approved. The vote was unanimously in favor.

Personnel item: Linda noted that our guidelines call for the initial review of a newly hired interim general manager/executive director to occur after three months. She suggested that based on past experience this is too soon and proposed changing Jet's initial evaluation to occur at six months. This change was adopted by consensus with no objections offered. There was also positive discussion about the value of this time frame for that job position in general. Also, an evaluation form and evaluation processes were discussed.

Adjournment: With no further business to address, the meeting was adjourned.

Respectfully submitted,

Gordon Rogers, Secretary