

NWC/KOPN BOARD MEETING MINUTES

Tuesday, December 20, 2022

Attendance: Martha Daniels, Linda Day, Margot McMillen, Diana Moxon, Gordon Rogers, Kevin Shults, and Laura Wacker. Attendance was in person in the board room at 404 Tiger Lane.

Absent: T. Sharif Abdul-Hakim, Joy Rushing, Jet Ainsworth, Executive Director and ex-officio member (excused)

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. Margot moved, with Martha seconding, to approve the submitted agenda. The motion passed. Diana moved, with Kevin seconding, to approve the draft of the November 22, 2022 minutes. This motion passed.

Financial Reports

November Reports: November financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda reported our capital campaign revenue is significantly less than at this time last year because the campaign is winding down. Our membership revenue is up significantly because of a single large donation but is otherwise roughly the same as at this time last year. There is a new line item (for an account already in the books) for underwriting commission expenses so that they can be correctly categorized as a fundraising expense. In addition to paying for Chris Hatfield's performance, grant funds paid for an on-air mbira ensemble performance with Musekiwa Chingodza from Zimbabwe arranged with the assistance of Morgan Matsiga. We may be able to broadcast another performance by them in February.

Audit: Linda distributed a list of all information requested by and made available to our auditor. It is not clear how long it will take for the audit to be completed.

General Manager Report:

A written report was submitted to the Board. In brief, Jet reported strong interest from volunteers in a variety of think groups, with meetings beginning in January for interior design, 50th Anniversary, and design/promotions/outreach. The satellite dish is mostly assembled. Blackthorn auto-connections have been removed and Julie is now manually entering donations based on our daily Stripe reports and PayPal reports. We are on track to meet or exceed our ComoGives goal. Discussion: Laura expressed the hope that labels for promos would be more informative for the programmers selecting them. Linda expressed similar concern about station IDs, some of which are poorly suitable for daytime airing. Linda noted that replacing Blackthorn with a different online donation processor may require asking monthly donors to re-enter their information. Concern was expressed by some Board members that the latest SoundStage event could have been better promoted and attended. Success will affect future funding and in-kind space donations. Linda reported tentative dates had been submitted for next year's SoundStage events (March 3, June 10, and September 23). There was discussion about hosting live music at the Farmer's Market.

Committee Reports:

Capital Campaign: Diana reported she expects one donation to arrive soon. She has contacted multi-year donors about their pledged donations for 2023. There was discussion about persuading a major local foundation to donate.

Reel to Reel Committee: Margot reported the Library Science students working with them are off for the winter break but that they have been working two-hour stints twice a week. There are now about ten boxes of copied (digitized) reels that can go to the Mo. State Historical Society who have agreed to accept them if the board approves. Margot foresees an eventual successful conclusion to this project.

Music Library Working Group: Linda reported that Joy said this project may be done by the end of January.
Signage Working Group: Kevin reported that he has spoken with John Steiger from the Community Advisory Committee, who had obtained verbal permission from a local artist to use her artwork for large signs. John's original thought was to mount them on large metal panels over the front of the building but Kevin thinks transparent images over the windows such as are on the city buses would be better suited. He said he would check on costs and workability with vendors. He added that our tree will impact visibility of any signage.

New Business:

Budget: Linda had emailed a proposed budget to the Board. She noted that some projected expenses such as awnings and accounting expenses are only rough estimates and subject to specific decisions yet to be made. There was a question about telephones and what telephone capabilities are being paid for. There is a new line item for underwriting commission expenses. Grant revenue shown has been committed by granting agencies. Other grants are also possible. Other revenue projections have not been presented by Jet. It was noted that predicting future expenses and revenue based on previous years is difficult because recent past years have been abnormal. Linda reported new information from the vendor on the satellite dish cover specifications and costs. She recommended (with Dylan's input) that we approve an expense of up to \$750 for buying and shipping a cover. Margot moved with Kevin seconding that we do so and the motion passed without dissent. After more discussion on the budget and on our available financial tools, Diana moved with Margot seconding that the Board recommend to the GM not to use Salesforce for regular donor data management. The motion passed.

Old Business:

Annual meeting: Linda reminded the Board the meeting is scheduled for February 19th at 2:00 PM by Zoom.

Board election: January 4th is the deadline for announcing one's candidacy for the Board. The ballots will be mailed with the donation receipts in late January and will be due back by February 14.

Board member position description: Postponed.

Grant Updates: Updates were covered in financial reports and budget discussion.

Closed Session:

Attendance at the closed session was unchanged from the open session.

Approval of Closed Session Minutes: After distribution of draft minutes, Linda moved with Diana seconding, that the June 3, 2022 closed session minutes be approved. The motion passed unanimously. Diana moved with Martha seconding that the November 22, 2022 closed session minutes be approved, with the motion passing unanimously. Laura moved with Kevin seconding that the December 18, 2022 special closed meeting minutes be approved. This motion passed unanimously with one abstention by a Board member not present at that meeting.

Personnel Item: The personnel item that was discussed in this closed session is documented separately.

Adjournment:

Upon adjournment of the closed session and with no further business to address in open session, the meeting was adjourned.

Respectfully submitted,

Gordon Rogers, Secretary