

NWC/KOPN BOARD MEETING MINUTES

Tuesday, January 17, 2023

Attendance: T. Sharif Abdul-Hakim, Martha Daniels, Linda Day, Diana Moxon, Gordon Rogers, Kevin Shults, Laura Wacker, and Jet Ainsworth, Executive Director and ex-officio member. Attendance was in person in the board room at 404 Tiger Lane.

Absent: Margot McMillen, Joy Rushing

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. Diana moved, with Martha seconding, to approve the submitted agenda. The motion passed. Diana moved, with Kevin seconding, to approve the draft of the December 20, 2022 minutes. This motion passed.

Financial Reports

December Reports: December financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda pointed out factors causing some significant line-item differences between this year and last. She still hopes that we will begin to use the account on the books to separate underwriting commissions into a different accounting category.

Audit: Linda reported that our auditor has been to the station for the on-site visit and to confirm our office procedures. He hopes to have the audit finished by late February. We should have no trouble obtaining an initial extension of the CPB financial reporting deadline of February 28. The auditor (who will be preparing it) plans to request an extension for the IRS deadline for our Form 990 which would otherwise be due February 15.

General Manager Report:

Staff Report: Jet reports the staff have been busy, with Julie making great strides in the management of our bookkeeping entries and audit documentation. She's been working on constructing an updated mailing list for the Board election ballots. Dylan has done work on managing transmitter temperatures. He has created a kit for in-house music performances with microphones, mixer, cables, etc. He has been helping with underwriting production.

Volunteers: . Jet has been talking with station managers from other stations about the best ways to utilize volunteers. It was pointed out that they could be useful in managing our music library. Laura discussed the potential of making CDs or albums of previous live music performances.

Technology: Jet reports that Dylan will get the satellite dish fully assembled in a few days, and the on-air lights should be mounted soon.

Programming: Jet reported that demos are being created for several potential new programs, none of which have a time slot yet but several of which seem promising and capable of being paired with other shows to create a full block of time.

Fundraising: ComoGives surpassed our goal, and we also won a "Power Hour" prize of an extra \$500 for most donations received in a specified hour during the drive.

Underwriting: Sarah is in negotiation with seven potential underwriters.

Committee Reports:

Capital Campaign: Diana reported on recent talks with some potential donors. With the Capital Campaign winding down and Diana's board term ending, she will be turning over her records for the

Campaign to Julie. She also discussed possible ways of recognizing major donors to the Campaign, perhaps on the station walls or on a plexiglass wall-mounted list.

Reel to Reel Committee: Margot emailed the Board earlier today saying that the Reel-to-Reel working group is ready to propose a motion to move some of the reels to the State Historical Society and to discard others. She said the discard reels are not KOPN content and there's no reason for KOPN to keep them or to pay to digitize them. Diana seconded Margot's motion to give the KOPN content reels to the Historical Society that they will accept and to dispose of reels with content that was not produced by KOPN. This motion passed without dissent.

Music Library Working Group: Joy has sent an informative email to the volunteers about the process and timeline. No other report.

Signage Working Group: Kevin reported that he has spoken with Janet Hammen, who forwarded an email from the Office of Cultural Affairs suggesting that artwork would not be construed as a sign. It appears that with our zoning, signs less than 64 square feet are permitted. There was discussion about having bollards installed to prevent vehicles from hitting our building.

Old Business:

Annual meeting: Linda discussed the schedule for our February annual meeting.

Gordon shared the schedule we used last year, which was:

- 1) **General Manager:** introduction of self and of the Board; welcome the attendees.
- 2) **President:** financial reports, news of the past year (and plans for the future).
- 3) **Diana Moxon** the capital campaign report
- 4) **General Manager:** station report, including programming and a volunteer report.
- 5) **Secretary:** report on the Board election and its results.
- 6) **President/General Manager:** Invite and answer questions. Thanks. Closing.

Board election: Ballots should be mailed soon. We have three candidates for three vacancies. Ballots will be due back by February 14. A consultant from Williams Keepers was able to pull our 2022 membership mailing list with information for tax receipts and thus ballots from Salesforce.

Board member position description: Postponed.

Grant Updates: Margot had let us know earlier that we received a small grant from the Missouri Humanities Council for the printing of a 50th anniversary book. Other updates are covered in financial reports and budget discussion.

New Business:

Events for the 50th Anniversary: Margot and Christine Gardner are working with the Missouri Historical Society on content for an anniversary book. Linda reported we have about \$4,500 from the Office of Cultural Affairs for multicultural live performance musicians in 2023. There was discussion of possible musical groups performing. Linda reported that RagTag had coordinated with us in celebrating our 25th anniversary and suggested we look into working with them this year for movie events. Jet reminded us that we had won through the Chamber of Commerce one day's free use of "Babs," a giant outdoor billboard/movie screen belonging to the MSHSAA (Mo State High School Athletic Association) which we could use to display movies, with those made in 1973 being appropriate for our anniversary. There was discussion about venues for this. An active station member had emailed us thoughts about a radio theater production in collaboration with the National Audio Theatre Festival during the anniversary celebration and there was discussion about her ideas for that. There were questions about how sharing creative/production control with National Audio Theatre Festival would be handled. No motions were made to approve such an event.

Board Officer Election (new agenda item): Linda proposed that the election of officers at the February Board meeting occur at the end of the meeting rather than at the beginning as in recent past. The proposal was accepted without dissent by the Board.

Closed Session:

Jet was excused from the meeting and a closed session began. Attendance at the closed session was otherwise unchanged from the open session.

Approval of Closed Session Minutes: After distribution of draft minutes, Gordon moved with Laura seconding, that the December 20, 2022 closed session minutes be approved. The motion passed unanimously.

Adjournment:

With no further business in either the closed session or the open session, the meeting was adjourned. No separate minutes were kept of this closed session.

Respectfully submitted,

Gordon Rogers, Secretary