

NWC/KOPN BOARD MEETING MINUTES

Tuesday, February 21, 2023

Attendance: T. Sharif Abdul-Hakim, Martha Daniels, Linda Day, Ed Herrmann, Heather O'Connor, Gordon Rogers, Nancy Silver, Kevin Shults (by remote connection), Laura Wacker, and Jet Ainsworth, Executive Director and ex-officio member. Attendance except as noted was in person in the board 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. After Linda fixed an error in the draft agenda, the modified agenda was approved by all without dissent. Kevin moved, with Martha seconding, to approve the January 17, 2023 draft minutes and the motion passed unanimously.

Financial Reports

January Reports: January financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. There was discussion on the pros and cons of pro-rating, or adjusting, entries for items that recur less frequently than monthly. Linda discussed the changes in our list of assets. Some items were necessarily left behind in our move and some are no longer extant; all those have been deleted from our current list of fixed assets. She also pointed out that the closing costs for our building purchase are being amortized over the life of the loan.

Audit: Linda reported that our auditor has sent us the list of "challenge items" whose documentation we are required to provide.

General Manager Report:

Staff Report: Jet reports some staff have used vacation time, lowering the balance we have been carrying on our books. He has created early versions of SOP operations manuals to help anyone new or filling in a position. Julie has been trying out our new credit card swiper to be sure it can work for a variety of scenarios, such as off-site events.

Volunteers: Jet said plenty of new volunteers are contacting us via the website. Candidates are diverse in age, gender, and race.

Technology: Dylan has finished the "on-air" and back door alert lights and they are well-distributed throughout the building. The satellite dish assembly has been completed. There was discussion of how our website could be improved and of the need for such improvement. Initial planning for a redesign project was discussed.

Programming: Jet reported that the Glocal News program has ended and Speaking of the Arts is on hiatus. Their slots are being filled with "place-holder" programs, either from outside or by re-runs of Open Mike programs while new local shows are being developed. Trevor Harris's anniversary shows are being well-received and will continue throughout the year in varying time-slots to reach a broader audience. Our March 3 anniversary broadcast is being planned.

Fundraising: We received our ComoGives funds which totaled \$18,436, a record for us in that campaign, primarily due to two large donations and winning a Power Giving Hour challenge grant. Jet is working on broader avenues for revenue such as trivia competitions, a 5K walkathon, or a cooking/baking competition. If they are successful, they may become annual events. There was much discussion of fundraising ideas.

Underwriting: We have 38 current underwriters, with some cash and some trade agreements. Sarah and Jet have developed a new rate sheet.

Committee and Working Group Reports:

Signage Working Group: Kevin reported that he has just received estimates today for both the KOPN sign at \$1000 and the perforated vinyl artwork at \$1824. He recommended discussing just the KOPN sign at this meeting with a goal of getting it installed before KOPN's March 3 birthday. After discussion about sign material, durability and attachment to the building, Laura moved, with Ed seconding, to approve spending up to \$1,000 for the installation of the sign as illustrated in an image provided previously by Kevin and as described in the estimate reported by Kevin, measuring 6 feet by 39 inches high. This motion passed without dissent.

Events for the 50th Anniversary WG: Ed reported that several ideas were proposed and it was decided that we would have an event every month, with March already having been planned, April to be done at the Party for the Planet on Earth Day with a reggae band as discussed last month (and perhaps something on 4/20), May could be a music event at Cooper's Landing, June is our big reunion celebration on the weekend of the 10th-11th. There was discussion about renting a room at 404 Tiger Lane that weekend for an open-house venue so out-of-town visitors and others wouldn't be confined to the station. Linda reported Dave Para is interested in participating. Music could be done in conjunction with our OCA grant. We could promote the day's events at the Farmer's Market that day also. July could perhaps be an open house and a salute to our engineers. The State Historical Society has offered to host a program, perhaps in October, on our history as part of a monthly series they do. A member has proposed coordinating with the National Audio Theatre Festivals (NATF), perhaps connecting with a local high school to do a workshop. We could have an event around the publication of Margot's commemorative book. Margot had also suggested that KOPN participate in the True/False March March. We are planning to participate in Pride Fest in September. We could also have a commemorative anniversary T-shirt.

Suggestions For Next Phase Of Capital Campaign: Postponed.

Old Business:

Annual meeting: There was discussion about how to send Zoom links in the future. No motions were made. It was reported that 28 people were logged on.

Grant Updates: Linda reported that 2024 OCA grant applications are due April 24th. We have a CPB grant for 2023 based on our 2021 application and we should qualify for the next year also based on last year's revenue.

Board member position description: Postponed.

Motion to ratify agreement with AAPB & create a Creative Commons License: There has been extensive email discussion about our obligations and constraints on signing an agreement with AAPB, with a motion emailed to decide whether to ratify and if so which creative commons licensing to stipulate. It was determined by email to continue discussion at this meeting. Linda reported that Margot McMillen had emailed the Board that she would like to bring a student working on the project to our next meeting to present information about this issue. After discussion, no motions were made.

New Business:

CD Sale: Jet reported we have 21 boxes of CDs we have chosen not to keep. After discussion, Laura moved with Ed seconding that Jet manage a one-day sale to our volunteers of the remaining CDs @ two

CDs for a \$1.00, with any unsold to be offered at no charge to the previous buyer of our excess CDs. The motion passed unanimously.

Board Officer Election: After discussion, a slate of willing officer candidates was assembled with no Board members challenging or wishing to alter the slate. This slate was: Laura Wacker for President, Ed Herrmann for Vice-President, Linda Day for Treasurer and Gordon Rogers for Secretary. Gordon moved that the slate be approved and elected. Kevin seconded this motion, which passed unanimously.

Closed Session:

Questions related to staff evaluation arose and the Board entered closed session to discuss the evaluation and process. This request to close was approved without dissent. No motions were made during the session and no other documentation of this session was created.

At the end of this session both the open and closed sessions were adjourned.

Respectfully submitted,

Gordon Rogers, Secretary