NWC/KOPN BOARD MEETING MINUTES
Tuesday, May 16, 2023

Attendance: T. Sharif Abdul-Hakim, Martha Daniels, Linda Day, Ed Herrmann, Heather O’Connor, Gordon Rogers, Nancy Silver (attended remotely), Kevin Shults, Laura Wacker, and Jet Ainsworth, Executive Director and ex-officio member.

Absent: None

Guests: None

Call to Order, Establishment of Quorum, Approval of Agenda, and Approval of Minutes
Laura called the meeting to order and a quorum was verified. The agenda was approved by acclamation. Kevin moved to approve the April 18, 2023 minutes with Linda seconding. The motion passed.

Financial Reports
April Reports and Accounting Updates: April financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda pointed out that our capital campaign donations (which includes our single largest donation) make up the bulk of our year-to-date revenue. She reported that our membership donations are only slightly down and that our underwriting commission payments are finally recorded separately from salaries in QuickBooks for the fiscal year. Disposition of some unneeded equipment was discussed including an inoperative second transmitter and several other items which reduced our depreciation accounting. She also noted a few singular expenses such as maintenance on the broadcast tower last year. Linda also reported a list of our fixed assets is available on request.

Audit Report: Linda said our audit is completed along with our Financial Summary Report (FSR). CPB has confirmed their receipt of the FSR and their release to us of the second installment of the previous year’s grant, which we should receive in a day or two. Linda stated the 990 is completed and ready to be submitted soon. Those reports were emailed to the Board.

General Manager Report
Volunteers: Jet reported on four new volunteers who seem enthusiastic, some of whom will be taking over current shows or taking on new ones. There was discussion about creating a volunteer coordinator role that could be a shared responsibility. There is interest among two volunteers about hosting a show focusing on neuro-diversity concerns. Jewish Spectrum will eventually be transitioning to a new programmer.

Technical: Jet reported some transmission glitches we have had recently which were quickly fixed, and there was discussion about re-establishing a microwave relay system as a backup. He reported that the website has been improved somewhat but that a new rebuild of the site is the only thing that will fix it properly.

Last Month in Review: Jet reported that he and Sarah attended the Chamber of Commerce showcase. He said he has met with Shakespeare’s Pizza, also having a 50th anniversary celebration, about partnering the two celebrations. Shakespeare’s is working with the Blue Note on having a September 23rd street fair and band (which is also Pridefest weekend and the planned date of our Deepa Reality concert). Jet offered to have KOPN be Shakespeare’s media sponsor and produce their marketing for their celebration events and they accepted. He reported our Earth Day presence increased our
community visibility and raised about $200 in walk-by donations. He thinks having event-specific logos (such as KOPN in support of Earth Day) might be productive. He has met with Parks and Recreation about working with them on promotion in exchange for using their facilities for fundraiser events. Kevin said we had a similar arrangement with them a few years ago. Kevin also said we might work with the Office of Cultural Affairs to fill the void in arts promotions caused by the end of our Speaking of the Arts program. There was a discussion of hosting a live music calendar as we have done in the past. Jet reported we have a volunteer who is interested in working on such a project. Dylan conducted the tower/transmitter maintenance training he had scheduled. The interior decorating planning group has met and discussed the reunion décor.

**Programming:** Jet reported the Community Advisory Committee met and they suggested looking into regular short news programs. The Programming Committee also met and Jet described some planned scheduling adjustments. There was discussion of having more “evergreen” recorded shows without date-specific features as back-up options for programs.

**KOPN Reunion:** Linda reported Chump Change would perform at the reunion. Lee Ruth has not yet confirmed his performance. Kevin Walsh said he will be on Paul Pepper to discuss the upcoming documentary film and music at SHSMO and may be able to work in the anniversary and reunion. There was discussion of the walking tour and extensive discussion of setup plans.

**Budget:** Jet presented the revenue for the proposed budget (expenses ready since December). After discussion, Ed moved, with Kevin seconding, to approve the proposed budget and to revisit it in July. This motion passed unanimously.

**Committee and Working Group Reports:**

**Signage Working Group:** Kevin reported he had a conversation with Chris Puyear and explained that the proposed bollards would require any signs in the windows to be in the upper frames only. There was discussion about whether volunteers only or all members should be eligible to vote on the signage options. There was discussion about communication between the board and the membership on the signage question and all the factors involved in the decisions to be made. It was agreed that this process needs to be concluded soon if possible.

**Vehicle Exclusion Structures:** Linda discussed requirements of bollards or bollard substitutes. After much discussion, Laura moved with Heather seconding to table the discussion until a future meeting. The motion passed without dissent.

**50th Anniversary Working Group:** Discussed during the GM Report.

**Capital Campaign Working Group:** Linda said she provided information to one person interested in donating via a stock transfer. Most multi-year pledges are on track to completion. It was agreed that the campaign is still active through the completion of our planned addition.

**Programming Committee Status:** Discussed during the GM Report.

**New Business**

**Underwriting guidelines:** Laura suggested the guidelines need to be reviewed regularly with staff and programmers. Some underwriters may also need education.

**Building protection:** Covered earlier in meeting.

**Old Business**

**Communicating with donors who have not given in a year or more:** Jet reported that we have information from QuickBooks that doesn’t match the information from Salesforce. Laura emphasized the data on lapsed members in Salesforce which we cannot extract would be invaluable for us. Jet said he would check with two people who might be able to help.

**Budget approval:** Covered earlier in meeting.
Closed Session
Laura requested a closed session to discuss a personnel matter. The Board approved this at 9:50 PM. Minutes of this session are documented separately.

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

Respectfully submitted,

Gordon Rogers, Secretary