Call to Order, Establishment of Quorum, Approval of Agenda, and Approval of Minutes

Laura called the meeting to order and a quorum was verified. Ed moved, with Nancy seconding, to approve the proposed agenda. This motion passed. Laura invited Corrie to speak, and she reported on the Volunteer Vision Gathering on October 26. She thanked the members of the Board who attended and VLAA (Volunteer Lawyers and Accountants for the Arts) and reported that KOPN and volunteers seem to be still recovering from the effect of the pandemic and adjusting to the move to our new building. All agreed that the session was helpful and that future meetings, even informal ones, would be useful.

Gordon shared proposed changes to the draft October 17, 2023 minutes and they were approved by the board. Linda moved, with Laura seconding, to approve the updated draft of the minutes and the motion was approved.

Financial Reports

October Reports and Accounting Updates: The October financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda noted that October was the first month of our fiscal year. The web hosting charge appears large because it was a payment for a two-year period. Linda will discuss with our accountant whether that should be amortized for clarity in future reports. It was noted that we have paid down the principle on our loan by more than required so when the seven-year loan matures there will be no need for a loan renewal. In response to questions about assets in the 8-year Financial Position comparison report she had sent, Linda reminded that many items that had depreciated out of value no longer appear because those items were not in use and have been discarded; items such as HVAC had to be left at 915 Broadway per the lease. Linda reported on the process of our upcoming annual audit.

General Manager Report

Tim reported that our final pledge drive total came to $30,437.50, higher than we have had in a long time. He has looked at our work flow and identified several inefficiencies, and has documented improvements that could be made in the future. He has been working on the required CPB Community Representation Statement which replaces their Diversity Statement, which shows how we are serving our community. He discussed creating a budget, trying to use previous years as a guide, although recent previous years have been anomalous due to the moving process and the pandemic. Our Square Dance event will occur November 28. It was urged that we be clear in our publicity that attendees will pay for their own food and drink at this event. Tim urged us to be sure we have submitted our info to Dylan for the mandated biennial ownership report. The building signage election is well underway with ballot emails.
being received and opened by most members. Tim had suggested to Laura that he could continue his work at reduced hours beyond his original agreement. Laura requested a motion to switch Tim to an hourly payment schedule. Gordon moved to pay Tim on an hourly basis at a rate equivalent to what he earned per hour when salaried, with work hours to be set by Tim, and to continue as long as both parties are agreeable. This motion was seconded by Sharif and approved by voice consent of the board.

**Underwriting Report**
Sarah distributed a monthly report by email prior to the meeting, which noted she is in discussion with Silver Dollar City. Kevin noted that Silver Dollar City could be strong underwriters based on our bluegrass and similar shows. They have bluegrass events with youth players and contests, or paired with BBQ. Unrelated, there was discussion of certain donations and whether they would be considered underwriting.

**Committee and working group reports**

**Signage Working Group:** Kevin reported he has submitted new social media graphics for posting on social media to encourage signage voting.

**Community Advisory Committee:** Laura reported this group’s meeting has been postponed until November 29 at 6:00 PM. Linda reported that Julie will put a request for membership in the upcoming newsletter. Members of this committee must not be working for or volunteering with the station. Community groups whose members might be interested were discussed.

**Capital Campaign Working Group:** Laura noted we should have a permanent E.D. before we can do much with this working group. Linda said we also need to have more specific plans to promote.

**Programming Committee:** An email has been sent to the previously established committee seeking input about moving forward and electing new members. It is past time for new committee members to be sought.

**GM Search Committee:** to be covered in closed session.

**New Business**

**Giving Tuesday Event at Cafe Berlin – what does the board need to do?** Tim reported that staff would like the board to be present and to have a good time.

**Promoting COMOgives:** Laura urged Board members to promote giving through our own social circles. She pointed out that as fun people, we should be able to round up strong interest in donating. Peer-to-peer giving was discussed but has not repaid the effort in the past. On the other hand, in the past we have highlighted local non-profits before and during ComoGives and they were very appreciative to us for it.

**Holiday Party:** There was discussion of having a holiday season celebration for volunteers on December 22nd. As a Friday, it may be easier for people to attend. Laura suggested an event from 7:00 PM to 10:00 PM with attendees bringing potluck snacks.

**Annual Members Meeting/Board Election Plan:** Laura said we need to clarify for members that you have to have been a member during 2023 to vote in the election. Linda said that candidate statements need to be provided to KOPN by January 4. Ballots (with candidate statements) will be mailed out in mid-January to the eligible members. Completed ballots will need to be
received by February 14. The meeting is scheduled for February 18, for which we will try to reserve the DBRL Friends Room. There was discussion about member duties and responsibilities.

Old Business

Safety Barrier Complete: Laura announced that the safety barrier is complete and has been paid for.

Voting on building décor: Discussed earlier.

Sales of old equipment: Ed reported on a list of some additional items from storage units that can be sold with Board approval. He suggested we give volunteers the opportunity to bid first for items. There was no opposition to Ed’s proposal.

Closed Session

Laura called for a closed session as scheduled on the agenda for a personnel matter (E.D. candidate discussion). The minutes of this closed session are documented separately.

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

Respectfully submitted,

Gordon Rogers, Secretary