NWC/KOPN BOARD MEETING MINUTES  
Tuesday, January 16, 2024  
404 Tiger Lane

**Attendance:** T. Sharif Abdul-Hakim, Martha Daniels, Linda Day, Ed Herrmann, Heather O’Connor, Gordon Rogers, Nancy Silver, Kevin Shults, Laura Wacker, and Tim Pilcher, interim Executive Director and ex-officio member  
**Absent:** None  
**Guests/Staff:** 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. Gordon moved, with Ed seconding, to approve the proposed agenda with a typographical correction to the start time of the closed session. This motion passed. Nancy moved, with Ed seconding, to approve the December 19, 2023 draft minutes and the motion was approved.

**Financial Reports**  
*December Reports and Accounting Updates:* The December financial reports were emailed to the Board prior to the meeting and were acknowledged as received by the members. Linda reported that the first installment of the CPB grant was received and deposited ($73,893). The final portion of the grant ($31,666) will be paid after our completed audit and FSR are reviewed and approved by CPB. $27,784 of this overall grant is restricted to paying for national programming and is very close to that expense. Our Certificates of Deposit will mature in February, a day before our February board meeting. Linda expects the rates then will still be around 4%. After discussion Ed moved, with Kevin seconding, that the CDs be renewed, one for a shorter term (6 months or so) and one for a longer term (12 months or so) and that Linda should use her judgement to select the best terms and rates. This motion passed without dissent. There was discussion of other grants that we are involved in. Linda reported that we are ready for our auditor to do an on-site visit but he hasn’t yet set a date with us for that.

**General Manager Report and Underwriting Report**

- Tim reported that he and Dylan have worked on preparing mailings for our tax statements to donors and our ballots for the Board election. There was discussion about wording on the mailings.
- Plans are being made to have the next pledge drive March 10-17, with a quiet phase from the 10th through the 14th followed by an active phase. March 17 is a Sunday and it’s St. Patrick’s Day so Tim and Dylan are thinking of having a Celtic event or square dance or perhaps an Irish music jam. Ed mentioned Danu, an Irish group who will be playing at Jesse Hall on March 12. Tim said we may not want to do a mailing with the March drive because we are doing mailings now for receipts and balloting.
- Tim reported ComoGives earned us roughly $11,200.
- Underwriting processing is still being transferred to Natural Log. Natural Log reports were sent out to the Board but are incomplete because the transitioning is still underway. Underwriting strategies were discussed. A new large, recognizable entity has signed up for underwriting. Other prospects are being pursued. Recently expired or soon-to-expire underwriters are being contacted.
- Online CPB trainings are being offered for free and the Board is invited to sign up. Tim will send the Board a link.
- Dylan is acquiring a 5G filter for our satellite dish that will reduce interference after it is installed. It will be physically attached to the feed horn on the dish.
- We have emptied all items from the storage units and are no longer paying for them.
Committee and working group reports

**Signage Working Group:** Kevin reported that information about sign installation requirements is still being gathered. Options for protecting the signs from the inside of the building were discussed.

**Community Advisory Committee:** No meeting since late November. Next meeting in March.

**Capital Campaign Working Group:** No report.

**Programming Committee:** Members are being recruited to meet the prescribed composition for the Committee. There was approving mention about Mr. Sunshine’s Musical ADD show and about whether a better time slot might be explored.

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

**Ideas for 2024 Document:** Laura announced she has posted an “ideas for 2024” document on our drive for us all to put suggestions. Some potential activities were discussed, including a “get out the vote” effort, for which some venues were suggested.

** Archived Programs:** Laura reported she has uploaded some of the newly archived digitized tapes and that Margot is planning to play one of them on her program.

**New Business**

**Board Election Planning:** Laura, Linda, and Gordon agreed we need three ballot counters, cross-checking each other, with a separate envelope opener. Ballot envelopes should remain sealed until the counting occurs. Ballots must be received by 5:00 PM February 14. Counting needs to be done between then and the annual meeting. Gordon, Kevin, Linda and Nancy agreed to count ballots at 1:00 on February 15.

**Annual Meeting Planning:** The annual meeting will be at 2:00 PM on Sunday February 18 in the Friends Room at the Library. Board members will be encouraged to bring finger food snacks. Dylan, Laura, Linda, and Gordon will give reports.

**Old Business**

**Report on Disposal of Old Equipment:** Ed reported we have now received $1,059 so far in donations with another $35 promised and interest expressed in some other equipment. He mentioned one person who is interested in possible equipment donations to Missouri Organic Association. He asked for approval to donate a mixer. Support for this was expressed and there was no dissent.

**Closed Session**

Laura announced the conclusion of business of the open meeting and called for a closed session to vote on approval of draft minutes of the closed session of the 12/19/2023 Board meeting and to discuss a personnel issue. At this point Tim departed the meeting. Attendance remained otherwise unchanged.

Draft minutes of the closed session of the 12/19/2023 Board meeting were disseminated and reviewed. With one change proposed and accepted, Laura moved, with Ed seconding, to approve the draft. This motion passed.

The minutes of the personnel component of this closed session are recorded elsewhere.

Both the closed and open session were then adjourned.

Respectfully submitted,

Gordon Rogers, Secretary