

KOPN BOARD MEETING MINUTES
Tuesday, June 25, 2019

Attendance: Linda Day, Laird Okie, John Lofton, Dan Hemmelgarn, Reggie Ford, Gordon Rogers, Barbara Ross, Morgan Matsiga, Laura Wacker, and Sean Spence. (Margot McMillen was unable to attend due to late plane flight)

Guests: None

Secretary's note: In an email sent to all board members, President Linda Day had previously forwarded a letter of interest in joining the board from Morgan Matsiga and in her email she nominated him for that position and called for an email vote by the board if the board agreed with that process. The full board responded and the vote was unanimously in favor.

Call to Order and Approval of Minutes: The meeting was called to order by Linda and a quorum was verified. The minutes of the May meeting were approved without alteration after a motion by Reggie which was seconded by Dan.

General Manager Monthly Operating Report (Sean)

June Drive Report: Sean reports that our goal for the drive was \$23,000 and that so far, counting all drive events including pre-drive events (mailings) and post drive events (primarily the upcoming event at George Smith and Margie Sable's house), we have raised \$20,880.

Accounting and Paperwork Update: Sean said we need to hire someone new to solve the issues we have been having. He expects to have the financial paper files in order by the next meeting of the Financial working group.

Grants Update: Sean says he applied for the \$5,000 Columbia Convention and Visitors Bureau grant today. He plans to apply for a Stafford grant for \$2,500 in 2-3 days which will be for equipment, including a Comrex device called Opal which can work with our current phones and equipment. He said he will apply for a Boone Electric grant in 3 days for \$25,000 which will provide us with a wheelchair lift for the back door, which he expects will cost the full amount of the grant. The equipment he has been looking at comes from Access Elevator and Lifts, Inc. in Lee's Summit. He expects to apply for the Boone County grant for Children's Services for \$25,000 (and possibly up to \$50,000) by July 18, which will support the children's mental health radio show that would be coordinated by Chimene Schwach.

Diversity Magazine: Sean said the newest issue of the magazine is out and available now. He reported we have a new volunteer, Cheryl, who does layout. He reports the next issue will be out in a few weeks and we will soon be publishing it monthly. Our current underwriters supporting the magazine are MasterTech and University Subaru.

Underwriting: Sean reports that we should raise between 30,000 and \$60,000 more in underwriting this fiscal year. We have some banked underwriting which will be added to the schedule.

Community Events:

BASH: Sean reports the next BASH will be in July and we are working with the organizers of the Hispanic Chamber of Commerce. He says we are working with Cory's group to involve the black community also as well as international groups.

Global Extravaganza: Sean reported that this is now the Global Celebration and has a strong advisory committee with a good international perspective. The goal is to have a strong idea of

entertainers in two weeks and to have then scheduled in two weeks after that. The dates will be September 13-15.

Community Picnic: Sean reports this will have a strong focus on Mexico involving our programmer Pollo and the Hispanic Chamber of Commerce people, ultimately involving Latinx and not just Mexico for its theme (but not restricting the target audience at all). The date for this will be set in two weeks, probably for the end of August or early September. Linda questioned whether these two events (Global Celebration and Community Picnic) would be too close together and Sean assured that the two events did not overlap enough for that to be a problem.

Holiday Parade: Sean reports this is moving well, with 22 registrants now, paying much more than the lower price of earlier parades. The parade date will be Sunday, November 24. Sean said he hopes to get \$2,000 to \$5,000 in sponsorships, apart from registrants. He says this will be a very large community event for KOPN. The parade Santa will be black.

Station Relocation: Sean reports no news, except that the realtor has been showing the Dalton building to prospective buyers.

Tower/UM Update: The University is proposing we negotiate a renewable license rather than an easement for the tower access, which is concerning because it would not be in perpetuity as an easement would be. Linda said we do have some licenses involving this tower and perhaps they are not suggesting replacing the easement but supplementing it. Sean read from an email from the UM contact person but there was still uncertainty over UM's offer and whether the current easement would have to be withdrawn to obtain access. Sean forwarded the email to the board that he received from Blake at UM in May.

Station Technology Update: Sean reports we are having fewer glitches. Laird reports that CD player # 2 is having trouble with its door opening.

Website: Sean reports nothing new.

Volunteers: Sean reports nothing new.

Financial Report: Linda reported that the audit was very difficult because of missing documentation and corrections that had to be made. Sean agreed completely but said it was even worse last year. Both KOPN and our accounting service had made multiple entries that were incorrect. Sean said we had hired them to compensate for his own weaknesses but that their errors actually compounded his weaknesses. Sean's stated intention to scan all bills, receipts and similar records into QuickBooks has not been being done, although Sean said he anticipated having that caught up and current by the next Financial working group meeting. Sean reported that the recommendation to get rid of the debit card has already been carried out. Linda said we ended up with a qualified audit because some accounts receivable entries did not meet GAAP (Generally Accepted Accounting Principles). We cannot enter ongoing monthly donations into Accounts Receivable unless we have signed documentation from the donors. As a result of the audit qualifications, the Corporation for Public Broadcasting (CPB) did not recognize the amount of revenue (over \$300,000) that we reported last year. We withdrew the report and resubmitted a revised version based on their suggestions. It is unclear whether this will affect next year's grant.

Linda reported learning at the National Federation of Community Broadcasters (NFCB) meeting in June that CPB is considering making changes that would increase the basic grant amounts for smaller stations, so we may see some positive changes for us in the future. This was followed by brief discussion of KOPN paying some expenses for conferences for staff and board members. Some funds are budgeted for this. (The station paid for some of Sean's and Tim's expenses and Linda paid for all her expenses at NFCB).

Laura reported that our gross revenue numbers are lower than at this time last year. Sean replied that our bank account has more money now than at this time last year. Laura pointed out that the numbers in our financial statements are not verifiable (and have not been for at least a few years), which is a problem, and she is concerned that actions to fix this have not been adequate. She acknowledged that our monetary assets have increased. Linda expressed concern that we have a lot of underwriting payments owed to us that not only haven't been paid but for which we do not have contracts. Sean says he has talked today with the two underwriters who are behind in paying us and he feels confident that we will be paid. Linda gave data that show we have spent nearly \$19,000 on the Diversity magazine and have recouped \$4,000. Sean replied that the money will be forthcoming. Several people expressed concern about the large amount of money that must be raised in the short time before September 30 to earn the CPB grant.

In summary, Laura had concern that:

- Our gross revenue is less now than at this time last year
- The numbers in our statements are not verifiable due to incorrect or inadequate entries
- We have no contracts for our underwriting, including that associated with Diversity Magazine
- There is inadequate record-keeping of bills and receipts, and our desire that scanned or photographed documents be attached to all QuickBooks entries has not been happening as expected.
- The amount of money needing to be raised before September 30 to achieve our CPB grant is much larger proportionally than the time remaining. (We need to raise \$169,962 in the four months from June 1 to September 30, 2019).
- Many of these concerns have been brought up with Sean multiple times without resolution.

Sean replied, in summary, that:

- We have more money in the bank than at this time last year
- We had agreed that the entry problems in QuickBooks were supposed to be fixed by our accounting service because we have all accepted that this is not his strength
- Contracts are not necessary to collect the money owed us for underwriting and he will see that those payments are made, and that contracts will be made for future underwriting
- He plans to start scanning or photographing bills and receipts for attachment to QuickBooks entries and hopes to have that done by the next Financial working group meeting
- He has plans in place to achieve the full fundraising goal for the remainder of the year and they are being fruitful – the “harvest” need not be equally distributed every month but it will happen.

Sean also said, when asked, that he anticipates we will raise between \$40,000 and \$60,000 by the end of July. He reiterated that the CVB grant request was submitted today. Dan suggested that we begin incorporating the budget into our financial reports, which Sean said he would do. Linda said she would like us to pursue ongoing underwriting agreements with a focus on support of specific programs.

Committee and Working Group Reports:

Financial Working Group Report: included in the previous discussion.

Programming Committee Report: Linda reported that Sean has started creating a document of programmer expectations that they will be asked to sign their agreement with. Sean also plans to provide regular, required training sessions for programmers either semi-annually or quarterly. Morgan will be helping with Motherland Jam due to Tunde leaving the show. There are three shows being

planned: a labor show by Mark Jones, the mental health show discussed earlier, and a new financial wellness show with Shane Winter, which we would need to monitor so that it doesn't become an ad for the programmer. Also there will be a new weekly late night show (from 3:00 AM to 5:30 AM) by Kyra Jones called "Who Cares If You Listen?" dedicated to avant-garde music.

Engineering/IT Working Group Report: Reggie said that Tim has spread rat poison at the transmitter shed to keep the rats from chewing through wires and checked out other things that need to be done. Dan helped him load up and haul off a lot of trash.

Library Working Group Report: No report, per Laird.

Guiding Documents Working Groups: Gordon reported that the proposals from May were posted and will be voted on in the Unfinished Business part of the agenda.

Station Relocation Working Group: No new news, but Dan commented that it is very valuable that we have started a fund. He said we may well not have enough money to buy a building but even if we don't, moving will cost money that we will need to have access to. Laura asked if anyone knew how KDHX paid for their move and it was suggested that they had a very large local grant for that.

New Business:

Linda said she has been looking at bookkeeping services and isn't finding many with expertise in working with non-profits.

She suggested that we postpone discussing content from the NFCB meeting as this meeting was already running long .

The transmitter shed will need some professional work and the next step is to make a list and request bids.

Unfinished Business:

The wording of the proposed amendments is in the May minutes. Linda proposed that we combine all three propositions and vote on them in a single vote. This plan was adopted and moved, seconded by Reggie, and the package passed unanimously.

The meeting adjourned to go into a closed session for purposes of discussing personnel items. Sean was excused and Morgan and Reggie were unable to remain for this session. No motions or decisions were made in this session.

Respectfully submitted,

Gordon Rogers, Secretary