

MINUTES OF THE KGNU BOARD OF DIRECTORS MEETING

Monday, August 12th, 2013

700 Kalamath, Denver, CO

Board Members Present:

Barry Gilbert, Chair

Meredith Carson, Vice-chair

Chris O'Riley, Secretary

Basit Mustafa, Treasurer - via phone

Shawna Sprowls, Ex Officio, non-voting

Robin Van Norman

Jon Walton

Joy Barrett

Ken Fricklas - via phone

Guests:

Liz Lane

Yukari Miyamae

Joel Edelstein

Steve Wright

Marge Taniwaki

Tim Thomas

6:00pm - Meeting called to order by Barry Gilbert

July 2013 minutes approved.

PUBLIC COMMENT: Tim Thomas

Tim talked about setting up a group called Black Radio Corps. The goal of the group is to recruit and train young African Americans for involvement with KGNU as well as other radio stations. They are currently looking for independent funding for this project.

STATION MANAGERS REPORT: Shawna Sprowls

HVAC System

One of KGNU's older HVAC units needs to be replaced and the average replacement price is \$9,500. We have received \$28,250 toward the Capital Campaign, which included the HVAC units, so we will use some of those funds. We hope to have the work done this month.

The Energy Smart rebate program being offered in Boulder County has no funds until January 2014. We should wait to replace the second old HVAC unit until then so that we may be able to recoup some of the expenses through this program.

Engineering Issues

KGNU former contract engineer Mike Pappas is going into a new line of work and we need to hire a new engineer as soon as possible. Evan is working on finding a replacement.

Development Exchange Initiative Benchmarking Program

KGNU is participating in a program offered by DEI (now called the Greater Public) that collects and aggregates all fundraising data from 14 participating community stations and looks at each station's net revenue relative to the size of its audience. This gives each station an idea of its own potential for greater fundraising success, and we can see our fundraising efficiency on a level playing field with more than one hundred other stations in the larger program.

Fire / Emergency Broadcast Policy

Joel and Maeve have produced a policy for programmers to follow during times of emergency broadcasts due to fire or other natural or human made disasters. The policy has been distributed to volunteers and posted in the air studios. This is the first step towards a larger emergency plan being coordinated with the Boulder County Office of Emergency Management.

Save the Date!

KGNU's Fall Membership Drive is October 9-19, 2013 and the Mouse Pie R Square event is Sunday, September 29, at the Lefthand Grange in Niwot.

BUDGET COMMITTEE REPORT: Basit Mustafa / Shawna Sprows

FY14 Budget Proposal

The Budget Committee was unable to meet prior to the board meeting this month, but went over the proposed budget thoroughly at the July meeting.

Shawna will compile any specific questions on this budget and present them at the next budget committee meeting on August 14. Responses to those questions can be sent to the board email list in advance of September's board meeting, so the board can be ready to vote on the proposed budget at that time.

Income:

The **underwriting** total is a bit higher than previous years, but we believe that this is an attainable, goal.

The **Colorado Gives** total increased a bit this year, due to the past two years' revenue.

The **Corporation for Public Broadcasting** estimated grant total should come in to around \$100,000. We received quite a bit more last year due to a larger-than-average NFFS for KGNU two years ago.

Major Gift Solicitation is always a bit of a wild card.

Membership income is unchanged this year, based on our trend.

The **Events income** projection is a bit lower than the past couple of years, in absence of any big-ticket events on the horizon. We are always looking for popular speakers or musicians to increase our event revenue.

Expenses:

Expenses are based on current prices, with a bit of increase in a few areas to account for inflation.

The increase in the **commission** line item is based on the increased revenue.

The **Employee Benefit** line is going to change, but we don't know yet how much. This will be determined by the new Station Manager's personal information, as well as whatever staffing changes the new manager makes. We will get a closer number on that line before September's meeting.

Professional Fees is expected to come in lower than last year.

Program Acquisition. Shawna negotiated no increase of fees with BBC this year, which is our largest ticket item in this category. We don't purchase many programs, so there should not be any big surprises in this category.

FM Salaries will come in a bit lower with Shawna off the payroll in September. Since Wally is only working half time in the Outreach position, we are saving a half-time staff position for now. This number also reflects no staff pay increase this year.

In general, expenses cannot be cut any more than they have been in the past few years.

VOTE ON NEW TREASURER: Barry Gilbert

Barry moved that we elect Joy Barrett to serve as the next board treasurer effective at the end of the meeting. The motion was seconded. A vote was taken and Joy was approved as the new treasurer.

EXECUTIVE SESSION: Barry Gilbert

The board went into executive session to discuss the hiring of a new Station Manager. A vote was taken and the board elected David Wilson as the new Station Manager.

9:00pm - Meeting adjourned

HVAC System

One of our two older HVAC units needs to be replaced; it has a dead compressor. We have been exploring options for replacing these units as part of the Capital Campaign and are solicited bids from 3 companies. The average price is \$9,500. We will need to replace both of them in the near future, but there doesn't isn't any cost-savings by doing both at once. We have received \$28,250 toward the Capital Campaign, which included the HVAC units, so we will use some of those funds. The project is going to be right around that price, and we are contracting with Control Service Center, who came in the lowest and highly recommended. They will do the work this month.

The Energy Smart rebate program being offered in Boulder County has no funds until January 2014. I advise waiting on the second unit to recoup some expenses through this program in 2014.

Engineering Issues

KGNU former contract engineer Mike Pappas is going into a new line of work and we need to hire someone new as soon as possible. I have requested recommendations from Mike and a few others in the field; Evan is reaching out to Mike's former staff for our immediate needs and querying the public radio engineer listserv for recommendations.

DEI Benchmarking Program

KGNU is participating in a 14-station program offered by DEI (now called the Greater Public) that collects all fundraising data from each participating station and aggregates the data, looking at each station's net revenue relative to the size of its audience. This gives each station an idea of its own potential for greater fundraising success, and we can see our fundraising efficiency on a level playing field with more than one hundred other stations in the larger program. I have completed the initial worksheets; the new manager will need to continue this work after the end of the fiscal year with Nikki's help.

Fire / Emergency Broadcast Policy

Joel and Maeve have produced a policy for programmers to follow during times of emergency broadcasts due to fire or other disasters, natural or otherwise. The policy has been distributed to volunteers and posted in the air studios. This is the first step towards a larger emergency plan being coordinated with the Office of Emergency Management. (attached)

Save the Date!

KGNU's Fall Membership Drive is October 9-19, 2013 and the Mouse Pie R Square event is Sunday, September 29, at the Lefthand Grange in Niwot.

Shawna Sprowls

Budget Committee Report

August 2013

The Budget Committee was unable to meet prior to the board meeting this month. The committee went over the proposed budget thoroughly in their July meeting. These notes are from that meeting, and subsequent phone calls since that time.

Shawna will compile any specific questions on this budget and present them at the next budget committee meeting, August 14. Responses to those questions can be sent to the board email list in advance of next month's meeting, so the board is ready to vote on the proposed budget at the September board meeting.

Income:

The underwriting total is a bit higher than previous years, but reflects the current trend. We believe that this is an ambitious, yet attainable, goal.

The Colorado Gives total increased a bit this year, due to the past two years' revenue

The Corporation for Public Broadcasting total is a conservative 'guesstimate.' We received quite a bit more last year due to a larger-than-average NFFS for KGNU two years ago. We believe that this year's grant will be closer to the \$100,000 amount here, perhaps a bit more.

We have only budgeted grant income that we are confident will be received.

Major Gift Solicitation is always a bit of a wild card. This amount should be attainable, based on past years.

Membership income is unchanged this year, based on our trend.

The Events income projection is a bit lower than the past couple of years, in absence of any big-ticket events on the horizon. We are always looking for popular speakers or musicians to increase our event revenue, but without a person on staff dedicated to events this year, we are being conservative in this arena.

The Year End amount is based on past years' revenues.

Expense:

Expenses are based on current prices, with a bit of increase in a few areas to account for inflation.

The increase in the commission line item is based on the increased revenue.

The Employee Benefit line is going to change, but we don't know yet how much. This will be determined by the new hire's personal information. It will also be affected by whatever staffing changes the new manager makes. We will get a closer number on that line before September's meeting.

Professional Fees is a conservative number; we expect to come in lower

Program Acquisition is last year's number. I negotiated no increase with BBC this year, which is our largest ticket item in this category. I do not have information of any other program fees increasing. We don't purchase many programs, so there should not be any big surprises in this category.

FM Salaries will come in a bit lower as well, with Shawna off the payroll in September. This number also reflects no staff increase this year. That is a discussion that should probably happen with the new budget committee.

KGNU Fire and (Other Emergencies) Notification Policy

Website updates and social media updates (facebook and twitter) will handled by staff. WHOEVER is on air is responsible for the on air updates. If there is not a staff person on hand at the time and you have questions as to which category coverage the fire warrants, assume it is category 1... **there is no such thing as too much information for our listeners.**

In addition to fire notifications, continue to give out other emergency notifications with the same regularity (outlined below) for things like extreme weather and flash-floods.

It is mandatory that everyone who is one air at KGNU understands this policy and implements it when appropriate. It is our responsibility as a community radio station to give these updates on air and it is an integral part of our mission to serve the community.

We are typically alerted that there is a fire by a listener call, so be aware of calls coming in if you are the only person in the station. The Boulder County Office of Emergency Management will send an e-mail alert to dj@kgnu.org if there office has been activated to deal with an emergency. Please monitor dj@kgnu.org for these messages. If one is delivered, please then go to the BOEM website (instructions on this below) and read the updates from that website on air.

Fires that occur in Boulder County are given the highest priority coverage as people in that area rely on KGNU for updates. Other fires in other locations but still in our listening area will still warrant updates according to whichever category they fall into (see categories below). Fire/evacuation information can be found on the Office of Emergency Management websites for different counties and there are shortcuts to those on the desktop of the left computer in the Boulder studio and on the desktop of Denver computer 1. Please also check the Dailycamera.com and denverpost.com for regular updates.

Category 1 coverage:

Fires in Boulder County, fast moving, evacuations and pre-evacuation orders given (e.g. Flagstaff fire, Four Mile Fire)

Updates given on air every ten minutes, regular tweets, Facebook updates and spotlight notice on the website

Updates include the location of the fire, the containment, evacuations, road closures (all available on the Office of Emergency Management website). At the end of each announcement say that another update will be given in 10 minutes.

Category 1 coverage continues while the fire is growing and while evacuations and pre-evacuations are ordered.

Category 2 coverage:

Fires in Boulder County that are no longer growing, fires in other locations within our listening area which are growing and where evacuations are ordered.

Updates are to be given on air at every voice break or every 20 mins (whichever is the more frequent). Updates include the location of the fire, the containment, evacuation notices (all information available on the Office of Emergency Management website). At the end of each announcement say that another update will be given in 20 minutes.

Category 3 coverage:

Fires in Boulder County that are contained where evacuation orders have been lifted. Fires in other parts of our listening area where containment has been reached. Updates to be given every half hour until notified to stop by a staff person.