

MINUTES OF THE KGNU BOARD OF DIRECTORS MEETING

Monday, April 14, 2014

4700 Walnut St. Boulder, CO 80301

Board Members Present:

Barry Gilbert, Chair

David Wilson, Ex-Officio, non-voting

Robin Van Norman

Jon Walton (by phone)

Joy Barrett, Treasurer (by phone)

Chris O'Riley, Secretary (by phone)

Board Members Absent:

Ken Fricklas

Meredith Carson, Vice Chair

Liz Lane

Guests:

Arleigh

Rise Keller

Nile Southern

Gavin Dahl

6:08 Pm- Open meeting agreed upon at 6:08 Pm by present members. Meeting called to order at 6:10 Pm when Chris O'Riley called in.

PUBLIC COMMENT:

Nile Southern – mentioned concern about soft underwriting that comes along with some underwriting. Barry and David explained that KGNU is contractually obligated to it. Etown has commercial underwriting but that is how they are funding their program, so we need to honor it because we are contractually obligated. David will look at contracts carefully to see if we want to continue all programs.

STATION MANAGERS REPORT: David Wilson

The spring membership drive went very smoothly overall. We raised \$145,000 by the end of the drive. We expect to reach our six-month goal of \$200,000 over the next few months. We raised \$12,000 more this spring drive compared to last spring's drive. Tried some changes, including new technology (headsets, entering on line) and those went well. Plan to use them for the summer drive as well.

We have tentatively scheduled our summer mini-drive from Thursday, July 10th, to Sunday, July 13th. This is one day shorter than last year.

Insurance

We finalized our new insurance coverage and will save \$8,000 compared to our previous policy. The new policy generally does not cover special events away from our station locations. We may need to get additional coverage for off-site special events, such as Mardi Gras and Mountain Jam. We acquired an additional policy for \$1,000 to cover generally our outreach work, such as tabling at different events. This insurance company works with radio stations so they are very understanding of our needs and they spent some time to make sure we are well covered.

AM Tower

We discovered in late March that one of the support wires for the AM tower had broken. We had it temporarily replaced. We determined that additional maintenance, including replacement of other support wires and anchors, was need. This work was completed last week.

David said that we will work with property owners to continually remind them about the wires.

Staff

Joel Edelstein let us know that his time off has been very positive and he has decided to retire from KGNU. We are encouraging him to volunteer his time to KGNU when it works for him. Maeve, Dave, and Evan continue to help provide support for the afternoon news programming. George Figgs also continues to provide support, including working on advancing our online digital content for the news department. We are working on a job description for a digital content manager in line with the strategic plan.

David discussed planning a celebration for Joel this spring at the Boulder studio. Will be discussing this at a staff meeting, but anyone with ideas should send them to David. We are also planning a one page article about Joel for the program guide. Invited Joel and Bridget to the Arugula dinner in June as guests.

Hoping that our News site will launch late spring. It is going well. Maeve is spending more time in Denver with the news and Metro folks.

Additional

We have had two roof leaks in last two days, one in south entrance and one in the membership office. Crews have patched them. Not under warranty, don't have a final report yet from the roofers. David feels he needs to do a maintenance audit throughout the building and transmitter site. He has been doing it informally but feels he needs to create inspection reports/quarterly and annual checklists. David suggested that the Building committee should start meeting again quarterly.

There will be a celebration of Madame Andrew's life on Apr. 24th from 6 to 8 Pm at the Boulder station.

Executive Committee

The Board's Executive Committee met on Tuesday, April 8th to set the agenda for this board meeting.

BUDGET COMMITTEE REPORT: Joy Barrett

Budget Committee Report – April 2014

The attached document shows the Profit & Loss (P&L) Budget vs. Actual through February 2014. The Budget Committee met on Thursday, March 27, 2014 at 4:00 p.m. at the Boulder station. During that meeting, our accountant, Willow Johnson, discussed with us this P&L. Other budget committee members present included Joy Barrett, Karen Gruber, Nikki Kayser, and David Wilson.

Here are some highlights from the attached P&L:

Income Items

- 1) Underwriting income continues to fall below our budget goal. David has been working closely with Kenneth Flowe to review contracts that need to be renewed this spring. They also have reviewed underwriters from the past couple years that are not currently underwriting and plan to reach out to them to see if they would like to start underwriting again.
- 2) Major gifts and car donation income continue to be significantly higher than our budget goal. We hope to continue this trend.
- 3) Special events income is below budget goal, but should be back on track once Mardi Gras income is included.

Expense Items

- 1) We determined that the bank charges from Bank of Denver (BoD) that are showing up on our operating account are associated with charges associated with our AFTs. We are waiting to receive further detailed information from BoD regarding the charges. We plan to then approach a credit union to determine if we can reduce this cost. With more comparison information, we may also discuss reducing these charges with BoD.
- 2) We received an IRS check for FYE 9/30/11 health insurance credit. We will remain well under budget in employee benefits due to these credits we claimed for previous fiscal years. We are expecting other checks for FYE 9/30/12 and 9/30/13.
- 3) We expect to save several thousand dollars with respect to insurance costs in light of our new policy, even when we take into account additional coverage we may need for special events.

4) Professional fees remain significantly under budget, but we will take on additional costs in March and April with respect to the AM tower repairs.

5) We ordered new t-shirts before the drive, which accounts for Outreach/Promotion currently being over budget.

DEVELOPMENT COMMITTEE REPORT: Robin Van Norman

At our March meeting, we discussed the Capital Campaign including:

Tri-fold brochure and letter - slogan/theme, photos, highlights, format. Assignments among the committee with initial deliverables due by the April Devcom meeting. Subcommittees have been meeting to work on various aspects of the brochure.

Discussed finding a restaurant to use specifically for the Capital Campaign - suggestions for restaurants to approach (Dave will ask John Lindorf), possible give away of unclaimed tickets to Arugula dinner

Discussion and further followup with information about Peer to Peer Fundraising from Chris Himes - to be discussed further at an upcoming meeting.

The next DevCom Meeting is scheduled for April 23.

OTHER BUSINESS:

Nomination of Gavin Dahl by Nile Southern. A vote was taken and Gavin was voted as a new Board member.

7:54 pm - Meeting adjourned

KGNU Station Manager Report – April 2014

Membership Drives

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David Wilson

BOULDER COMMUNITY BROADCAST - KGNU

Profit & Loss Budget vs. Actual

October 2013 through February 2014

	Oct '13 - Feb 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
BME Affinity Program	392	0	392	100%
Bus & Ind Underwriting	12,928	25,000	(12,073)	52%
Business & Ind Match	2,344	2,125	219	110%
Car Donations	15,873	4,169	11,704	381%
Colorado Gives	12,245	12,000	245	102%
Community Shares	2,004	2,085	(81)	96%
Corp'n For Public Broadcasting	71,846	70,000	1,846	103%
Grants - Restricted (Program)	2,700	0	2,700	100%
Grants - Unrestricted	10,350	5,000	5,350	207%
Interest & Dividends	546	0	546	100%
Major Gift Solicitations	14,925	6,250	8,675	239%
Memberships	173,364	170,000	3,364	102%
Miscellaneous Income	368	1,044	(676)	35%
Raffles	(100)	0	(100)	100%
Special Events	1,017	3,125	(2,109)	33%
Studio Production Time	3,210	3,125	85	103%
Volunteer Training Fees	400	0	400	100%
Year End Donations	28,738	26,500	2,238	108%
Total Income	353,149	330,423	22,726	107%
Expense				
Grant Expense - Restricted	14,854	0	14,854	100%
Bank Charges	3,423	3,125	298	110%
Cash Reserves	12,500	12,500	0	100%
Commissions	1,021	5,210	(4,189)	20%
Dues & Subscriptions	4,674	5,200	(526)	90%
Employee Benefits	16,286	22,745	(6,459)	72%
Employee Bonus	0	4,000	(4,000)	0%
Employee Search	0	0	0	0%
Fund Drive & Premium	1,327	1,875	(548)	71%
Special Events Expense	146	0	146	100%
Hospitality	322	419	(97)	77%
Information Technology	2,856	3,500	(644)	82%
Insurance	4,518	10,200	(5,682)	44%
Interest Expense	1,200	1,200	0	100%
Janitorial	1,310	1,244	66	105%
Labor	2,147	0	2,147	100%
Mortgage Interest	7,015	6,919	96	101%
Office	5,240	5,000	240	105%
Outreach/Promotion	2,999	2,085	914	144%
Postage	3,668	3,125	543	117%
Production Supplies	530	1,460	(930)	36%
Professional Fees	11,568	22,105	(10,537)	52%
Program Acquisition	12,144	17,085	(4,941)	71%
Program Guide Expense	0	0	0	0%
Rent - AM Tower	13,500	13,520	(20)	100%
Rent - FM Tower	7,743	7,375	368	105%
Rent - Denver Studio	2,425	1,950	475	124%
Repairs & Maintenance	1,732	2,500	(768)	69%
FM Salaries	104,687	110,653	(5,966)	95%
AM Salaries	9,131	8,910	221	102%
Satellite Interconnect	8,380	8,000	380	105%
Storage	325	315	10	103%
Taxes - Other	137	0	137	100%
Taxes - Payroll	10,437	8,901	1,536	117%
Telephone	8,613	8,335	278	103%
Travel & Conferences	262	1,250	(988)	21%
Utilities	7,434	7,815	(381)	95%
Total Expense	284,555	308,521	(23,966)	92%
Net Ordinary Income	68,594	21,902	46,692	313%
Net Income	68,594	21,902	46,692	313%