

MINUTES OF THE KGNU BOARD OF DIRECTORS MEETING

Monday, October 13, 2014

700 Kalamath St., Denver, CO 80204

Board Members Present

Jon Walton, Chair

Liz Lane, Vice Chair

Risë Keller, Secretary

Joy Barrett, Treasurer

Jeannie Brisson

Robin Van Norman (remote via Skype link)

David Wilson, Ex-Officio, non-voting

Board Members Absent

Gavin Dahl

Guests

John Jackson

Elena Klaver

Irene Rodriguez

John Schaefer

Marge Taniwaka

Yong

6:09 pm-Meeting called to order by Jon Walton

Agenda approved

August minutes approved

PUBLIC COMMENT

Marge was congratulated on receiving Jack Gore Memorial Peace Award for her work on for her work on the La Luche Sigue show and on preserving the memory of the concentration camps that existed during World War II in this country.

Elena said the Volunteer Working Group is concerned that they are hearing fewer voices pitching during the pledge drive, and there's less diversity among the people doing on-air pitches. The VWG would like to hear more volunteer voices. David Wilson agreed to help make sure there are more people doing the pitching.

KGNU has some programming from 5:5-30 Sundays, but Yong would like to hear more from the local Chinese community, and to have the local Chinese community do more programming. David said Christina Guo leads the Chinese programming. David suggested adding more content through KGNU's news website.

John Jackson said he is a SOLR member and has been for years; he feels KGNU doesn't promote it enough. SOLR members are entitled to an annual thank-you gift but he said it's not clear to listeners how premiums are given to SOLR members. To better educate folks pitching during the pledge drive,

Board and staff members agreed by the next drive to add canned SOLR spots (especially helpful for late-night DJs), and to add more SOLR details to the pitch ideas.

Irene said some people prefer the physical over the online sign-up sheets for the pledge drive because they can see who is signed up for which shifts. She was concerned with the fact that there was no transition period to help people get used to the new signup system. She said she can't see details about other people signed up for shifts when using her mobile device. David said staff will address this before the next drive.

Marge said Eulalia Theodore passed away. We need to update our membership records.

Joy said Elena Klaver has submitted her application to be on the Board of Directors.

Marge thanked Elena for translating during a recent event.

STATION MANAGER'S REPORT: David Wilson

Membership Drive

We are in the full swing of our Fall Membership Drive. As of Sunday night, we have raised over \$120,000, on pace with our goal of raising \$209,000 during the drive. We are generally meeting or exceeding day-to-day results from last fall's drive. We are fortunate again to have the Iceland trip as an incentive for people to renew or become a new member; all Sustainers of Local Radio (SOLR) members will automatically be entered into the drawing.

Events

Pie R Square happened on October 5, at the Odd Fellows Lodge. It was an excellent time and great space; thanks to everyone who made it happen.

We had our Iceland concert (Reykjavik Calling) on Saturday, September 27, at 3 Kings Tavern in Denver. It had a solid turnout. Our friends at 206.com and Iceland Naturally are very happy with their collaboration with us for the Taste of Iceland events.

We are collaborating with Denver Public Library and Denver Open Media with another event celebrating our 10th year on the air at 1390 AM – The Freestyle 5th Element, Saturday, November 15. Dave Ashton can provide more details.

Programming

Feature Story News went off the air on October 3. In the short term, we are continuing to broadcast Community Public Radio News at 5:30 PM (M-Th) along with at 5:30 AM (Tu-F). Program Committee is in the process of reviewing other programs including TUC Radio, Making Contact, and Peace Talk Radio for broadcast in the afternoon. We are also considering moving the 3:30 programs to a 4:00 start time and the 4:30 programs to 5:00. Listeners have mixed reactions to the Thom Hartmann Show. We're looking for more hour-long programs. The Programming Committee will meet in November and hopes to make some of these decisions at that meeting.

Development and Capital Campaign

We sent out our first major fundraising letter for the Capital Campaign with our new brochure. We'll continue to send out letters over the next year. We are also scheduling meetings with individual donors, to help build our major donor base along with contributors to the capital campaign. Thanks to the Development Committee for their work on this.

Jeannie Brisson, Risë Keller, and I are also working exploring more grant opportunities along with developing a grant management structure, including a grant calendar.

Engineering and IT

We continue to work to make improvements to our website and playlist system. These will become visible over the next few weeks.

Executive Committee

The Board's Executive Committee met on Tuesday, October 7 to set the agenda for this board meeting.

BUDGET COMMITTEE REPORT: Joy Barrett

The KGNU Budget Committee has not met since the September board meeting. On finalizing the FY15 budget at the August meeting, the committee agreed to meet again in January. The FY15 budget will be briefly summarized at the November Board meeting.

The budget vs. actual table for the FY14 budget through August 31, 2014 is attached. [This file is appended to the PDF version of these minutes.] This document summarizes 11 months of the (previous) fiscal year. While there are no surprises or facts not previously discussed, the following points are worth mentioning:

1. Underwriting is still below 50% of budgeted amount;
2. Car Donations and Business & Industry Match continue to be close to double the budgeted amount;
3. Memberships continue to be on budget for FY14;
4. Employee Benefits appears under budget due to refunds from the IRS for the past year's health insurance credits; and
5. Engineering costs are still under budget as part of the Professional Fees line.

Also attached, FYI, please find the breakdown of "memberships," which include various contributions counted in the Memberships line item of our budget (e.g., Colorado Gives, Community Shares, Major Gift Solicitations, and Year End Donations). [This file is appended to the PDF version of these minutes.]

RETREAT PLANNING: Risë Keller and Liz Lane

Date: Saturday, January 31, 2015, 8 AM-4:30 PM.

Venue: YWCA (which now stands for You, Women, Children, All of us – not the Young Women's Christian Association) in Boulder at 2222 14th St. (at Mapleton). We need to solicit food donations, and line up speakers, and determine what sessions to offer.

Anyone who wants to join the retreat planning committee is welcome.

Staff and volunteers are encouraged to send retreat ideas and suggestions to retreat@kgnu.org.

NOMINATING COMMITTEE: Joy Barrett

The Nominating Committee nominated Robin Van Norman to serve for a second term on the Board of Directors. The motion passed.

COMMITTEE REVIEW: Liz Lane

We will vote on all committees (standing and ad hoc) at November's Board meeting.

Discussion: The Building Committee and possibly IT Committee could theoretically be more active because of the Capital Campaign. David Wilson said we don't really need an IT Committee because people are already doing the work behind the scenes, and we have a Professional Services budget.

REDRESS/GRIEVANCE PROCEDURE

Motion passed to make the Grievance Committee into the Redress Committee. Current members we know of are Marge, Joel Davis, and Lorraine. David said we should have more than one policy, but this could be addressed by the Committee.

Marge said she would like to take time to develop a broader grievance procedure. Jeannie agreed that this would help the Board “take the pulse of the station from the bottom up.”

The vote passed to approve the current Redress Policy as presented in the email file that Jon sent last week.

David said he has been gathering KGNU's policies into a Policy File, as required by the Bylaws. He has a hard copy for anyone who wants to see it.

RETREAT PLANNING: Liz and Risë

At Boulder YWCA (You, Women, Children, All of us), January 31 2015, 8 am – 4:30 pm. There will be a Plenary Session, plus breakout sessions.

Email retreat@kgnu.org to communicate retreat ideas, propose themes, topics, speakers, etc.

OTHER BUSINESS

7:22 pm – The Board went into Executive Session to consider matters related to individual employees.

9:28 pm – The Board came out of Executive Session.

9:30 pm - Meeting adjourned.

BOULDER COMMUNITY BROADCAST - KGNU

Profit & Loss Budget vs. Actual

October 2013 through August 2014

	Oct '13 - Aug 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
BME Affinity Program	392	0	392	100%
Bus & Ind Underwriting	26,055	55,000	(28,945)	47%
Business & Ind Match	9,010	4,675	4,335	193%
Car Donations	20,021	9,167	10,854	218%
Corp'n For Public Broadcasting	108,297	100,000	8,297	108%
Grants - Restricted (Program)	24,900	0	24,900	100%
Grants - Unrestricted	23,834	25,000	(1,166)	95%
Interest & Dividends	954	0	954	100%
Memberships	432,084	430,834	1,250	100%
Miscellaneous Income	2,262	2,292	(30)	99%
Program Guide Ad Revenue	1,330	0	1,330	100%
Raffles	(14)	1,250	(1,264)	(1)%
Special Events	13,094	16,875	(3,781)	78%
Studio Production Time	5,163	6,875	(1,713)	75%
Volunteer Training Fees	1,300	0	1,300	100%
Total Income	668,682	651,968	16,714	103%
Expense				
Grant Expense - Restricted	31,470	0	31,470	100%
Bank Charges	6,013	6,875	(862)	87%
Cash Reserves	27,500	27,500	0	100%
Commissions	4,277	11,459	(7,183)	37%
Dues & Subscriptions	5,421	7,600	(2,179)	71%
Employee Benefits	36,896	50,039	(13,143)	74%
Employee Bonus	3,997	4,000	(3)	100%
Employee Search	139	0	139	100%
Fund Drive & Premium	4,756	4,125	631	115%
Special Events Expense	4,626	0	4,626	100%
Hospitality	497	917	(420)	54%
Information Technology	6,057	7,700	(1,643)	79%
Insurance	14,384	20,315	(5,931)	71%
Interest Expense	1,721	1,721	0	100%
Janitorial	2,859	2,732	127	105%
Labor	3,040	0	3,040	100%
Mortgage Interest	15,219	15,217	2	100%
Office	9,291	11,000	(1,709)	84%
Outreach/Promotion	3,404	4,584	(1,180)	74%
Postage	5,427	6,875	(1,448)	79%
Production Supplies	2,235	3,209	(974)	70%
Professional Development	2,866	2,750	116	104%
Professional Fees	25,646	41,731	(16,085)	61%
Program Acquisition	32,424	30,584	1,840	106%
Program Guide Expense	5,047	0	5,047	100%
Rent - AM Tower	29,700	29,744	(44)	100%
Rent - FM Tower	16,627	16,225	402	102%
Rent - Denver Studio	5,916	4,290	1,626	138%
Repairs & Maintenance	5,000	5,500	(500)	91%
Salaries	248,688	257,869	(9,181)	96%
Satellite Interconnect	8,380	8,000	380	105%
Storage	724	688	36	105%
Taxes - Other	155	0	155	100%
Taxes - Payroll	22,077	21,197	880	104%
Telephone	18,895	18,334	561	103%
Utilities	16,500	17,193	(693)	96%
Total Expense	627,871	639,973	(12,102)	98%
Net Ordinary Income	40,810	11,995	28,815	340%
Net Income	40,810	11,995	28,815	340%

BOULDER COMMUNITY BROADCAST - KGNU
Profit & Loss Budget vs. Actual
 October 2013 through August 2014

	<u>Oct '13 - Aug 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Memberships				
AFT	111,107			
Colorado Gives	12,245			
Community Shares	4,075			
Major Gift Solicitations	14,925			
Year End Donations	28,738			
Memberships - Other	260,994			
Total Memberships	<u>432,084</u>			
Total Income	<u>432,084</u>			
Net Ordinary Income	<u>432,084</u>			
Net Income	<u><u>432,084</u></u>			