

MINUTES OF THE KGNU BOARD OF DIRECTORS MEETING

Monday, October 12, 2015

700 Kalamath St., Denver, CO 80204

Board Members Present

Jon Walton, Chair

Liz Lane, Vice Chair

Risë Keller, Secretary

Joy Barrett, Treasurer*

Gavin Dahl

Eugene Stan

Jeannie Brisson

Tim Russo, Ex-Officio, non-voting

*Participating via teleconference

Board Members Absent

Robin Van Norman

Guests

Dave Ashton

Alisha B

David Cartwright

Doug Gertner

Sean Makau

Marge Taniwaki

6:00 pm – Meeting called to order

Agenda approved

September meeting minutes approved

PUBLIC COMMENT

Alisha B said she has been running the youth internship program. She is working with two interns, a student from North High, and a vocal major at DSA. They are learning about community radio, the equipment, and broadcasting basics. They meet four days a week and have been meeting for about four weeks. They are creating two Metro shows, doing street team promotion, and miscellaneous station tasks. Denver Public Schools pays the students to participate. A grant from the Peyback Foundation funds KGNU's participation.

STATION MANAGER REPORT: Tim Russo

Membership Drive: We are in full swing with our Fall Membership Drive. As of Monday morning, we have raised over \$120,000, on stride with our goal to raise \$230,000 during the drive. Some of these funds came in before the official start of the Fall Membership Drive as a response to a lapsed-member letter. Our first Friday of the drive was slower than expected, however the pledges began to pick up significantly over the weekend. Almost all shows have been given show goals, and many shows that historically have not had challenges have been given small challenges so that we may begin to track the capacity of all shows during the pledge 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

Events: **Mouse's Pie R Square Dance** will be held **Sunday, November 8, from 2 to 5pm** at the Boulder American Legion Hall Post #10, at 4760 28th St., in North Boulder.

KGNU will hold a **benefit at Su Teatro in Denver with bestselling author Don Miguel Ruiz** (author of *The Four Agreements* and the new book *The Toltec Art of Life and Death*) on **November 5**. There will be a limited space (25 people) reception and book-signing prior to the talk and reading with don Miguel Ruiz.

Approved: a motion to immediately begin promoting the November 5 don Miguel Ruiz at Su Teatro general admission tickets and the “intimate reception” package simultaneously. KGNU Radio and Youth on Record is happening at the **Denver Public Library Byers Branch on Saturday Oct 17 from 2-3:30pm** for “**The Visual Audio Club**” multimedia series combining video presentation, live performance, and panel discussion.

Operations: A hole in the roof at the Boulder studios caused by wear and wind damage to a failing fence around the HVAC has been assessed and repairs are in process. The fence has been fixed and the hole at the fence post will be patched Tuesday morning. Thanks to Steve Priem, Phil Dougan, and Paul Lipscomb for their support in assessing and fixing this. Minimal costs were incurred thanks to this volunteer effort.

Volunteer Initiatives: On October 5, KGNU held its first **Station Manager and Volunteer Meeting**. We dubbed it a free-form meeting. Approximately 20 on-air and behind-the-scenes volunteers came together with the Station Manager to hold a round-table discussion about KGNU. Discussions included: mentoring, communication at KGNU, the need for trainings, promoting a welcoming feeling at the station, routine maintenance, having program collectives sponsor station activities, updating the vinyl library, creating clearer signs for recycling and compost, and holding routine meetings between volunteers and the station manager, among others. The next meeting will be announced by the Station Manager later this month. The times and dates of these meetings will vary, to facilitate broader participation from volunteers.

There will be an **all-station Clean Up on Saturday October 24 from 9am to 3pm**. All on-air and behind-the-scenes volunteers are encouraged to join in the festivities and help with the upkeep of the Boulder Studios.

Adopt a Bike Path: Steve Priem proposed that KGNU adopt a Bike Path on the Valmont / Pearl section of the bike path in Boulder. KGNU would receive recognition along that section with a sign that says that KGNU has adopted the path. In return, KGNU volunteers and community would be responsible for a quarterly or semi-annual clean-up along that section of the bike path. Trash bags would be provided, and the trash gets picked up.

Staffing: The Music Director(s) Search Committee is actively engaged at this point reviewing the near 60 applications for the position(s) that came in from around the US and internationally.

Tim is in the process of hiring a contract underwriter to work on Denver underwriting.

EXECUTIVE COMMITTEE: The Executive Committee met on Tuesday, October 6 to set the agenda for this meeting.

COMMITTEE REPORTS

BUDGET COMMITTEE - Joy Barrett

Line items that differ significantly from 100 percent of the projected budget have been discussed in previous meetings. This includes the Business and Industry Underwriting, where new strategies and outreach hold promise for improved income from this source, but the income from underwriting will remain significantly under budget in the upcoming end-of-year budget report. The net income of 919 percent over budget is due to bequests the station received in August.

The Budget committee will resume meetings after the first of the year. Joy said she appreciates the Committee -- especially Willow & Mike -- for the hard work of this past spring and summer to optimize a proposed budget for FY16.

Jon asked how we're planning to increase the Business & Industry Underwriting income. Tim said he is in the process of hiring a Denver underwriting contractor to help accomplish this.

STRATEGY COMMITTEE - Jon Walton

We met last week and continued to update the plan and assess the specific actions supporting our goals. We updated our tracking document to reflect several actions that have been completed since our last meeting. We will highlight these actions in the annual report we submit to the KGNU Board next month at the Annual Meeting. Additionally we removed some that are no longer relevant and adjusted target dates for some others based on current considerations. In support of the annual report we updated status and dates for some key sections/goal areas in the plan.

We also had a discussion on goals and our desire to be able to better track and monitor our success against each action and goal. This means that we will continue to refine some actions in the document over the coming months to give the owners and stakeholders better ways to plan, implement and measure our efforts.

EVENTS COMMITTEE - Risè Keller

Mouse's Pie R Square Dance will be held Sunday, November 8th, from 2 to 5pm at the Boulder American Legion Hall Post #10, at 4760 28th St., in North Boulder.

KGNU will hold a benefit in Denver at Su Teatro with bestselling author Don Miguel Ruiz on November 5. There will be a limited-space (25 people) intimate VIP reception and signing prior to a talk and reading with Don Miguel. See the Station Manager report, above, for details.

At the Denver Public Library on Saturday, Oct. 17 is the music youth education Immigrant experience through the hip-hop lens. We'll be putting together a video mixtape from 2-3:30pm at the Byers Branch.

PROGRAM COMMITTEE - Gavin Dahl

The Program Committee commends Connections and Outsources for the way their programming collectives are using regular production meetings to share information and enrich planning.

There's a healthy, ongoing debate about mainstream artists being played on KGNU. Because these decisions are always subjective, it works best when each program's collectives discuss what belongs on their shows and coordinate with the Music Department.

Reorganization efforts suffer every time DJs don't re-file the music they play. Volunteer hours get diverted to re-filing when they could be used more effectively.

The Emergency Alert System training is being updated.

Next Program Committee meeting is at the Denver studios on Tuesday, October 27, at 6pm.

PROPOSED BYLAWS REVISIONS - Risë Keller

Proposed Change 1, to Bylaws Section 7.10

Section 7.10 currently reads:

7.10 Standing Committees, Redress Committee

7.10.5 Redress Committee

7.10.5.1 Redress Committee Purpose Statement

The Redress Committee shall meet only when a request is filed by a Volunteer in response to their suspension or expulsion from the Station.

7.10.5.2 Committee Members

The Board, at the Annual Meeting, shall select the Redress Committee Members and Chair.

This Committee is an exception to Article 7.8.1, Committee Members

7.10.5.3 Redress Committee

The KGNU Board shall maintain a Redress Procedure Policy...The Redress Committee must abide by the Redress Policy.

Proposed Changes to Section 7.10 (in boldface text):

7.10 Standing Committees, **Conflict Resolution Committee**

7.10.5 **Conflict Resolution Committee**

7.10.5.1 **Conflict Resolution Committee** Purpose Statement

The **Conflict Resolution Committee** shall meet only when a request is filed by a Volunteer in response to their suspension or expulsion from the Station.

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The Board, at the Annual Meeting, shall select the **Conflict Resolution Committee** Members and Chair. This Committee is an exception to Article 7.8.1, Committee Members.

7.10.5.3 **Conflict Resolution Committee**

The KGNU Board shall maintain a **Conflict Resolution Policy**....The **Conflict Resolution Committee** must abide by the **Conflict Resolution Policy**.

Proposed Change 2, to Bylaws Section 7.10.3.1

Section 7.10.3.1 currently reads:

7.10.3.1 Program Committee Purpose Statement

The Program Committee is charged with:

Meeting regularly to review KGNU programming in light of the Station's Mission and standards,

Reviewing new programming on KGNU,

Reviewing programs that have received complaints from listeners, Staff or Volunteers,

and

Assisting in improvement of programming as requested by Programming staff.

Proposed Changes to Section 7.10.3.1 (in boldface text):

7.10.3.1 Program Committee Purpose Statement

The Program Committee is charged with:

Meeting regularly to review KGNU programming in light of the Station's Mission and standards,

Reviewing **proposed** new programming on KGNU,

Reviewing programs that have received complaints from listeners, Staff or Volunteers,

Reviewing proposed changes to the schedule as well as the overall schedule, and

Assisting in improvement of programming as requested by Programming staff.

The Board requested a revision by Friday, December 4 of the Redress Committee Purpose Statement from the Redress Committee.

OTHER BUSINESS

Instead of specifying the Executive Committee meeting time in the Bylaws, Jon will request that Evan update the KGNU website to say, "The Executive Committee will meet at 6pm at the Boulder Studios on the Tuesday preceding each Board meeting."

The next Rocky Mountain Community Radio (RMCR) Conference is in Cortez, CO, hosted by KSJD, on November 11-12. National Federation of Community Broadcasters CEO Sally Kane is the keynote speaker. There are no registration fees. The conference focus is on gathering stations to share information and resources; providing tools and trends for music / programming directors, reporters/news staff, development officials and GMs; and strengthening and leveraging RMCR's network advantage.

7:42 – Meeting adjourned

BOULDER COMMUNITY BROADCAST - KGNU
Profit & Loss Budget vs. Actual
 October 2014 through September 2015

	Oct '14 - Sep 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Bequests/Planned Giving	125,007	0	125,007	100%
BME Affinity Program	659	400	259	165%
Bus & Ind Underwriting	26,620	50,000	(23,380)	53%
Business & Ind Match	9,018	7,500	1,518	120%
Car Donations	23,473	20,000	3,473	117%
Corp'n For Public Broadcasting	105,376	100,000	5,376	105%
Grants - Restricted (Program)				
Payback Foundation	3,500			
Connecting the Drops	6,800			
Stories of the River	3,500			
Voqal	15,000			
Grants - Restricted (Program) - Other	0	0	0	0%
Total Grants - Restricted (Program)	28,800	0	28,800	100%
Grants - Unrestricted				
PCLB Foundation	10,000			
Gay & Lesbian Fund for Colo	4,000			
Other	3,220			
Grants - Unrestricted - Other	0	25,000	(25,000)	0%
Total Grants - Unrestricted	17,220	25,000	(7,780)	69%
Interest & Dividends	749	0	749	100%
Memberships				
AFT	142,010	120,000	22,010	118%
Colorado Gives	18,996	13,000	5,996	146%
Community Shares	3,187	5,000	(1,813)	64%
Major Gift Solicitations	6,750	25,000	(18,250)	27%
Year End Donations	32,903	32,000	903	103%
Memberships - Other	254,658	298,000	(43,342)	85%
Total Memberships	458,504	493,000	(34,496)	93%
Miscellaneous Income	2,024	2,500	(476)	81%
Program Guide Ad Revenue	2,950	0	2,950	100%
Raffles	364	600	(236)	61%
Special Events				
The Charles	9,324			
Mardi Gras	7,337			
Various	11,092			
Special Events - Other	0	17,500	(17,500)	0%
Total Special Events	27,753	17,500	10,253	159%
Studio Production Time	4,449	7,500	(3,052)	59%
Volunteer Training Fees	3,623	3,500	123	104%
Total Income	836,590	727,500	109,090	115%
Expense				
Grant Expense - Restricted				
Colorado Health	30			
Connecting the Drops	5,963			
Stories of the River	3,100			
Voqal	1,205			
Grant Expense - Restricted - Other	0	0	0	0%
Total Grant Expense - Restricted	10,299	0	10,299	100%
Bank Charges	6,732	7,500	(768)	90%
Cash Reserves/Debt Service	30,000	30,000	0	100%
Commissions				
Underwriting	3,167			
Volunteer Training	3,090			
Commissions - Other	0	12,700	(12,700)	0%
Total Commissions	6,257	12,700	(6,443)	49%
Dues & Subscriptions	6,793	8,000	(1,207)	85%
Employee Benefits	54,117	60,000	(5,883)	90%
Employee Bonus	0	0	0	0%
Employee Search	3,043	250	2,793	1,217%
Fund Drive & Premium	1,947	4,500	(2,553)	43%
Special Events Expense				
The Charles	3,755			
Mardi Gras	2,356			
Events	324			
Special Events Expense - Other	0	0	0	0%
Total Special Events Expense	6,434	0	6,434	100%

BOULDER COMMUNITY BROADCAST - KGNU
Profit & Loss Budget vs. Actual
 October 2014 through September 2015

	Oct '14 - Sep 15	Budget	\$ Over Budget	% of Budget
Hospitality	802	1,000	(198)	80%
Information Technology	12,834	8,400	4,434	153%
Insurance	17,168	18,000	(832)	95%
Interest Expense	1,721	1,721	0	100%
Janitorial	3,205	2,980	225	108%
Labor				
Pledge Drive/Office	2,175			
Satellite Feeds	520			
Labor - Other	310	0	310	100%
Total Labor	3,005	0	3,005	100%
Mortgage Interest	15,936	15,925	11	100%
Office Supplies	10,504	12,000	(1,496)	88%
Outreach/Promotion	7,486	5,000	2,486	150%
Postage	6,845	7,500	(655)	91%
Production Supplies	2,605	3,500	(895)	74%
Professional Development	3,520	5,000	(1,480)	70%
Professional Fees				
Accounting	12,800	12,650	150	101%
Computer Systems	3,964			
Engineering	4,351	20,550	(16,199)	21%
Legal	3,621	1,800	1,821	201%
Total Professional Fees	24,736	35,000	(10,264)	71%
Program Acquisition				
BBC	19,092	19,020	72	100%
Free Speech Radio News	1,800	1,800	0	100%
Independent	4,620	8,873	(4,253)	52%
Pacifica	5,555	5,555	0	100%
PRI	2,758	2,752	6	100%
RMCR	4,213			
Total Program Acquisition	38,038	38,000	38	100%
Program Guide Expense				
Commissions	548			
Postage	2,114			
Printing & Distribution	4,153			
Program Guide Expense - Other	1,390	0	1,390	100%
Total Program Guide Expense	8,205	0	8,205	100%
Rent - AM Tower	32,400	32,400	0	100%
Rent - FM Tower	18,784	18,785	(2)	100%
Rent - Denver Studio	7,432	7,450	(18)	100%
Repairs & Maintenance	7,129	6,000	1,129	119%
Salaries				
Denver Program Manager	39,224	27,525	11,698	143%
Development	0	20,620	(20,620)	0%
Digital Content Manager	39,453	27,525	11,928	143%
Membership	44,041	44,041	0	100%
Music Director	45,163	44,041	1,122	103%
News & Public Affairs	31,425	27,525	3,900	114%
Operations	44,041	44,041	0	100%
Promotions Director	31,196	27,525	3,670	113%
Station Manager	31,852	48,925	(17,073)	65%
Total Salaries	306,394	311,769	(5,375)	98%
Satellite Interconnect	8,683	8,500	183	102%
Storage	828	820	8	101%
Taxes - Other	163	300	(137)	54%
Taxes - Payroll	24,887	26,000	(1,113)	96%
Telephone	20,302	20,500	(198)	99%
Utilities	17,487	18,000	(513)	97%
Total Expense	726,720	727,500	(780)	100%
Net Ordinary Income	109,870	0	109,870	100%
Net Income	109,870	0	109,870	100%