

## **March 2020 KGNU BOARD OF DIRECTORS MEETING MINUTES**

KGNU Board of Directors

March 9, 2020

KGNU Boulder Studios (meeting moved from Denver to Boulder due to weather)

4700 Walnut St.

Boulder, CO

### **Board members attending:**

Rebekah Hartman - Chair

Barbara Stern - Vice Chair

Roz Brown – Secretary

Carl Armon – Treasurer

Risë Keller

Sanford Baran

Tim Russo - Station Manager (Ex-Officio Board Member)

### **Staff attending:**

### **Public attending:**

Marco Mangione

Liz Chavez - CU

Evelyn Tapia Garcia - CU

Sean Eden Field

Tish Beauford

Robert Hastings

Meeting called to order: 6:01 PM

February minutes approved: Risë moved, Barbara 2nd

### **Public Comment:**

None

### **Station Manager Report**

The Spring Fund Drive is currently in full swing through March 15<sup>th</sup>. The drive is themed Media that Matters, Music that Inspires. It will end after Roots & Branches on Sunday the 15<sup>th</sup>.

Although we got off to a bit of a slow start, perhaps due to extraordinarily nice weather and general economic impact of the Coronavirus, the drive seems to be finding its legs. We hope to raise roughly \$105,000.

### **Coronavirus**

KGNU will be meeting with Station Managers from across the Pacifica Network early next week to discuss various station contingency and [emergency operations plans](#) that may be caused to go into effect due to the severity of the spreading virus. KGNU is in the meantime encouraging

staff and volunteers who may be sick to stay home and to work from home if necessary. Following CDC, City of Boulder, County and State Department of Health recommendations, we are encouraging individuals to protect themselves with strong hygienic practices, wash hands frequently, disinfect common spaces and tools, and cover nose and mouth when coughing or sneezing. As of the writing of this report there were nine confirmed cases in Colorado, 2 of which in Denver and none yet confirmed in Boulder County. We will continue to work on emergency station protocol to maintain operations in the event that a reduction of staff and or volunteer presence on site is caused by a worsening situation.

### **Budget-CPB-Grants**

The KGNU Annual Financial Report to the CPB has been submitted. Our annual Station Annual Survey and Local Content Report were also filed with the CPB. The audit was finalized and we are now working to complete the 990 for prompt tax filing. All CPB requirements have been fulfilled and the second payment for the current CSG grant period has been approved for release. All of these documents can be found on KGNU's website at the [about section](#).

KGNU was recently awarded a second grant through the prestigious Arts in Society program based in Denver. This grant will support a bilingual Health Equity Initiative in conjunction with the Media Gardens youth training program. KGNU was also awarded another year of Zero Waste funding through Boulder County. That grant will focus on food waste. Through the Community Foundation Boulder County we are in the strategic development of a County wide Equity Reporting Lab to support journalists of color and reporting through an equity lens. This project is slated to begin during the summer 2020 with support through the Knight Foundation.

### **CoLab - RMPBM**

Station Manager met with CoLab partners on 2/21 to discuss lease and terms for first floor use. We have submitted refined details on the electrical and wiring plans for the studios. We expect to start next stage planning of the studios in April including studio to transmitter flow and resiliency/redundancy plans that could better support Denver Studios direct feed to transmitters in the event that an emergency took the Boulder studios offline. The third floor lease initial review by KGNU's general counsel has been completed. We are waiting on next steps from RMPBM. Current timeline to begin the move is August to September 2020. RMPBM is focused on their move in June.

### **Events**

Mardi Gras did well with an estimated \$3500 net in revenue to benefit KGNU. Jim Hightower brought out close to 200 people to the Longmont Museum. The Tangerine was an inspirational and fun evening that has already generated additional contributions and interest in the Capital Expansion project.

### **Technical and Engineering Issues**

We have had a series of technical issues with the AM Transmitter and Antenna. First and foremost there has been on-going work on the AM transmitter to fix a minor compliance issue with a second harmonic. Filters were added to correct the issue, then a series of unrelated module issues cascaded causing the recent outage that just today was corrected with new modules and capacitors installed, bringing us back to full power - situating us in a space where we can finalize the second harmonic testing. The FM was offline due to work on the FM tower

by Verizon, who forced us to power completely off for the better part of three full days as they were working in very close proximity to our antenna. We expect that there may be additional work done on the tower after the fund drive, but we will work to minimize the impact.

### **Policy Review**

The updated EEO Non-Discrimination Statement and the updated Diversity Statement can be found on KGNU's website in the [about section](#). Further policy review continues.

### **Executive Committee**

The Board's Executive Committee met on Tuesday, March 3<sup>rd</sup> to set the agenda for this board meeting.

### **Strategic Planning Committee Report - Sanford**

Last Meeting: February 18, 2020

Attended by Chair Sanford Baran, Station Manager Tim Russo, Risë Keller, Marco Mangione, Eric Scace, and Liz Lane (via teleconference)

Topic of Meeting: Strengthening Committees... how to proceed and effectively bring this to closure by June 30<sup>th</sup>.

Proposed Action Items:

1. Familiarize ourselves with what the Bylaws have to say about Committees, their structure, operating procedures and what is absolutely required.
2. Read through Nom Com's detailed Standard Operating Procedures to see what possibly can be generalized for all Committees.
3. Create a list of potential strengthening opportunities – areas that will move the needle in terms of improving our Committee's ability to be agile, efficient and support BCBA growth. (Strategic Goal #2 from our 2019 – 2023 Strategic Plan)
4. Come up with a first draft of Committee strengthening best practices and suggestions which then can be circulated to Committee chairs for comments and further input.

Action taken so far:

1. Eric Scace produced a very thorough reading of what the Bylaws have to say about Committees including his observations, comments and suggestions.
2. Sanford created a 'brainstorming doc' containing a list of "Potential Strengthening Opportunities and Points of Discussion."

Next Meeting of Strat Comm: Tuesday March 17<sup>th</sup> 5:00 – 6:15 PM

### **Treasurer Report - Carl**

Our total income was about \$447K. Our expenses were about \$318K, so we had a net income to date of about \$129K. Our budgeted net income for January was about \$115K, so we are actually above goal by \$14.1K.

Contributions to income include: underwriting, car donations, CPB funding, grants, memberships, program guide ad revenue, studio production time and training fees, and special events income. Contributions to expenses include: debt service, employee benefits, interest, IT, insurance, office supplies, professional fees, program acquisition, rents, salaries, and payroll taxes.

### **Development Comm Report - Barb**

Development means many things to this committee. Not only do we research grants and brainstorm for underwriters sponsors, we also look to develop relationships throughout our community. To that end, we have members of our committee attend new member orientations at the Boulder and Longmont Chambers each month.

In addition we are exploring locations that KGNU could do co-sponsored events such as Left Hand Brewery, Gunbarrel Brewery, Samples, Wubby Brewing, Stem Ciders and others.

We worked on securing food/meal donations and gift cards for the Drive. The committee made renewal calls on 2/25 and will be making thank you calls on March 24th from 5:30 - 8:30pm at the station. Board members are invited to participate.

Upcoming projects include, Magazine Ad sales, Museum exhibit at DIA and seeking underwriters; committee is also brainstorming a new name for our Legacy Program.

Next Meeting: March 16th at 5pm Boulder Station

### **Board Retreat Thursday, April 2nd - Beka**

- Topics will include: BOD governance facilitated by SVP; Continuity of anti-oppression, social justice and equity training for BOD; Risë moved; Carl 2nd on topics.

### **Capital Campaign Committee Update - Liz**

#### **FEBRUARY ACTIVITIES:**

##### TANGERINE DINNER

The Capital Expansion effort was focused on guests, pitches, and follow up to prospects who attended this year's Tangerine Dinner on 2/13/20

As always, this event is a wonderful opportunity to both thank many of KGNU's long time supporters, as well as showcase the station and its current priorities and projects to new prospects. Positive results (gifts, follow up meetings, new memberships, requests to make RMDs) continue to come in as a result of the Tangerine Dinner.

505 Drawings updated further

Case for Support still being finalized; hope to submit to printer by end of March.

New Lead Gift requests submitted and under consideration

### MARCH TRAINING

Some board members (Roz, Elena, Rebekah) and CEC Committee members participated in a training session at the March meeting last week facilitated by Julia Kashkashian, former Gifts officer at the Nature Conservancy. She shared a number of prep and planning templates for one-one one meetings, follow ups, and house party events that the Committee is looking to calendar for the summer. Julia is available to coach individuals on planning asks and follow ups. Board members should KEEP UPDATING YOUR PROSPECT SHEET, plan to make three asks a month.

NEXT CAP EXP MEETING IS MONDAY APRIL 6, 4:30pm-6 at the Boulder Station

### **Board Goals Update - Beka**

Reviewed

### **Announcements/New Business**

- Risë - Need to determine who will join the Events Committee when Risë is no longer on the BOD
- Beka: Need to be more consistent about exit interviews for BOD members - Barb suggests this could happen at Ex Comm meeting before they leave
- Longmont Cinco de Mayo is April 2nd - Tim is looking how KGNU will continue to support the event
- KGNU's Birthday is May 22nd - possible live broadcast from Denver will be Saturday, May 23rd - looking at what bands can be booked; also plan on a cake on Friday before

**Adjourned:** 7:14 PM