

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

KGNU Board of Directors  
April 13, 2020  
ZOOM Meeting  
Boulder, CO

### **Board members attending:**

Rebekah Hartman - Chair  
Barbara Stern - Vice Chair  
Carl Armon – Treasurer  
Roz Brown – Secretary  
Sanford Baran  
Risë Keller  
Tim Russo - Station Manager (Ex-Officio Board Member)

### **Board members not attending:**

Elena Klaver

### **Staff attending:**

Dave Ashton  
Verity Matthews

### **Public attending:**

Louis Wolfe  
Doug Gertner  
Robert Hastings  
Liz Lane  
Eric Scape  
Iris Berkeley

**Meeting called to order: 6:01 pm**

**March minutes approved** (Risë moved, Barbara seconded)

**Public Comment - none**

### **Station Manager Report**

#### **Coronavirus**

Like most, KGNU's operations have been greatly impacted by the COVID-19 pandemic. We have attempted to adjust in the safest way while maintaining as close to normal programming. KGNU has been in constant conversations with local, state, national organizations about the Coronavirus and steps that are being taken to keep programming going, volunteers involved, and everyone safe while providing the services that the community requires during these times.

We've seen an outpouring of support and willingness to adapt by volunteers and community members. The station studios and offices are closed until further notice. All committees will be, for the time being, meeting by zoom. Zoom meeting information will be posted to committee members just prior to the meetings. Meetings times and dates, as usual, are posted on the committee meetings calendar on the KGNU website weeks before the meetings. Updated policies and protocols for dj's and hosts still performing their shows live from either studio can be found online and have been communicated to active volunteers who are scheduled for upcoming shows.

A new open source automation system has been implemented, allowing us to program all pre-produced and syndicated shows without requiring a board operator to fire those shows. That system has been coupled by a silence sentinel to monitor and remove any dead air. All dj's and hosts have been urged to produce their shows from home. Those shows can be submitted to program directors via a new online submission form. Tutorials have and are being made available for volunteers in order to ensure the quality and consistency of the program productions. Files have been shared to be sure that legal id's, promos, calendars and underwriting that is scheduled can be added to home productions as required.

KGNU has worked hard to maintain all current full time and part time staff active, while implementing systems for primarily remote work and a staggered staff presence at the studios. We have applied for an [SBA PPP](#) loan and are awaiting response from the bank on whether the forgivable loan will be authorized or not. We applied through our local banking institution. SBA loans can be used to cover salaries, employee benefits and a portion may be used for rent, mortgage interest, and utilities over the 8 subsequent weeks to approval. If used for those purposes the loan may be 100% forgivable under the conditions of the loan. The loan, if approved, will help KGNU retain employees by helping to cover lost revenue from events, underwriting, memberships, car donations, studio rental among other income line items that we expect to be impacted by the sudden economic downturn and stay at home orders.

### **CPB- Relief Fund**

The National Federation of Community Broadcasters joined a stakeholders committee formed by the CPB to review how the [\\$75 million in federal aid](#) to public broadcasters may be distributed. While the aid was initially approved by congress as a part of the Federal Cares Act, there is some concern that more conservative representatives have been pushing back and see this as an opportunity to continue their push to de-fund the CPB and public broadcasting. In turn, NPR released a survey to gather baseline data on how public broadcasters have been and see themselves being impacted by the economic uncertainties created by the current global pandemic. KGNU has submitted and has been participating in conversations with NFCB to stay up to date on progress in these discussions. The CPB hopes to decide by April 26<sup>th</sup> how they may distribute funds. It is unclear at this time exactly what type of relief aid this may represent for KGNU. Regardless of whether KGNU is a recipient, we'll advocate for and support the distribution of funds to the most hard hit community radios including, small, rural, Native American and minority operated stations.

### **Spring Fund Drive-Membership**

The Spring Fund Drive was interrupted by the ensuing Coronavirus pandemic, causing KGNU to pivot to a soft pitch and online only style drive for the last portion of the fund drive. The result of the timing of the outbreak and economic unrest was that the drive fell well short of the goal. A

post drive renewal letter, renewal calls and SOLR reengagement campaign are resulting in catching up on the seasonal goal while still running about 13-15% shy of that goal and about 4% behind where we were at the end of March 2019. The next couple weeks include a ramped up effort to make renewal calls, finalize solr re-engagement calls and thank you calls/check in calls with members. We will continue to monitor and assess overall membership numbers before the end of April, adjusting strategies as needed.

### **CoLab**

At this time there are no updates on the move to the Buell Media Center, tentatively scheduled for August/September 2020.

KGNU has continued to be in constant communication and meetings with CoLab and Colorado Media Project partners discussing and [developing collaborative efforts](#) to reduce the redundancy of reporting on Covid-19 while looking at ways to amplify stories across newsrooms, platforms and regions. KGNU is participating in a statewide story share effort spearheaded by CoLab with a platform provided by the AP that allows partners to see the stories that media groups are working on prior to publication. The news department has been actively participating in meetings on misinformation, data reporting for Spanish speaking communities, story share tools, and more. We'll continue to advocate amplifying under represented stories with our participation in the CoLab space.

### **Technical and Engineering Issues**

We have had a series of technical issues with the AM Transmitter and Antenna. At this writing, we've updated our isdn equipment that connects our studios to the AM transmitter, we've repaired faulty power modules in the AM transmitter, and we've corrected an issue with the second and third harmonics on the AM tower. The AM has cleared the independent inspection, seems to be sounding clearer with better quality and now is dropping offline significantly less. We've designed an economical silence detector and backup installation for the AM that we plan to install in the coming weeks to offer an additional layer of resiliency to keep on air with current programming.

### **Anti-Oppression and DEI training continuity**

We've continued to research and discuss continuity to anti-oppression and DEI trainings with several consultants and organizations specializing in facilitating this critical work. We'll continue to prepare for ongoing trainings to provide continuity to the process as we begin to emerge from emergency operations.

In the meantime, we've launched a Spanish language headlines service that is produced twice a day Monday through Friday and circulated online. We are also participating in a coordinated effort to provide and produce Spanish language info-spots for local Spanish speaking community members that help to direct them to covid-19 relief efforts that are being organized locally. The latter effort is being coordinated by Suma Latinx and the Boulder County cultural brokers.

### **Executive Committee**

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

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

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

Last Meeting: March 18, 2020 via ZOOM

Attended by Chair Sanford Baran, Station Manager Tim Russo, Marco Mangione, Eric Scace, and Marge Taniwaki

### **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.

### **New as of 3/18 meeting**

5. Marco said he would draft a design of an online form for Committees to use to submit their reports and minutes to the Board. (Item # 7 from the List of "Potential Strengthening Opportunities and Points of Discussion" document.
6. Overall agreement that we aren't starting from scratch. Lots of systems and structures already in place are working. Agreed to focus on ways things can be improved/refined, without reinventing, overcomplicating processes.
7. Eric suggested that he would work with Timo to take his original doc and refine / simplify it.

### **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 document containing a list of "Potential Strengthening Opportunities and Points of Discussion."

### **New as of 3/18 meeting**

3. Marco produced a rough outline for the Committee Reports. (In pdf form)

**Next meeting:** Tuesday, April 21, 5:00 – 6:15pm

## **Treasurer Report - Carl**

### **February 2020 P&L**

Our total income was about \$510K. Our expenses were about \$400K, so we had a net income to date of about \$110K. Our budgeted net income for February was about \$80.1K, so we are actually above goal by \$30.6K.

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**

Meeting was held March 16th via phone network

- Discussed various grants that were received
- Discussed different venues for third party promotions. We have gathered what information we could and are now on hold as to where to proceed.

Thank you calls are being scheduled. Over the last few weeks Sarah and Verity have been making calls and beginning this week several more of us will be helping with this.

We brainstormed names for the Legacy Program and will continue on with this although this is a low priority item now.

Planned Giving is on our agenda for next month. April meeting will be April 20th probably by phone.

### **Events Committee - Rise for Meredith Carson**

Met via Zoom on Wednesday, April 1.

We're working on succession plans for Chair and members. Looking at one-year terms for everyone, renewable in September.

The KGNU annual Mardi Gras Zydeco Dance Party at Boulder's Avalon Ballroom in February earned \$10,689 gross revenue, with \$3537 to KGNU (net proceeds are divided equally between Colorado Friends of Cajun and Zydeco and KGNU). We're looking at the value of this event relative to the amount of work required to produce it.

The Annual Plant Sale is scheduled for Sunday, June 7 (but it might need to be cancelled). Kathleen is reaching out to nurseries.

The Charles Sawtelle Memorial Mountain Jam is currently scheduled at the Gold Hill Inn on Sunday, July 21. We're proceeding as if it will happen, knowing it might need to be cancelled. As of now, Telluride Bluegrass Festival was cancelled but RockyGrass is still planned for the final weekend in July.

Next meeting: Wednesday, May 6 at 6:00 pm.

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

The Capital Expansion Committee met via ZOOM on MONDAY APRIL 6, 2020

Attendees: Tim Russo, Sarah Shirazi, Liz Lane, Carl Armon, Roz Brown, Julia Kashkashian, Robert Hastings

1. Update from Station Manager on station ops during COVID-19, related programming, headlines, online resources, social media communications.
2. Julia Kashkashian on special challenges and opportunities for fundraising during a crisis. Important to stay in touch, stay connected, express concern and interest and remind of KGNU's unique role and value at times like these.
3. Discussion of impact statements about KGNU. A sample doc is on Google Drive—the importance of fluency and practice discussing and illustrating KGNU's features, its impact, and the future impact that its expansion will have.

4. Update on everyone's prospect list—calls for all committee and Board members to update them along the lines of the “Cycle of Giving”: Contact, Cultivate, Make the Ask. Julia Kashkashian has kindly adopted the role of “Sweeper”—checking in monthly on folks' prospect list and seeing where she can help move the process along.

5. Sarah addressed committee members getting involved in post-drive thank you calls. This will a) help KGNU stay in touch with listeners who are home, hopefully enjoying more of KGNU, and b) enhance committee members' fluency and mojo talking about KGNU in concrete and specific terms.

**Next meeting:** Monday, April 6, 4:30-6:00pm

### **Programming Committee**

The agenda we had prepared for the meeting was dropped due to the need to discuss the pandemic and its effects on processes and procedures at KGNU.

We discussed the steps KGNU needed to take in order to align with social distancing. We talked about reducing the number of people in the studio, one host at a time and no live guests. It became clear that further steps needed to be taken. We discussed the option for hosts to pre-record and upload their shows as being necessary.

Indra reported that she was working on the Music Newsletter, which would encourage hosts to pre-record shows. The Newsletter would also contain information about how to pre-record and upload the shows.

Next meeting: April 28, 2020, 6:00pm.

The agenda will once again address the current situation regarding the pandemic.

### **Nomination Committee - Joy Barrett and Nile Southern (co-chairs)**

The committee met via teleconference (with audio/video) on March 30 th , 2020.

Attendees: Joy Barrett, Nile Southern, Bill Hogrewe, Dennis, Evan Perkins, Marge Taniwaki, Elena Klaver (Board liaison), Liz Lane, Robert Hastings

### **Action Items:**

Nominating Committee (aka NomCom) interviewed applicant Robert Hastings, and is unanimously recommending for Board membership. NomCom will present Robert to the Board for a vote at the next Board meeting.

**Canvassing:** NomCom confirmed with Rebekah (whose first term ends April 2020) that she is willing to serve a second 3-year term. Nomcom also confirmed with Elena (whose first term ends May, 2020) that she is willing to serve a second term. The Committee has canvassed the Board on these.

### **Topics NomCom addressed during February and March included:**

The Board's top priorities (as relayed by Timo) of increasing the diversity of its membership and proactive engagement of all board members in raising the profile of KGNU, and bringing in human and economic resources for the work ahead, and how NomCom can improve its ability to coalesce with these priorities.

Nomcom discussed and delegated follow-ups for implementing a variety of outreach strategies by which to expand connections, networks and resources.

The Board voted to approve Rebekah Hartman to serve a second term on the Board and to continue as Board Chair.

The Board approved a motion to welcome Robert Hastings as a new KGNU Board member

### **Policy Review Update Including Exit Interviews for Board Members**

Questions are being developed for outgoing The Board member exit interviews. These would be conducted at an ExCom meeting.

### **Announcements/New Business**

- Tim is looking for a new ZOOM date for postponed Board retreat.
- Update from Dave Ashton on the GNU “Virtual” Prom on Saturday May 2, for high school seniors.
- Elena announced that the monthly Sing-Along will continue using Zoom for its April gathering on the last Sunday of the month.
- Louis Wolfe thanked everyone who is keeping the station going during COVID-19.

**Adjourned: 7:14 PM**