

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

KGNU Board of Directors  
September 14, 2020  
ZOOM Meeting  
Boulder, CO

### **Board members attending:**

Rebekah Hartman - Chair  
Barbara Stern - Vice Chair  
Carl Armon – Treasurer  
Roz Brown – Secretary  
Sanford Baran  
Robert Hastings  
Elena Klaver  
Shiquita Yarbrough  
Tim Russo - Station Manager (Ex-Officio Board Member)

### **Staff attending:**

Dave Ashton  
Rossana Longo  
Verity Matthews

### **Public attending:**

Joy Barrett  
Marge Taniwaki  
Iris Berkeley  
Jim Jobson  
Timm Lenk  
Justin Tullous  
Eric Scace  
William Morton  
Josh Shepperd

**Meeting called to order: 6:03**

### **Public Comment**

### **Station Manager Report - Timo**

#### **Coronavirus Protocols**

At this time, there are no updates to the coronavirus protocols that KGNU has in place. We will remain closed to the public; maintain the current studio usage protocols, limiting one person in the Red Studio at a time, a suspension of studio rentals, radio training classes, etc. There are no changes to the Denver Studio closures for production. Staff organized events, where state and city health and safety protocols and conditions can be assured, may offer limited and controlled opportunities for special activities. We are preparing to encourage Self-Screenings for all volunteers and staff coming into both studio locations. The new Buell Media Center will also require Self-Screening upon entering. Applying this across our institution will help us to move towards opening by giving

us the ability to support contact tracing through the documentation of truthful self-screenings for everyone entering the building. A self-screening station will be set up in both facilities in the next weeks and prior to the Fund Drive.

### **Fall Fund Drive**

Fund Drive October 10-18, short drive (Saturday through Sunday midday), phase 2 (similar to summer drive) remote phone banks, reduced volunteer, limited co-hosts and pitch partners, etc...Connecting Communities theme. Membership will be reaching out to phone volunteers with the capacity to handle phones and online donation forms from their homes. The initial Fund Drive Goal is \$125,000 as a starting point.

### **Staffing Transitions**

As communicated earlier this week, Maeve Conran, the KGNU News Director announced that she will be moving on as of the end of October. We are working to prepare the smoothest possible transition while considering a possible restructure leaning towards future news department needs and sustainability. Announcements for job opportunities will be circulated once they are ready to go out. We are considering an interim AM Producer while we conduct a broad search for a new News Director.

### **Grants and Programs**

KGNU, in partnership with the Community Foundation Boulder County and with Knight Foundation Funding has developed the Trends Reporting Fellowship that will launch its inaugural cohort September 15th to support the shifting of the local media landscape to focus significant energy on social and racial equity based reporting. 12 fellows in the inaugural cohort will be announced after the first session.

### **DEI/Anti-Oppression Training**

Training with Building Bridges began with staff workshops in late August. Training with the KGNU Board will start prior to the Fall Fund Drive. Staff will continue in late October. We hope to be able to host an initial workshop open to volunteers and committee members before the end of November, if not sooner.

Annual Anti-Harassment Training is taking place prior to September 30<sup>th</sup>. ExCom, all paid staff, and interns are required to participate. Everyone required has been contacted directly. This is also a CPB compliance requirement.

### **CPB/FCC**

KGNU recently filed with the FCC to opt-into a single lump-sum payment for a required Public Radio Satellite Systems frequency and filter update caused by 5G installations to all C-Band Satellite operators in the contiguous US. We have opted to purchase and install the required filters on our own and with our own engineering expertise. The new Satellite Receivers will be coming directly from PRSS. Actual installation timeline will not take place until final satellite transitions have taken place.

The KGNU Frequency License is up for renewal in 2021. The renewal process generally begins 4-6 months prior to the renewal filing itself. We're getting up to speed with legal compliance and filing requirements associated with the renewal. We'll begin to prep the renewal as of October 2020.

### **Denver Move**

Construction on the third floor of the Buell Media Center is wrapping up. The interior finishing should be complete and ready for third floor tenants to access the building as of September 15<sup>th</sup> to begin preparations for their move-in. The final lease agreement has been reviewed by KGNU's legal counsel and updated accordingly. Lease begins Oct 1, 2020 assuming there are no delays in access to the building. Payment of \$68,079.00 for the studio design, and construction is due on September 15th, pending approval of the signing of the final lease agreement.

- Motion made and seconded to direct station manager to move forward with finalizing/signing of final tenant agreement and payment for studio construction and rental at 2101 Arapaho St., Denver. (Motion Required)

We continue to focus on the back end design of the digital upgrade, STL, and interstudio connectivity design components required for the transition. We're now slowly beginning to model various options for KGNU's studio installation layout plan, finalizing these plans and equipment budgeting estimates. We are planning a phased move and studio upgrade. Phase one is packing and removing non-essential materials from the 700 Kalamath studios and office, preparing both spaces for the move. Phase two is contracting the internet, installing phones, ISDN's and STL's into the new building once access is granted. Phase three is transitioning the office space. Phase four, will take place after the Fall Fund Drive, dismantling and moving the current studio equipment into the new studio location, Phase Five is the installation and phased digital upgrade, training and complete digital transition in Denver (this is longer term and will not be complete until Q1 2021) at which point the air console will be phased out.

KGNU has been provided RMPBM Policies and Procedures associated with the building. KGNU will be developing a set of our own protocols, policies and procedures associated with the RMPBM requirements. Once fully developed a series of meetings and training with Denver based volunteers will be hosted to walk through the new processes associated with the KGNU spaces and shared spaces at the Buell Media Center.

### **PPP**

PPP loan forgiveness applications have opened. Authorization will take several weeks to complete once the application is submitted. Station Manager and our accountants will begin the application process in late September unless additional indications that small loans will be automatically forgiven come from the SBA.

### **Events**

The KGNU Yard Bazaar was held on Sept 4th and 5th in Denver with a good turnout of volunteers and the public. Preliminary reports indicate an estimated \$3400 in revenue from the event.

### **Executive Committee**

The Board's Executive Committee met on Tuesday, August 4,, 2020 to set the agenda for this board meeting.

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

The August virtual meeting was August 18, 2020.

In attendance: Sanford Barron, chair; Liz Lane, Eric Scace, Tim Russo

- The Strengthening Committees Questionnaire was sent out to all Committee Chairs on August 21st. As of 9/1/20 still waiting for some of the Committee Chairs to reply.
- Strat will review the survey responses at the September Strat meeting and determine how much support the items on the questionnaire have. Based on this, will start discussions on how to implement (or not) the various items mentioned in the questionnaire.

The next meeting is scheduled for Tuesday, Sept. 22, 5-6:15 p.m. via ZOOM.

### **Development Comm Report - Robert Hastings**

The August virtual meeting was August 17, 2020.

In attendance: Barbara Stern, chair; Verity Matthews, Sarah Shirazi, Robert Hastings

- Monthly Report Summary Grants - Development Director Sarah obtained two major grants related to COVID. Letters for Sponsorship and Major Donor Challenges dropped. Major Donor Cultivation in progress.
- Membership Coordinator Verity - Cultivation calls for 1300 SOLR members planned, soliciting help with calls from DevCom and BOD members. Renewal calls planned after the meeting. Research for raffle prizes and schwag in progress.

The Sept. meeting is scheduled for Sept. 21, 5 p.m. via ZOOM.

### **Treasurer/Budget Committee Report & Final FY21 Budget – Carl and Timo**

July 2020 P&L

Our total income was about \$917K. Our expenses were about \$788K, so we had a net income to date of about \$128.6K. Our budgeted net income for July was \$80.5K, so we are actually above goal by about \$48K.

- Final FY20-21 Budget was presented by the station manager and approved by BOD.

### **Program Comm Report - Jim Jobson**

The August virtual meeting was August 25, 2020.

In attendance: Jim Jobson, chair, , Rebekah Hartman, Dave Aston, Maeve Conran, Marco Mangione, Michael Buck, Leslie Singer, Mariah Coe

- We reviewed a country-western style song which aired on Old Grass Gnu Grass on August 1, 2020. A listener wrote to complain that the song had racial undertones that were offensive "in the midst of such prolific racial unrest". Indra wrote a letter in response to the listener. The program committee discussed the song and the letters. We made suggestions to Indra to communicate to the DJ. We suggested additional guidelines to remind volunteers to consider the sensitivity of lyrics before they are aired. The program committee agreed to resume reviewing news and music shows starting with the next meeting.

The next meeting is scheduled for September 22 via ZOOM.

### **Events Committee Report - Barbara**

Monthly meeting was held on Sept..2, 2020

In attendance: Dave Ashton, Barbara Stern, Karen Gruber, Dan Willig, Yukari Miyamae, Kathy Metzger

- The Charles review is just about completed. Will be complete 9/4.  
Revenue \$3485.00 Expenses \$1313.26 Net Profit \$2171.74  
Successful event and has provided a blueprint on how to do other events.
- Yard Bazaar is 9/4 and 9/5 Dave putting the finishing touches on the map of space, gathering of items to sell, and volunteers for the event. DJ's are scheduled. Extra promotion via FB as well as day of events promotions.
- Mardi Gras is planned for Feb. 6th. Working group established to look at multiple ways this event can occur.
- Lecture Series brainstorming on who and how to create these events virtually. Action plan developed for different committee members to pursue possible speakers.

The next meeting is scheduled for October 7, 2020, at 6 p.m. via Zoom.

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

Monthly virtual meeting was held on August 30, 2020

In attendance: Joy Barrett, Nile Southern, Marge Taniwaki, Liz Lane, Robert Hastings, Bill Hogrewe, Evan Perkins, Dennis Rider.

- Welcome Packet (digital/updated)—the Welcome Packet for new board members is now a PDF. This is ongoing, as it needs constant updating. Timo reviewing. Application questions re-tooling (particularly those that invite complaining about or 'fixing' the station). Planned integration of 'Code of Conduct' language within the basic instructions. Standardizing our communications with applicant(s) concerning: incomplete applications (i.e. not enough info provided) Committee's decision not to move forward to interview stage with applicant, checking their references prior Applicant's withdrawal of an application Instructing an applicant to 'append' their application is tricky—as they may then submit an entirely new application for us with different (new) answers--so, in future, we need to clarify. Integration of Nomcom's 'messaging' within current (virtual) volunteer orientation, standardizing

our attendance/representation at each meeting. Discussed refining our SOP regarding membership lags (i.e. memberships which may not have cycled through payment processing/investigation) and how a 'contiguous' membership periods may be granted--as other membership organizations do. We will discuss at next meeting with Evan and Marge filling us in on under what circumstances such policy/investigations could be fairly and consistently applied.

The next meeting is scheduled for October 12, 2020, at 6p.m. via Zoom.

### **Capital Campaign Committee - Liz Lane**

The Capital Campaign/Amplifying Community committee did not meet on Sept 7. because it was the Labor Day holiday. The next meeting is Monday, Oct. 5, 4:30 p.m.

### **SVP Board Development Retreat**

Board members reminded to complete online training.

### **CPB Harassment Training Reminder**

Board members reminded to attend 10/7 virtual training.

### **Announcements/New Business**

- Fall Drive Scheduled for October 10th - 18th

**Adjourned: 7:20pm**