

October 2020 KGNU BOARD OF DIRECTORS MEETING MINUTES

KGNU Board of Directors
October 12, 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 members attending:

Dave Ashton
Verity Matthews

Public/station volunteers attending:

David McWade
James Galian
Jim Jobson
Joy Barrett
Tish Beauford
Iris Berkeley
Eric Scace
Marge Taniwaki
Marco Mangione

Meeting called to order: 6:04

Executive Committee

The Board's Executive Committee met on Tuesday, September 6, 2020 to set the agenda for this board meeting.

Public Comment

- Verity Matthews: Thanks to the BOD members and others for all the help with the fund drive
- Dave Ashton: Kudos to Eric Scace who has been such a help with the AM tower issues
- Robert Hastings: Kudos to George Figgs for setting up SLACK for the fall drive - very useful tool

Station Manager Report - Timo

Coronavirus Protocols

At this time, there are several 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. Self-Screenings for all volunteers and staff coming into the Boulder studios has been implemented. Everyone is required to fill out the self screening including a temperature check at the new screening station. The new Buell Media Center will also require Self-Screening upon entering. Applying this across our institution will help us to move towards a phased opening by giving us the ability to support contact tracing through the documentation of truthful self-screenings for everyone entering the buildings.

Fall Fund Drive

We kicked off the Fall Fund Drive on October 10th. It runs through October 18th. It is a 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. Please check the phone shifts sign up to be sure that there are no shifts that require more phone volunteers. We hope to raise \$125,000 during the Fund Drive.

Staffing Transitions

A Search Committee has been established to support the search for a News Director. The initial timeline strives to complete the search process before the end of November. Roz Brown and Sam Fuqua will serve as interim AM Producers while we conduct a broad search for a new News Director and to support the transition period as the new News Director settles in. The [job description](#) has been posted to the website and a number of job boards and lists locally, regionally and nationally. We will continue to post and circulate the position widely.

We will be holding a mini-retreat with several volunteers and staff within the News Department, facilitated by Impact Architects, to help process, download and vision the current structure, function and impact of the News Department as well as possible routes towards developing a sustainable structure and approach for the future that supports providing the greatest possible impact for the informational needs of the communities that we serve and believe we should be serving as we move forward.

Grants and Programs

KGNU has been accepted as one of ten community radio stations around the country for the NFCB Community Counts Initiative. CCI summary is below. The CCI comes with a \$6000 grant to support implementation of a yearlong organizational capacity building plan that will be developed over the course of the intensive program. Tim and Sarah will be KGNU lead participants as required by the CCI.

CCI is predicated on NFCB's deeply held convictions that, as a nation, we need resilient local communities—healthy, socially connected, and equitable—that have the ability to address and manage a range of situations and opportunities. Small-market public media is a critical resource for preserving, uplifting, and enhancing the wellbeing of local communities. At the same time, community radio is impacted by shrinking resources, evolving technology and changing listening trends. Broadband technology, media consolidation, and the disruption of local journalism have all challenged community stations. Exploring sustainable paths will be the focus of CCI with an eye towards sharing case studies with other NFCB stations and the larger public media system.

DEI/Anti-Oppression Training

The KGNU Board of Directors held its initial session with Building Bridges in October. Staff will continue in late October and then on a monthly basis. We hope to be able to host an initial workshop open to volunteers and committee members before the end of the year, if not sooner.

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. December 1st, 2020 is the opening of the renewal period. Many FCC rules pre-filing rules and rules have changed in the process since the last renewal period. Pre-filing public announcements have been eliminated from the requirements whereas post-filing announcements are still required per the FCC updated process.

Denver Move

Construction on the third floor of the Buell Media Center is complete. The acoustic isolation is being added to the main studio at this time, thanks to Frank for leading this effort with support and coordination from Dave.

We are looking at a storage unit in Denver to be able to store things from Kalamath, in the interim, and as a possible ongoing storage unit to prep for future Record Sales.

We are narrowing in on a final back end design for the digital upgrade, STL, and interstudio connectivity design components required for the transition. This will be staged during several phases. 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 (phone lines and redundant internet installation was recently completed), installing hardware for phones internet and ISDN and STL's into the new building. 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 analog air console will be phased out.

KGNU has been provided with 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 trainings 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 not yet opened but are being prepped by our lender. Authorization will take several weeks to complete once the application is submitted. Station Manager and our accountants will begin the application process as soon as the SBA application opens, unless additional indications that small loans will be automatically forgiven come from the SBA.

KGNU Annual Meeting

The KGNU Annual Meeting of the Board of Directors will be held November 9th at 6pm, being held via Zoom. Staff and Committees will present their annual reports to the Board of Directors during this meeting. Volunteers and the public are encouraged to attend.

Treasurer Report

Our total income was about \$959K. Our expenses were about \$863K, so we had a net income to date of about

\$96K. Our budgeted net income for August was \$22.5K, so we are actually above goal by about \$74K.

- Carl agreed to provide for the November annual station meeting a broader look at how revenues not just year-to-year, but for a longer period - perhaps five years.

••• All committees continue to meet virtually

Capital Campaign Committee - presented by Timo

The Capital Campaign/Amplifying Community committee met on Monday, Oct. 5. Attendees included chair, Liz Lane, Tim Russo, Julia Kashkashian, Carl Armon, Elena Klaver, Kathy Partridge, Eli Kalen, Roz Brown, Robert Hastings.

The committee discussed a half dozen large outstanding asks that are in process and how to best advance those asks to a secured gift by year's end.

Several meetings were scheduled to strategize some new asks/meetings to introduce KGNU as well as practice calls for requesting a specific gift.

The committee reviewed the FALL FUND Drive line up and collateral as excellent reasons to reach out to prospects we might not have "touched" recently. The Committee discussed a strong finish to the 4th quarter and how best to circle back to prospects who may have demurred previous asks this year b/c they were focusing their dollars on removing the incumbent from the White House.

The next meeting is Monday, Nov. 2 at 4:30 p.m.

Strategic Planning Committee Report - Sanford

The virtual meeting was September 6, 2020.

In attendance: Sanford Barron, chair; Marco Mangione, Marge Taniwaki, Eric Scace, Roz Brown, Barbara Stern, Tim Russo

Reviewed the Committee Chair's responses to the Strengthening Committees Questionnaire. This resulted in a good honest discussion, but no immediate agreement yet in terms of coming up with a set of best practices or Board recommendations. This probably was to be expected due to the divergence of sentiment across Committees related to the issues of Committee Officer Term Limits and having Committee Member's commit to one year renewable terms. So Strengthening Committees is still very much a work in progress and needs more work, discussion and a willingness to find common ground among all stakeholders to the benefit of KGNU moving into the future.

The next meeting is scheduled for Tuesday, October 20, 5-6:15 p.m. via ZOOM.

Program Committee Report - Jim Jobson

The virtual meeting was September 22, 2020.

In attendance: Jim Jobson, chair; Rebekah Hartman, Dave Ashton, Maeve Conran, Marco Mangione, Leslie Lomas, Mariah Coe, Jessica Schilling, Michael Buck, Indra Raj, Guy Erickson.

COVID Updates

Indra: For established DJ pairs, some allowance is made for one DJ working in Red studio and the other working in Blue. However, there will be no public announcement about this very limited availability. Continue COVID protocols in line with the current Colorado Public Health Order and CDC public health guidelines.

Non-Commercial Policy

General discussion: Indra: Made some changes in wording. Rebekah: Reminded Program Committee members that the committee makes suggestions, but the Board decides on final policy. Actions: Indra and Dave will continue to edit the document in preparation to present it to Tim (for consultation with the station attorney) and the Board.

Review of Shows: Music - Terry Reardon, Morning Sound Alternative, 2020-09-15: High marks. Feedback provided with guidelines for time spent on talk breaks vs. music. Guidelines about use of commercial tracks. Also reviewed Beverly Grant's Wednesday Metro show which is now weekly rather than bi-weekly, and provided feedback.

Plans /Actions: Indra: Guidelines for DJs/hosts are being put in the station newsletter, almost weekly. Indra will consider putting the guidelines and tips on the Galaxy volunteer website.

Fall Fund Drive and Election Coverage:

General discussion: Maeve: The station should reserve the option to preempt BBC on Sundays for both fund drive and election coverage. Election night: Joel Edelstein will be on-air with live coverage. Fall fund drive: All phone volunteers will be working from home.

- The next meeting is scheduled for October 27, 2020

Events Committee Report - Barbara

Monthly meeting was held on Oct. 6, 2020

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

Monthly Report Summary

- Discussed the success of the Yard Bazaar with proceeds net at \$5,073.00. Dave is putting the finishing touches on his evaluation of the event.
- A sub group developed some options on how to do Mardi Gras this year. Looking at a virtual event with a possible live stream of a band along with many other possibilities. Instead of a Saturday event, looking at doing Mardi Gras on Fat Tuesday, Feb. 16th.
- Committee is also looking at putting together a Speakers Series for '21. The Committee has a running list and will further discuss this at our next meeting.

Next meeting is set for November 4, 2020.

Development Committee Report

Monthly meeting was held on Oct. 6, 2020

In attendance: Barbara Stern, chair; Danielle Guana, Yukari Miyamae, Verity Matthews, Sarah Shirazi

Monthly Report Summary

- * NFCB grants received - Tim and Sarah will attend
- * Major donor cultivation for Challenge in fund drive going well
- * Kenneth got NAACP sponsorship for drive
- * Cultivation calls to SOLR donors for drive done
- * Yukari :Personalizing connections- KGNU staff, board, members
- * Robert (2-3 minute PSA)
- * Raffles and Prizes being lined up
- * Annual report will be prepared for November

The next meeting is scheduled for November 16, 2020, at 6 p.m. via Zoom.

Announcements/New Business/Public Comment

- Fall Drive is October 10th - 18th
- KGNU Annual Meeting is November 9, 2020. It will be virtual.
- Marco shared that a stranger at a coffee recognized him as a KGNU DJ and said he loved his show!
- Barb also shared info about her attendance at the Board Governance training hosted by the NFCB. The central discussion was “what makes a good board.” She gave several examples of best practices. Info can be found at boardsource.org; also a book of reference: *Governance as Leadership: Reframing the Work of Nonprofit Boards* by Richard Chait, William Ryan and Barbara Taylor.

Adjourned: 7:15

Nominating Committee Report - no presentation

Monthly meeting was held on Sept. 21, 2020

In attendance: Joy Barrett, chair; Nile Southern, Thomas Lenk, Tish Beauford, Bill Hoglewe, Elena Klaver, Robert Hastings, Evan Perkins, Dennis Glowniak, Marge Taniwaki, Liz Lane

- When we reviewed board member terms, no board member terms were due for renewal in the near future.
- Discussed board prospects that we are pursuing.
- Discussed and compiled NomCom’s response to StratCom’s survey. Comments were sent to StratCom the following day.
- Several aspects of the ongoing creation of NomCom’s contribution to the volunteer orientation program were discussed and progress continues.
- Six action items were identified and assigned to committee members during the meeting.

Next meeting is set for November 16, 2020