

## **February 2021 KGNU Board of Directors Meeting**

KGNU Board of Directors  
February 8, 2021, 6:00 p.m.  
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:**

James Gralian  
Eli Kalen  
Guy Erickson  
Chris Wilkerson  
Steve Priem  
Doug Gertner  
Mary Neff  
Nile Southern  
Iris Berkeley  
Jim Jobson  
Eric Scace  
Marge Taniwaki

**Executive Committee:** The Board's Executive Committee met on Tuesday, February 2, 2021 to set the agenda for this board meeting.

**February meeting called to order: 6:04**

**Station Manager Report: Tim Russo**

### **Coronavirus Protocols**

There are no Coronavirus studio or station protocol updates since the tightened measures were implemented in October. 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. Both the Boulder and new Denver Studios have self-screening stations at the front desks. We encourage everyone to use the contact trace apps that are

available. We continue to follow the state and county guidelines and [COVID-19 Dial](#) to determine our path. Studio rules do not change regardless of whether individual DJ's/Hosts have received a vaccination. We encourage all working volunteers, staff at the buildings to double mask while in public spaces.

### **Denver**

We're settling in at the Buell Media Center. We are completely out of Kalamath and have rented a Denver Storage unit to organize leftover materials, records and cd's. Phones and internet up and functioning, many technical solutions have been implemented to reduce low-level noise issues emanating from the Orange Studio console. Great progress was made on this thanks to Thomas who rebuilt much of the board and psu. Finishing the soundproofing of the second "Purple Studio" is in process and we are preparing for a provisional installation to permit pitch partners and some staff production in Purple prior to the Spring Fund Drive. This will allow two people in separate studios in Denver to safely pitch together during the fund drive.

### **Spring Fund Drive**

KGNU Spring Fund Drive will be March 6-14. We are working on finalizing the theme and drive goals. Remote phone shift sign up requests will be going out this week. We are working with SVP to implement a database transition from MemSys to Salesforce. Hope to have phase 1 of the database functioning prior to the fund drive.

### **New KGNU APP**

Currently, we are in the development phase of a new standalone KGNU APP. Phase one launch is planned just prior to the Spring Fund Drive, with continued development and phase 2 polishing - after seeking user feedback from the soft launch and initial launch. Very excited. The APP will be available for download from Android and Apple stores. We'll continue to offer our mobile player from our websites for people listening on Laptops and Desktop computers. The new APP will consolidate content from across our multiple websites, offering many new features and enhancements and engagement tools including individual on demand curation, buffered playback with rewind of live shows, podcast feeds, social media feeds, digital comment line, improved analytics, events calendars, personal alarm, access to syndicated program archives, etc etc....

### **News Director Search**

We are into the second search round for the News Director position. The position will stay open until we find the right candidate. We will continue to work with Roz Brown and Sam Fuqua as Interim Morning News Producers while we search for the next News Director. The Search Committee is reviewing current applicants to formulate a recommendation for the next round of interviewees, whom we hope to begin to interview this week.

### **Grants and Programs**

Per the recommendation of our lender we withdrew our initial forgiveness application based on the announcement that the SBA will be releasing a new simplified forgiveness application for businesses whose loans were less than \$150,000.00. We will apply through the simplified process once the applications are available. Our initial analysis of the eligibility for the second round of PPP support is that we do not qualify. We will make a final determination this month as we review financials.

KGNU was recently awarded \$32,000 through the Community Foundation of Boulder County to continue supporting the Equity Reporting Initiative that includes the TRENDS podcast, TRENDS Diaries and TRENDS Reporting Fellowship. KGNU is proud to be the fiscal sponsor for Destination Freedom which is currently airing every Thursday during Metro and has recently been awarded two new grants for the next series of radio-dramas produced by donnie betts and No Credits Production.

### **Technical/Engineering**

There has been continued work at the AM site to resolve a handful of technical issues that occurred in part from over modulation of the transmitter and failure of the isocoupler to 99.1FM. 99.1FM is off-air due to the isocoupler failure and work continues to repair the damaged parts to return 99.1FM to air in February. We are working on implementing enhanced transmitter site remote control and monitoring. And we are planning to begin small steps towards upgrading our technical and transmission backbone. These changes will help to reduce downtime, improve response time, improve maintenance and troubleshooting and greatly reduce the need for travel to and from transmitter sites. It is an ongoing process and helps set the stage for digital studio upgrades.

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

KGNU Staff continues to meet on a monthly basis with Building Bridges. The next Board training will be 2/17. Board/Committee training will follow.

### **CPB/FCC/Audit**

The KGNU Frequency License is up for renewal in 2021. KGNU filed for renewal of our NonCommercial Educational broadcast licenses on November 30<sup>th</sup> 2020. The renewal applications can be found by going to the Public File Links at the bottom of the KGNU homepage. We completed our post-filing announcement requirements and certifications. We will continue to stay updated on the renewal process as we await any determinations from the FCC.

We are in the process of preparing our annual Station Activity Survey (SAS) for the CPB. We are also in midst of our Annual Financial Audit of Fiscal Year 2019-2020. Upon conclusion of the Financial Audit, we will prepare our Annual Financial Report (AFR) to the CPB. As a part of our annual CPB review and renewal we review and update our Diversity Statement (included as an agenda item during this meeting).

### **Public Comment/Feedback - none**

### **Development Committee Report**

**1-18-2021 Meeting:** Attendees: Chair: Robert Hastings, KGNU Staff Liaisons, Verity Matthelews and Sarah Shirazi, Yukar, Barbara Stern

#### **Development Director Update (Sarah)**

Successful Year-End Campaigns - 89K! Goal was 62K.

#### **Spring Drive March 6-14**

Sending out Challenge Grant letter for Major Donors

#### **Membership Coordinator Update (Verity)**

Year-End Successful

End of Year Thank You Calls

More participation from board members

#### **Check-in on Cultivation Calls- SOLR Members - 1,300 People calls in progress**

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Thank you calls: we made 300 CO gives, and 300 Year End - 600 calls!

The thank you calls and SOLR cultivation calls are an opportunity to connect to our mission. Thank you so much to those that helped us make calls: Mary, Elena, Carl, Bekah, Yukari, Robbie and Barbara.

We need all Boardies to be cheerleaders and advocates— this is a great way to help us get to our goal of retaining, cultivating and stewarding our donors so we give them a good donor experience - and also so that they are more likely to renew - It's a fun activity too- it helps you learn more about our members and donors and why they support the station. It makes you feel connected to the community and reinforces why we are doing the work we are doing.

Perhaps DevCom was remiss in not assigning the calls - but we'll do it next time around. Ques: Are there any committee chairs that would volunteer to be on calls for the SOLR cultivation for spring, or TYCs for spring?

**Next Meeting: Monday, February 15, 5:00 p.m. via Zoom**

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## **Treasurer Report - Carl Armon**

### **Reviewed Profit & Loss Budget vs. Actual for Dec. 2020**

Our total income was about \$338.3K. Our expenses were about \$266.8K, so we had a net income to date of about \$71.5K. Our budgeted net income for December was \$27.3K.

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.

Income: Through the end of December, we were at 114% of our income goals, above budget by about \$71.5K. We were at 110% of our membership goal, with actual income \$19.2K above income goal for the month. We are at 74% of our December budget goal for business/industry underwriting, and we are at 249% of our budget goal for car donations (\$12K above goal).

Expenses: Our total expenses through the end of December were at 99% of our projected amount. Engineering professional fees were at 19% of the budgeted amount, and Repairs & Maintenance was at 68% of the budgeted amount.

Overall: Because we were at 114% of income goals and 99% of budgeted expenses for December 2020, our Net Income is above the budget estimate: \$71.5K compared to our budgeted value of \$27.3K.

## **Strategic Planning Committee Report**

**1-19-2021 Meeting:** Attendees: Chair: Sanford Baran, Eric Scace, Roz Brown, Marge Taniwaki, Tim Russo

- Discussed action needed to submit additional information to Ex Com regarding the second Strat Com 'Strengthening Committees' recommendation... (1 Year Member Commitments). This was requested from Strat at the January Board Meeting. Ex Com at their February meeting will determine if the information submitted is sufficient and will decide if this 2nd recommendation will be a votable agenda item at the February Board meeting.
- Discussed the idea of offering training to all Committee chairs (and anyone else who is interested) on 'how to prepare for and lead effective meetings.' This would be another means of helping Committees to run more smoothly.

- Began discussion of what Strat would like to accomplish in 2021. Also some discussion of whether Strat should continue to meet monthly versus quarterly.

**Next Meeting: Tuesday, February 16, 5:00 p.m. via Zoom**

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**Capital Expansion Committee Report - Amplifying Community**

**2-1-2021 Meeting:** Attendees: Chair: Elena Klaver; Members: Kathy Partridge; Carl Armon; Robert Hastings; Beka Hartman; Roz Brown; Eli Kalen; Tim Russo

This last month was a bit slow for people contacting and re-contacting potential donors. We shared where each person was with his/her prospects, and talked about approaching board members to reach out to 3-5 potential donors per quarter, as part of the fiduciary responsibility and commitment to KGNU and the campaign. We reviewed the phases and possible extensions due to COVID. Kathy Partridge has agreed to co-chair with Elena moving forward.

**Next Meeting: Monday, February 1, 4:30 p.m. via Zoom**

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**2021 Board of Director Goal Setting - EX COMM**

**Reminder: Board Diversity, Equity & Inclusion Training - Wed. Feb. 17**

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**Public Questions/Feedback/Comments -none**

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**Nomination Committee - Co-Chairs Nile Southern and Joy Barrett**

January 19, 2021 NomCom Meeting

Members and guests Present: Nile Southern, Joy Barrett, Bill Hogrewe, Evan Perkins, Marge Taniwaki, Beverly Grant, Tish Beauford, Elena Klaver

Agenda:

- Confirm upcoming Board member term expirations.
- Provide updates on prospects for Board and/or Nomcom.
- Discuss Prospect Tracking Sheet update.
- Summarize January’s Board vote on Chair Term Limits, what it means for Nomcom (discussion), conclusions.
- Review Nomcom ‘product’ considerations update regarding volunteer Committee/Board recruitment; coordinating with staff.
- Make final tweaks for Application preamble/instructions.
- Confirm next meeting date: Mon, Feb 15, 6 p.m.

Nile confirmed term limits

- Carl and Sanford are at the end of their first terms September 2021; these are the next terms to end.
- Sanford is chair of StratCom and Carl is treasurer.
- We will check with them to see what their inclinations are as far as a second term.

Potential Board and NomCom members were discussed

- The names of 10 potential Board and/or committee members were discussed.
- We have committed to two new board members (at a minimum) by November. A total of 12 people on

the Board would be desirable.

- Beverly asked if we keep a list of skill sets, rather than individuals, that would be desired for the Board. Joy sent the existing list of desired skills to the committee. We are interested in adding these to the application "info cover letter."
- We seek applicants from a variety of geographic and social communities, as well as diversity in age, race, socio-economic status, etc.

#### Prospect Tracking Sheet

- The tracking sheet has been updated.
- The point-person for a prospect can insert comments in the document to indicate progress.
- The tracking sheet will accompany the application when it is sent to the Board to confirm compliance with Bylaws requirements.

#### Committee Chair term limit vote

- Joy and Bill summarized the board decision to approve limits for terms of chairpeople and committee member requirements:
- Committee chairs will serve a one-year term and can be renewed for up to three years, then have to leave the position for one year and can serve a second round of terms.
- After extensive discussion, the board decided not to vote on the proposal regarding committee member obligations.

#### NomCom 'product' for Committee/Board recruitment

- Video/brochure on KGNU for board and committee recruitment- Joy and Nile have been in touch with Dave and Verity.
- It will be something for the website and for outreach.

#### Application preamble

- New draft will be circulated to committee for comments.

**Next meeting is February 15, 2021 at 6 pm.**

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### **Events Committee Report**

**2-5-2021 Meeting:** Attendees: Co-Chair: Barbara Stern; Co-chair Kathy Metzger; Staff Liaison, Sarah Shirazi; Members: Dave Ashton, Yukari, Dan Williag, Shiquita Yarborough, Meredith Carson; Public Attendee: Rebekah Harman

**Mardi Gras** (2/13 - via Zoom/Live Broadcast: Planning is full speed with marketing and signups ongoing. Final details and program schedule are being worked out. Very successful in getting sponsors for this year's event; Moxie Bread, Hazels, Outworld Brewing, Pleroo-REI, Ptomaine Tommy Sound = \$4250.00 Plus our Foundation Partners The Boulder Arts Commission and Colorado Creative Industries. A tip jar will be available for listeners to make contributions during the event.

**Lecture Series** is now being discussed with who are our target audiences and the types of programs we could present. Several committee members are exploring options to be discussed at our next meeting.

**Plant Sale** may not happen this year although we are discussing other possible options.

**Announcement:** Spring Fund Drive March 6-14

The next Events Committee meeting is scheduled for March 3, at 6pm via Zoom

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### **Program Committee Report - Jim Jobson**

**1-26-2021 Meeting:** Attendees: Chair: Jim Jobson; Board Liaison: Rebekah Hartma; Staff Liaisons: Tim Russo, Indra Raj, Dave Ashton; Members: Leslie Lomas, Guy Erickson, Michael Buck, Barbara Stern, Carl Armon, Iris Berkely

### **The Program Committee discussed:**

#### **New Spanish Speaking 5 minute news break, which airs 3pm Monday-Friday - produced locally by Rossana Longo**

##### Feedback

- could this programming be produced in both Spanish and English?
- ASA announce that the following news headlines are produced in Spanish, by KGNU's own Bilingual Reporter Roasanna Longo
- some listeners feel left out
- diverse language production supports KGNU's mission and vision
- our new news director, helping support scheduling that is diverse, inclusive.
- how are we capturing comments from our listeners?
- feedback delivered to the staff
- online portal (current system out of date)

#### **Radio Bilingue (Linea Abierta) - airs weekdays 5:30-6:30AM; this show is produced in California**

- Tim, Station manager offered information in regards to what was being aired during this time in the past. - many listeners feel excluded
- program is called Radio Bilingue but is in Spanish
- how was the program change communicated to our community? What are best practices? - What should this program be called so that it is understood that the program is in Spanish? - Recommendations included airing a cart before each show begins to let users know that this show will be in Spanish, and the next English speaking show will air

The next meeting is scheduled for February 23, via Zoom

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### **Announcements/New Business - none**

**Adjournment 7:24 p.m.**

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