

KSJD Minutes

May 11, 2010

The meeting was called to order by Tom Yoder, substituting for Peter Ortego, at 6:40 P.M.

Jeff Pope read the mission statement

Present: Jeff Pope, Ned Harper, Chris Babbs, Tom Yoder, Kristine Nunn, Katrina Roberts (guest). Peter Ortego arrived toward the end of the meeting.

Additions to the agenda:

Jeff suggested that we address the need for two approvals: one relates to the request for borrowing authority for a bridge loan for the Cornerstone project and the other to the opening of a new bank account for the deposits needed for our medical benefits plan. Jeff will report later in the meeting about the CANPO evaluation process and how we should, or not, proceed with that instrument in our assessment of our organization. Ned asked about the potential board member interview process, more specifically who does the initial interview with a prospect and what is the role of the board member who suggested that person for membership. Tom recommended that we do that when we come to "board development" on the agenda. We should also address the topic of moving our board meeting dates so that the Finance Committee can meet the week before the full board meeting. We also need to continue our discussion of the board's committee structure later in the meeting when Peter is here.

Consent Agenda:

Ned moved and Chris seconded a motion to accept the April minutes. The motion carried.

Laird moved and Ned seconded a motion to accept the April financials. That motion was eventually tabled. Ned asked who is going to be on the Finance committee and when will the meeting dates be set. The Finance committee should first meet and decide on the final reporting format. What should be reported to the board and how should the budget snapshot be presented? What does the board need to act on when the financial report is presented each month? What is important for the board to know to discharge its fiduciary responsibilities? The Finance committee will address these questions and present answers to the board with the appropriate guidelines for financial reporting. Jeff also presented a handout illustrating the estimated gross income for the balance of the fiscal year, 2010. He made some observations about what is required for us to meet our budget projections and what potential expense cuts might be necessary for us to stay within our projections. He will be meeting with the Finance committee to propose options and track our financial picture as the rest of the year unfolds.

OFFICER'S REPORTS

There were no officer's reports except for the Treasurer. Jeff commented on the estimated income report that he handed out. We have operated at an expense rate of \$23,000 per month and need to reduce that rate to \$15,000 per month. We have anticipated income of \$79,550 for the rest of the fiscal year; consequently we are looking into expense control options that are in line with our anticipated revenue flow. Payroll is about \$11,000 per month, but we do have other options for revenue cuts. Jeff will propose those and discuss them with the Finance committee before taking action. We should also analyze the reasons why our revenue projections in some areas missed their targets.

BOARD DEVELOPMENT

Katrina Roberts was a guest at the board meeting, after having previously met with Tom, Peter, and Jeff as a prospective member of the board. Chaitna Sindha will meet with Jeff, Tom, and Peter on Monday to discuss her interest and qualifications for board membership. Other prospects are still being vetted. With respect to Ned's question about interview procedures, Tom and others described a process that starts with interviews with prospects and members of the board's development committee. It was agreed that the person who recommended the prospect should be informed about the outcomes of those meetings and be copied on any correspondence among members about that prospect.

EXECUTIVE DIRECTOR'S REPORT

Jeff brought us up-to-date about the search for the new music director. A job description was sent to the Personnel committee, as well as a review of the search process. Laird requested a copy of the job description, which Jeff will send. The job requires 4 hours of in office time and 6 hours at home, per week. Jeff announced that our membership goals have been met after a very successful fund drive. He as well distributed copies of the recent station newsletter. Kinder Morgan contributed \$1000 for the Friday student music program.

There was next a discussion of the Cornerstone project and the preparations for Rural Philanthropy Days. Jeff, Melissa, Kristine, and Marianne are developing approaches that will present the Cornerstone message to prospective funders. That message will emphasize media literacy, community communication (interviews and oral histories), economic development downtown, Story Core and the KSJD vault. The education mission of the station will also be emphasized. Jeff has also been invited to do the pitch on behalf of Montezuma County as an introduction to the event.

Jeff announced that the CANPO evaluation document is a 40 page tome that itemizes 9 areas of non-profit review. Is this what we want to use as we evaluate the station's effectiveness? Might NPR or CPR have an instrument that is better adapted to our circumstances?

Jeff reported that there have been three interviews for the underwriting position and the position still remains open. Also Karen has announced her resignation (she will be going to pharmacy school). She anticipates a July 1 departure and will be missed greatly. The

personnel committee will meet to discuss the job description and advise Jeff about how to proceed.

COMMITTEE REPORTS

Cornerstone Report (continued): A new brochure has been designed for the Cornerstone project to be included in a packet for potential donors. We are also dressing up the building with banners and pictures in order to highlight the campaign. We need to raise \$40,000 in 40 days in order to meet our Gates challenge. One local dollar is matched by eight foundation dollars, which is a great incentive to raise local funds. The Ballantine Fund has committed \$2000. Bill Stanley is stepping down from the Cornerstone position and Marianne Mate is stepping in. We hope for success so construction can begin sometime this July.

Peter has suggested that the committee structure requires further discussion, which might lead to some by-law revisions. Chris offered to propose the new committee structure and describe each of the committee's duties. He will post that on-line for board members to review and discuss at next month's meeting. Peter will suggest changes in our by-laws to reflect what we decide about committees. He also wants to schedule committee meetings and appoint new committee chairs. Probably this will happen some time next month.

Kristine proposed a resolution to elect Peter to a two year board term (2010-2012) and to serve as board president for 2011. Laird seconded. The resolution was unanimously approved.

It was proposed as well that the Finance committee meet the second Tuesday of each month to consider the previous month's financials and prepare the report for the full board meeting which will now occur the third Tuesday of each month. This will require a change in our by-laws. A vote will be taken next month to reflect this change if the board so desires.

Ned moved that we authorize Jeff to negotiate terms for a \$40,000 bridge loan with interested banks. This loan is for financing the Cornerstone project until we receive our USDA grant. Kristine seconded. The motion passed unanimously.

Laird moved that we open a bank account for our health reimbursement plan deposits, as recommended by our plan administrator. Kristine seconded. The motion passed unanimously.

The meeting was adjourned at 9:00 P.M.