

**MINUTES OF THE KGNU BOARD OF DIRECTORS MEETING**  
**Monday, December 9, 2013**  
**700 Kalamath, Denver, CO**

**Board Members Present:**

Barry Gilbert, Chair  
Meredith Carson, Vice Chair  
Chris O'Riley, Secretary  
Joy Barrett, Treasurer - via phone  
David Wilson, Ex-Officio, non-voting  
Robin Van Norman  
Jon Walton  
Liz Lane

**Board Members Absent:**

Ken Fricklas

**Guests:**

Marge Tanawaki  
Dave Ashton  
Louis Wolfe

**6:01 pm-Meeting called to order by Barry Gilbert**

November 2013 minutes approved.

**PUBLIC COMMENT:** None

**STATION MANAGERS REPORT: David Wilson**

**Fall Membership Drive**

As of December 5, the Fall Membership Drive had raised \$225,000. We are still receiving renewals from our reminder letters. As of January 1, 2014, any renewals that we receive will be applied to the Spring Membership Drive.

**End of Year**

Our end of year letter was sent out the last week of November. We are averaging around 10 donations per day through this mailing and hope to raise at least \$26,500.

**Colorado Gives Day**

Colorado Gives Day happens Tuesday, December 10<sup>th</sup>. We have been actively promoting this both on-air and online through our website and Facebook. We raised \$12,000 last year and are hoping to raise at least \$13,900 this year, in celebration of our ten years on air at 1390 AM.

**10 for 10**

We are working on plans for 10 events to celebrate our 10<sup>th</sup> year of broadcasting at 1390 AM. Our first event is a Holiday Open House and Record Sale on Sunday, December 15<sup>th</sup>, at the Denver studio from noon until 4 PM. The other events include Marty Durlin's "Back in the Dreamtime" musical play at the Buntport Theater, a brewpub fundraiser, Dining on Air in Denver, and a simulcast with Denver Open Media in September.

### **Holiday Party**

Our annual Holiday Party at the Boulder studio happens Thursday, December 12<sup>th</sup>, from 5 to 8 pm.

### **Engineering Update**

We are starting to work with our new engineer Jim Mross. We are focusing on fixing some long standing problems with the Denver studio board along with improving sound quality from the Boulder studio. We are also planning an inspection of the FM antenna.

We recently had one of our power modules at the FM transmitter site fail. Our power dropped significantly when the module failed, but returned to about 90% of normal once we removed it. We should receive a replacement power module unit in a week or two at the cost of around \$500. We are going to include a backup power module on our list of items for the capital campaign.

We would like to get a DSL connection to both transmitter sites to better monitor their status and to use the internet to connect the transmitters to either studio. This would give us better backup capability if one studio goes down.

### **Capital Campaign**

Sam, Evan, and David are working this month to finalize the items that will be part of the capital campaign. Our total goal for the campaign is \$200,000. We currently have \$90,000 out of \$100,000 pledged so far that we want to use as matching money for the second \$100,00. We plan to publicly launch the capital campaign by the time of the retreat, which is scheduled for January 25, 2014 at the Denver studio.

We are planning a dinner at Arugula restaurant in June to thank our major donors. The dinner is not an on-air event, but is by invitation to major donors only.

### **STRATEGIC PLANNING COMMITTEE REPORT: Jon Walton**

The draft plan recently went out to the Board and incorporated the Excel spreadsheet into the overall Word document. The staff is in the process of reviewing the document. The review will be during the week of December 16th, and then the document will be released for public comment. There will be a possible board meeting during the week of the 7th to discuss any public input, and we hope to approve the plan at the next regular board meeting on January 13.

There was a discussion on how to distribute the document for public input. It was agreed to have a three prong approach with hardcopies available at both the Boulder and Denver

stations, a spotlight on the KGNU website, and an email to the volunteer list with a link to the plan in Google Docs. We'll let people know that this review is coming up.

The new Strategic Plan is a living document and not a static document. Feedback on the plan will be ongoing, with reviews happening on a quarterly basis. If any volunteer is interested in reviewing the plan, they can get involved with the Strategic Planning Committee or send feedback to: [stratplanfeedback@kgnu.org](mailto:stratplanfeedback@kgnu.org).

### **RETREAT PLANNING: Barry Gilbert**

The annual retreat will be held on Saturday, January 25th at the Denver station. There will be a full group session in the morning and breakouts in the afternoon.

There was a discussion on the subject of the morning group session. One idea is a roll out/education session concerning the Strategic Plan. The session would focus on the major objectives of the plan, how the plan was developed in committee, and how volunteers can contribute to it over time. For the plan to work we need two things: the first is that we must be sure we have the funding to execute certain action items, and second we need volunteers to get involved with the plan implementation.

Possible topics and facilitators for the afternoon breakout sessions could include:

- 1-Emergency preparedness/lessons from the flood. - Jim Pullen
- 2-Social media training - Wally Wallace
- 3-Comrade playlist training- Barry Gilbert
- 4-Improving core digital production - Leo

### **CASH RESERVES REPORT: David Wilson**

David requested approval from the board to open a cash reserve savings account at the Mutual of Omaha Bank (MOB) in Nederland. This would be more convenient for our accountants, who are based in Nederland. We could transfer funds from our Bank of Denver operating account into the MOB account as needed. The MOB account would then be used to conduct our day to day business. David would be added as a signatory to this account and to the two other MOB accounts that we currently have.

A motion was made to authorize the Boulder Community Broadcast Association dba KGNU to open a new savings account with the Mutual of Omaha Bank in Nederland and to authorize David Wilson, Michael Massa, and Willow Johnson to be the designated signatories for said account. David will also be added as signatory to the 2 existing accounts at the MOB, namely our Operating and Raffle accounts.

A motion was made to approve the authorization. A vote was taken by the board and the motion was approved.

There was also a discussion concerning the possible transfer of funds from the Bank of Denver to the Boulder Municipal Employees Credit Union (BMECU) in order to reduce some of the processing fees associated with our SOLR accounts.

**BUDGET COMMITTEE REPORT: Joy Barrett**

The KGNU budget committee held its first meeting of FY14 on November 13, 2013. Our accountants provided several documents and guided committee members through them. One of the documents was the Profit & Loss Budget vs. Actual for FY13, which was presented to the board at our November meeting. Other documents we reviewed included a Profit & Loss Budget vs. Actual for Oct. 2013, and a detailed Balance Sheet comparing total liabilities & equity for Oct. 2012 and Oct. 2013. There were no concerns or surprises at this early stage in the fiscal year.

KGNU's underwriting revenues are slightly down, but this is typical for this time of year. We are generally maintaining our regular underwriting accounts and we recently added Alfalfa's as an underwriter. The committee discussed some of the long-term underwriters and some KGNU supporters who may be interested in assisting us with capital improvements.

The next Budget Committee meeting is scheduled for Thursday, January 23, 2014 at 4 p.m. at the Boulder station.

**OTHER BUSINESS:** None

**7:53pm - Meeting adjourned**

## Station Manager Report – December 2013

### Fall Membership Drive

As of December 5, the Fall Membership Drive had raised \$225,000. We are still getting renewals from our reminder letters. As of January 1, 2014, any renewals that we may receive will be applied to the Spring Membership Drive.

### End of Year

Our end of year letter was sent out the last week of November. We are already receiving donations, averaging around 10 per day so far. We hope to raise at least \$26,500.

### Colorado Gives Day

Colorado Gives Day happens this coming Tuesday, December 10<sup>th</sup>. We have actively been promoting this both on-air and online through our website and Facebook. We raised \$12,000 last year and are hoping to raise at least \$13,900 this year, in celebration of our ten years on air at 1390 AM.

### 10 for 10

As we enter our 10<sup>th</sup> year of broadcasting at 1390 AM, we are working on plans for 10 events over the next year to celebrate our 10<sup>th</sup> anniversary. Our first event is a Holiday Open House and Record Sale on Sunday, December 15<sup>th</sup>, at the Denver studio from noon until 4 PM. The other events we are working on include at least Marty Durlin's "Back in the Dreamtime" musical play at the Buntport Theater, a brewpub fundraiser, Dining on Air in Denver, and a simulcast with DOM in September.

### Holiday Party

Our annual Holiday Party at the Boulder studio happens Thursday, December 12<sup>th</sup>, from 5 to 8 pm. I hope that you can make this great annual event.

### Engineering Update

We are starting to work with our new engineer Jim Mross. We are focusing first on fixing some long standing problems with the Denver studio board along with improving sound quality from the Boulder studio, including working on some of the microphones. We are also planning an inspection of the FM antenna.

We recently had one of our power modules at the FM transmitter site fail. Our power dropped significantly when the module failed, but returned to about 90% of normal once we removed it. We are awaiting a replacement unit and are going to put a back up unit into our list of items for the capital campaign.

### Capital Campaign

Sam, Evan, and I are working to finalize this month the items that will be part of the capital campaign. We have \$90,000 pledged so far that we can use as matching money for the campaign. We are going to work to raise another \$10,000 for matching money. We'll plan to publicly launch the capital campaign by the time of the retreat, which is scheduled for January 25, 2014 at the Denver studio.

David Wilson

## **KGNU Budget Committee Report to the Board**

December, 2013

The KGNU budget committee held its first meeting of the new fiscal year on November 13, 2013. Our accountants provided several documents and guided committee members through them. One of the documents was the Profit & Loss Budget vs. Actual for FY13, which I shared with the board in November and discussed briefly during our November board meeting. Other documents we reviewed included a Profit & Loss Budget vs. Actual for Oct. 2013 and a detailed Balance Sheet comparing total liabilities & equity for Oct. 2012 and Oct. 2013. There were no concerns or surprises at this early stage in the fiscal year.

KGNU's underwriting revenues are slightly down. Underwriting is typically down at this time of year. Both of our underwriting managers do have significant other work they are currently doing besides underwriting work for KGNU. We are generally maintaining our regular underwriting accounts. We recently added Alfalfa's as an underwriter. David is working closely with both of our underwriting managers to support them in pursuing new accounts.

Budget Committee discussed some of the long-term underwriters and some KGNU supporters who may be interested in assisting us with capital improvements.

We also discussed several other minor accounting/administrative issues.

The next Budget Committee meeting is scheduled for Thursday, January 23, 2014 at 4 p.m. at the Boulder station.

Respectfully submitted,

Joy Barrett

KGNU Board Treasurer & Budget Committee Chair

KGNU Nominating Committee Report to the Board  
December, 2013

The KGNU Nominating Committee met on Dec. 2, 2013. The meeting was attended by four NomCom members and three other KGNU volunteers who are interested in the committee. We discussed:

1. A list of 30 prospective applicants and committee point-people to follow up with these prospects
2. The fact that several board members' terms end next year and it's crucial to secure strong applications in the near future
3. FAQ sheet which NomCom developed last year, which is now on the web site. The FAQ sheet describes what's involved in applying for the board, and what's expected of board members. It provides info on how to find the application form and where to send it.
4. We are continuing to work on our "Standard Operating Procedures" (SOP), putting in black and white the regular tasks and responsibilities of the committee as guidance for future Nominating Committees on what we do and how.

We have created a shared site for NomCom documents. The collection includes:

- FAQ sheet
- Interview questions
- SOP
- Board packet (needs updating, will probably address in January meeting)
- Application (we will add text boxes to make filling this out more user-friendly)
- Job descriptions for ex com members
- Board contact list with dates terms end

Documents to be added include:

- Timeline of what happens with an applicant
- Flowchart of what happens with an applicant (visual version of the timeline)
- Boilerplate rejection letter
- Former board member contact list

Respectfully submitted,

Joy Barrett  
KGNU Nominating Committee Co-Chair