

# **MINUTES OF THE KGNU BOARD OF DIRECTORS MEETING**

**Monday, June 8, 2015**

**700 Kalamath St., Denver, CO 80204**

## **Board Members Present**

Jon Walton, Chair

Liz Lane, Vice Chair

Risë Keller, Secretary

Jeannie Brisson

Gavin Dahl, participating via teleconference

Robin Van Norman, participating via Skype

David Wilson, Ex-Officio, non-voting

## **Board Members Absent**

Joy Barrett, Treasurer

## **Guests**

Irene Rodriguez

Eugene Stan

John Stout

Marge Taniwaki

Lewis Wolff

Dave Ashton

## **6:01 pm — Meeting called to order**

Agenda approved

May meeting minutes approved

## **PUBLIC COMMENT**

Lewis Wolff said he works at a car auction lot and has been seeing a lot of car radio buttons preset to KGNU.

Eugene said when he did outreach at the People's Fair, several people said they recognized KGNU because Irene Rodriguez has been interviewing the community.

## **STATION MANAGER REPORT: David Wilson**

### **Staffing Update**

John Schaefer stepped down as Music Director. Long-time volunteer and past Interim Music Director Kathy Gilbert is standing in, working full-time until we hire a new person in this position. I have been working with Tim Russo, the incoming Station Manager, to get him up to speed.

### **Summer Mini-Drive**

Our current spring membership drive tally is at \$178K. The summer mini-drive is scheduled for Tuesday, July 7 through Sunday, July 12, with a goal of raising \$30,000 to finish out FY15. You can sign up for phone shifts now through our website.

### **Program Guide**

We are currently working with our design person to finalize our 2015-2016 program guide. We hope to have it printed and distributed by late June/early July.

### **Budget Committee**

We are currently working on a draft for KGNU's FY16 budget. Budget Committee will meet next in early July, after Tim Russo has arrived.

### **Development Committee**

We continue to work on the 3D Capital Campaign, including sending out our 3D brochure with personalized letters to around 150 people at the beginning of June. We are also updating our estate-planning brochure.

Grant writing continues to go well. We recently received our annual grant from the Buck Foundation and from the Gay and Lesbian Fund for Colorado. We also got our first grant from the PeyBack Foundation to support our Denver youth training program; thanks to Dave Ashton.

### **Engineering**

Our AM site suffered damage due to recent lightning strikes. These took us off the air several times in the past month. We have made repairs at the site and we are working to improve our lightning protection at the AM site.

### **EXECUTIVE COMMITTEE**

The Executive Committee met on Tuesday, June 2, to set the agenda for this meeting.

## **COMMITTEE REPORTS**

### **PROGRAM COMMITTEE - Gavin Dahl**

The Program Committee met in May. We started reviewing and discussing the Program Committee Guidelines document.

David recommended the Program Committee develop ideas or guidelines on the following topics into a set of recommendations to help the incoming Station Manager and the interim Music Director:

- A training video on the Emergency Alert System requirements for broadcasters
- Station and program IDs during news and public affairs shows—a suggested guideline: Identify speakers and interviewees every 10 minutes with the name of the program, host, show, topic, and guest
- PSAs
- “Enhanced” underwriting
- Political messaging
- Chat functionality that DJs can use during shows
- Incorporating digital-only submissions we like into the KGNU music library
- Playlist creation: how can DJs be made more accountable?
- An online schedule showing all programs on the air over the next 24 hours lists each person hosting or DJing each show is already in use on KGNU.org, but more DJs and shift captains need to use it.

Marge said Redress Committee will develop a volunteer agreement once training and other requirements for on-air shifts have been settled upon. David said he will review past volunteer contracts or agreements toward creating a more holistic approach to training, policies, and volunteer contracts.

We are broadcasting from the RockyGrass festival again this July. We are now getting permissions from artists.

The next Program Committee meeting will be on June 23rd at 6pm in Boulder. Then we will meet July 28, at the Denver facility in the conference room at 6pm. The August 25 meeting will be back in Boulder.

### **EVENTS COMMITTEE – Risë Keller**

The KGNU Plant Sale was on Sunday, May 31. The sale raised about \$2,260 after expenses. Folks involved said the event was fun, upbeat, and at times “hilarious.” Thanks to all the volunteers who made this happen. Yukari created a review of this event (to be appended to the final PDF of this document) to make it easier to manage next year. About the on-air announcement that plants would be marked down to half-price at a specific time: volunteers said this adversely affected sales as people held their plants until the discount went into effect. Folks agreed DJs should not announce this on-air in the future; instead, event organizers will decide and announce a 50-percent-off sale when or if they feel it is appropriate.

The Record and CD Sale and Parking Lot Party is coming up Sunday, June 28, from 12-5. The remaining materials will be available for sale on First Friday, and listed on Craigslist. More details are available now on [KGNU.org](http://KGNU.org). The idea of adding a book sale raised concerns about the space limits for collecting and storing book donations and the relatively small amount of money raised in past KGNU book sales. The Charles (aka Charles Sawtelle Memorial Concert) is on Sunday, July 19, from 11:30-4:30 at the Gold Hill Inn. Board members are strongly encouraged to buy 10 tickets each to give or sell to friends. Tickets are \$20 and are on sale now on [KGNU.org](http://KGNU.org). KGNU volunteers can get a free ticket if they bring two pies or two desserts (example: a batch of brownies and a batch of cookies).

### **Review of Meeting Minutes Process - Risë Keller**

Toward the ongoing work of helping the Board work better together and stay accountable to one another, we wanted to look at how the Board reviews minutes, and at what should be included in the minutes.

The transition from distributing meeting minutes to Board Members for review via email to distribution on Google Drive/Google Docs has been a little rough, but I think we have figured out a good process. I would like to post minutes from our Board Meetings within four days of the meeting, and subsequently remind Board Members that they have four days to review them. I am looking for a way to require each Board Member to sign off on the minutes when they review them.

Also, having looked into what is usually captured in organizations’ meeting minutes, I feel that relative to other organizations, we often retain too much detail in our minutes. At a minimum, the minutes need to record motions, votes, decisions, and action items. We will track action items among the Board with a shared spreadsheet, also on Google Drive, to which we can continually add plans and resolutions that come out of Board Meetings and retreats. Discussion followed on the level of detail that is important to preserve in the minutes. Many said KGNU staffers and volunteers rely on them when they can’t attend Board meetings, and the minutes are an important record of what the Board does. People also agreed we need to keep the content compressed. I plan to 1) continue creating a summary version of the minutes of each Board meeting, 2) share this with Board members within 4 days of Board meetings, to be sent by the Board Chair to volunteers and staff as soon as all Board members have signed off on them, and 3) send the final, more detailed minutes, in PDF format, to the Operations Manager for publishing on [KGNU.org](http://KGNU.org) after they have been approved by the Board (usually at the following Board meeting).

## **OTHER BUSINESS**

A suggestion: Broaden the focus and change the name of Redress Committee to Conflict Resolution Committee. [*Note: This discussion occurred during the Program Committee update but I wanted to capture this item separately from that portion of the minutes. —Risë, your Board Secretary*]

**7:06 pm - Meeting adjourned**