Board of Directors Meeting Minutes

January 20, 2022, 5:30 p.m. (Exec. Session @ 5:00 p.m.: see notes at end of minutes**)**

3913 Kachemak Way, Homer, AK 99603 (Videoconference via Zoom due to covid-19)

BOD Present: (at Station):Nicole Arevalo, Jacques Longpre; (online-zoom): Robert Purcell, John Anderson, Kyle Schneider, Jack Cushing, Wayne Aderhold [Mel Strydom: excused, ill] …… **[Quorum?: yes]**

Staff: (at Station): Josh Krohn, (online-zoom): Loren Barrett, Jay Barrett
CAB: Rachel Almendinger & Jill Burnham
Visitors: none

1. **Call to order** at ~5:05p (after brief intro by Josh); Roll Call: see above
2. **Approval of Agenda**: Robt P moved; 2nd John A; no discussion, no objection – approved.
3. **Approval, Minutes of 12/16/21 meeting**: Robt P moved; 2nd Kyle S; no discussion, zoom hand raise: unanimous – approved.
4. **GM report** (Josh K):
    a. Josh reviewed the "safety" challenges of the last year due to covid restrictions and the successes in overcoming them (Staff, Volunteers, et al): remote broadcasting when necessary; now vols are moving back into station as it fits. Noted call for interested vols to contact the station. Obtained N95 masks & other PPE for Staff & Vols, but station is still closed to the public. Have had to follow "close cotacts" and "quarantine" (Staff) on occasion.
    b. Received notice from FCC that our license is renewed for another 5 years (as of 1-11-22)
    c. Completed CPB mandatory audit through work with our independent auditor – process is done: accepted by CPB
    d. Added a new internet service provider (ISP) a couple weeks ago to alleviate issues (drop out) on internet web stream. Apologies to to listening audience for any problems experienced – unavoidable, but traced to a router within the system of the conracted ISP. So far, the addition of a new (local, satellite) ISP appears to have resolved the issues & Josh is happy again.
    e. Programming:
        i. New partnership with Pier 1 Theater & Mud Bay Bards for *Sonnet-of-the-Day* for February … and *Storytime* is becoming a feature again (3rd Thursday at 10a) thanks to Cinda and Homer Public Library.
        ii. Note that a few Staff will be taking much-deserved vacation time over the next few months, including Desiree Hagen who is spending time at another AK station to learn the ropes on reporting. *Homer Grown* is going to aim to feature agricultural

production from other remote parts of the state as part of our effort to expand KBBI outside of the Homer area.

iii. Lastly, on equipment: still hard at work to resolve problems with the standby generator at the transmitter (down since May). Working with a new Koehler-licensed mechanic in Anchorage to find the needed parts. Still looking for a mechanic in the Homer area familiar with "liquid delivery propane" fuel systems, if anyone knows one.

iv. *[Nicole interjects how pleased we (BOD) are to have Josh in the GM seat and keeping a handle on all the incredibly complicated technology required to keep the station up & running]*. Josh, in turn, gives a shout out to Jeff Lockwood as Operations Manager now and dealing with the digital audio network and related systems.

v. *[Nicole prompts Josh to mention the rebuilt KBBI website and current podcast system].* Josh relates how NPR updated their content management sytem for their websites and KBBI is able to take advantage of it – several months of planning and converting everything from the old site to the new platform by our team of developers: Jeff L., Loren Barrett, Shawn Gottfreid, and Jay Barrett. It's all up & running so encourage everyone to check it out: unlimited podcast system means "audio on demand" (user-convenient, including both am & pm newscasts, delivered to your phone). And kudos to Simon Lopez, morning host who has taken over for Chloe Pleznac since she's moved on in her studies. Simon is now helping Jay out with the News Dept, including writing up sysnopses for the website.

f. (Josh turns it over to Loren who introduces herself as Development Director), Loren:

i. Halfway through fiscal year, update on membership & underwriting: huge 'thank you' to members and underwriters – lifeblood of the station:

1. On target to meet bugetary goals (13% over last year with 608 members, including 38 new members so far this fiscal year – 282 of them are monthly sustaining members. Come in & pick up mugs and associated bling.

2. Business underwriting has been, and continues to be a priority: currently running a "20% annual contract special". If you're a new business owner, expect Loren to be reaching out to you. And listeners, please take a look at the website and support underwriters.

3. Lastly, toward resilience and sustainability, a new group has formed the "890 Legacy Society" toward building KBBI endowment Fund (Homer Foundation). Looking to quadruple the current Fund balance so consider bequeaths and QCDs from retirement assets.

5. **CAB Report** (Rachel Almendinger & Jill Burnham):

a. **Rachel** (3 years on CAB) gave a brief rundown of the function of the CAB & invited listeners to join the effort toward connection between the community and the station. Noted the CAB only meets quarterly so not a terribly heavy commitment, but an important function to promote feedback and information toward engagement. **Jill** echoed Rachel's points and encouraged others to join the CAB and get involved in <u>their</u> station.

b. **Rachel** noted current members of CAB are herself, Jill Burnham, Jill Gunnerson, Francie Roberts and Duncan Wanamaker.

6. **Committee Reports:**

a. **Governance/ John Anderson, Chair:**
    i. **John** noted 3 areas of responsibility of GC: BOD development, Monitoring policies & bylaws, Strategic Planning
    ii. Welcomed the 2 new BOD members and thanked Sarah Richardson (stepping down)
    iii. GC meets first Wednesday of the month
    iv. Last few months main item has been Parental Leave Policy (Staff) ready to be approved tonight (per recommendation of BOD meeting in Exec Session prior to this meeting):
        1. Robt P: moved to adopt the policy as presented; Wayne A: 2nd; voice vote of those present: **unanimous approval**
    v. John then passed the floor to Robert P. to go over Strategic Planning efforts …
    vi. **Robert**: gave summary of recent Strategic Planning effort (meeting "all day" on 1/15/22): (more detail in the full minutes but summarized here)
        1. Strengthen KBBI's relationships with its core audience
        2. Expand & diversify our audience building relations with those not currently engaged
        3. Strengthen Kenai Peninsula's public radion network, including shared services with KDLL
        4. Insure KBBI sustainability through sound fiscal management: including business support, grant funding, and collaboration with other AK stations
b. **Internal Affairs / Mel Strydom, Chair**: (Wayne A. filling in tonight in Mel's absence)
    i. **Wayne** : IA committee in simple terms is "money & stuff", and stuff requires money; kudos to Mel for keeping a sharp eye on the money end, as well as assisting me in helping guide Josh on the "stuff". Noted a big part of Mel's work is monthly review of "P&L" and "Balance" sheets (reports from Kim)
    ii. Noted a significant part of "fiscal" efforts in current Strategic Planning will be to produce financial projections into the future (eg 5 & 10 years out) to avoid surprises due to uncertain "income" (noting State has "zero'd" public radio the last 2 years) as well as our ability to project "needs" into the future. In other words sustainability.
    iii. Avoid unexpected major expenses that require "emergency" funding drives.
    iv. Noted recent efforts to "maintain" facilities (exterior siding & roof; capital project of solar panels). Expect re-carpeting station (overdue) to be next major item (~$15k).
    v. **Nicole** added comments on station interior upgrades coming: acoustic treatment etc. … Next Strategic Plan effort will be to prioritize projects.
c. **Public Outreach Committee/ Nicole A., Chair** with assist from Loren B**:** Noted the functions of the PO Comm. and don't have to be a BOD member or Staff to be on the Comm, so if interested, speak up.
    i. Plan to develop handouts to be placed at the airport & other strategic places that contain **<u>emergency information</u>** helpful to visitors (tsunami awareness, evacuation & sheltering procedures etc.) and the usefulness of tuning into AM 890 or KBBI.org
    ii. Noted participation in local events such as 4th of July parade, Scavenger Hunt, etc.
    iii. Establishing satellite phones to supplement cell phones and email in emergencies.
    iv. (to listeners) reach out to Josh or Nicole with any ideas (fundraising)

7. **Old Business**: none

8. **New Business***:* none
9. **Comments:**
    a. (CAB) Jill B.: moved here 7 years ago & KBBI became her main connection to community
    b. (Staff) Loren: appreciation for listeners
    c. " " Jay Barrett: happy to be working for a forward-thinking organization, doing more with less (having been in public radio in AK since 1975
    d. (BOD) Jacques L: priveliged to participate in musical events and supportive of original broadcasting out of Homer … happy to be part of it
    e. (BOD) Jack C. : looking forward to ways to contribute … from past experience with City knows volunteers are the heart & soul of community; noted his son in Seattle regularly streams KBBI and they often discuss events like KPB invocations etc
    f. (BOD) Robert P.: KBBI important to him since 1979 when he came to Homer
    g. (BOD) Kyle S.: As an educator its important to him to see how KBBI connects with education in Homer … (Nicole noted Kyle is the Choir Director at HHS; and also that Robert P. is former Fire Chief as well as a FEMA responder)
    h. (BOD) Wayne A.: encouraged listeners who fit the demographics (retired) to join "890 Legacy Society" to build the KBBI endowment; put out challenge for someone to give the Bushliner a ride to Delta Junction & BOD would reimburse the estimate $330 cost
    i. (BOD) John A.: his wife, Ann & he have been long-time members and honored to now be part of BOD.
    j. (BOD) Nicole A.: Thanks to anyone in the past year who has done a Facebook fundraiser for the station. That included Ginger VanWagoner and Auliki, and Beth Carroll … apologies if missed anyone. Looking forward to Season 3 of *Homer Grown* and working with Desiree H. for interested people wanting to get involved: reach out to Josh for possible Board or CAB seats. Has enjoyed the last 8 years in this capacity & looks forward to weekly meetups with Josh (every Tuesday) to stay tuned in with goings on at the station.
    k. Josh (final words): Thanks to BOD for serving – it's all volunteer. And echo Nicole's call to action for anyone out there to get involved. And thanks to CAB – an important aspect of the station as direct line for the public to address concerns. We try to resolve them all. And finally, a big thanks to my Staff here at the station – some of the best staff he never could have anticipated when he started working here. Hard working, dedicated, innovative & creative … loss for words. Big thanks to all the volunteer DJs. And thanks for the listeners – if not a member, please become one – we need your support to keep functioning.
10. (Nicole) **Meeting adjourned** ~6:43p .. pre-recorded music til 7:00p

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Note: Executive Session called (via Zoom) at 5p (see roll call above, minus Jacques L):

1. *Discussed "Parental Leave Policy" as presented in email from Josh. Recommended approval unanimously – no changes.*
2. *Officers elected: a) President: Nicole Arevalo b) VP: John Anderson c) Treas.: Mel Strydom d) Sec'y: Wayne Aderhold*

APPROVED