KBBI Board of Directors
2/15/2023, 5:30pm
KBBI Boardroom and Zoom
AGENDA

We provide news, information, and entertainment to foster community engagement.

1. Call to Order and Roll Call
2. Approval of Agenda
3. Introduction of Visitors
4. Minutes of 1/19/2023 Meeting
5. General Manager's Report and Objectives Review
6. Community Advisory Board Report
7. Committee Reports (or reports of activity in these areas)
    a. Governance Committee
    b. Internal Affairs Committee
    c. Public Outreach Committee
8. Old Business
9. New Business
    a. Committee Membership
    b. Move oversight of Memorandums of Agreement and Cooperative Agreements to Governance Committee
    c. Meeting Schedules for BOD Meetings and Committee Meetings
    d. Utilizing Work Groups and Work Sessions
    e. 7 day notification of meetings
    f. Meeting Agenda for all meetings
    g. Strategic Planning
10. Action Items
11. Comments from visitors, staff, board members

Next Meeting: 03/15/23, 5:30pm, KBBI Boardroom, and Zoom

Board of Directors Meeting Minutes

February 15, 2023, 5:30 p.m.

3913 Kachemak Way, Homer, AK 99603 (In Person & Zoom due to covid-19)

BOD Present: Mel Strydom, Kyle Schneider, Wayne Aderhold (on zoom/phone in): Robert Purcell, John Anderson, Jacques Longpre, Jack Cushing Absent: none

Staff: Josh Krohn

CAB: Kathy Carrsow (chair)

Visitors: none

Quorum?: yes

1. **Call to Order/Roll Call**: @ 5:30p (Robert P, Pres, presiding (noted he's traveling but will be available if needed (5 hrs behind AK time); roll call by Josh K)
2. **Approval of Agenda**: Robert called for changes – none noted; approved with no objection.
3. **Introduction of Visitors**: none
4. **Minutes of 1/19/23 Meeting** (approval**)**: Wayne A noted correction to Hope M. being present at Station; approved, as submitted with correction, with no objection.
5. **General Manager's Report and Objectives Review**:
    a. Objective 1-1.2-Develop FY24 operating budget (draft complete, will present to IA Comm), Objective 2-5 Capital Projects – Install solar array at transmitter (meeting w AK Solar and USDA on 2/22 to review application for filing), Objective 3-3-Expand News Dept (Interviewed candidates for Reporter; Karin Smith accepted offer; starts ~2/22)
    b. Met w Chief Robl about Public Information Coop Agreement. Update of contact information for KBBI & HPD started. Will meet with Chief Kirko in coming weeks for same with HVFD.
    c. Hired Robyn Hamilton as Producer for Classic Radio program which will start airing Mondays at 1p in coming weeks. Still looking for underwriters for the show.
    d. Hired Fiona Rich as a host to read weather breaks during 4p hour weekdays and record additional content as needed (bushlines, etc).
    e. Rewired airchain output for compliance so signals to Seward and webstream are same as air. Includes EAS. On audio network, Zetta crashed this am so reinstalling now.
    f. Completed audit Friday afternoon and filed in conjunction with auditor. Awaiting certification of receipt by CPB by 2/13.
    g. Files SAS report for CPB this afternoon. Needs to amend for late content received late.
    h. Confirmed hiring decisions will save Josh some work (per Robert P's inquiry).
    i. In response to question by Wayne: confirmed he's still working with Reid Brewer on collaborative effort with KBC for "broadcast" class & facility on campus.
    j. Robert P. noted he has contacts for Nanwalek/Port Graham (on Homer side).
6. **Community Advisory Board** (report – see copy attached to meeting packet): (Kathy Carssow) CAB will be meeting every 2 months (instead of quarterly) with schedule coordinated with Public Outreach Comm meeting (4:30p, last Tuesday of month); elected new Chair; talked about venturing

across the Bay and Seward for KBBI presence; discussed listener survey ideas; met with Matt and Josh to get familiar with workings of the Station; Kyle S. offered contacts in Seward; Josh K. noted Mark Ganser for Seward contact; Robert P. noted equal status of CAB with BOD, and importance of advising on how BOD can improve the station. John A. noted value of Kathy advising CAB of what's going on with BOD since there hasn't always been a representative at BOD meetings & "two-way street" for information flow.

7. **Committee Reports** (or reports of activity):
    a. **Governance:** (John A.) No meetings since before Annual Mtg so nothing new to report; only thing to discuss is idea of "piggy backing" Gov Comm with IA Comm meeting; Robert noted it's on New Business agenda item.
    b. **Internal Affairs:** (Mel S.) No meetings since last; met with Josh earlier tonight regarding a few financial issues for which we have funds available; next big issue will be the budget.
    c. **Public Outreach:** Josh noted that Nicole had been Chair and haven't elected a new one; Robert asked if any old PO business to address? Josh said there was none.
8. **Old Business**: none
9. **New Business:** (Robert P)
    a. Committee membership: Robert noted Bylaws require 2 BOD members on each committee but Chair does not need to be a BOD so believes each committtee should choose its own chair; polled BOD to see if they would retain current memberships; Wayne questioned which he's officially listed on & Josh/Robert pointed out assignments are listed on google drive; Robert questioned Josh on CAB access to google drive & he answered "probably not" but he'd make it happen (Kathy C. indicated same question); Robert noted he planned to continue development of google drive as a joint workplace for all involved in station governance; All BOD agreed to retain current committee memberships; Robert conversed with Nicole who is willing (and desires) to Chair the PO Committee until transitioned to someone else; Josh reviewed memberships: Wayne A: BOD Sec'y, IA & PO; John A: BOD VP, Gov (Chair), IA; Jack C: IA & PO; Jacques L: PO; Robert P: BOD Pres, Gov, IA & PO; Kyle S: Gov & IA; Mel S: BOD Treas, IA (Chair); Josh feels need more people on Gov as only 3 now; Mel S. agreed to join; Wayne suggested he swap PO for Gov, which Robert agreed to (to be confirmed later)
    b. Oversight of Memoranda of Agreements: Robert suggests moving to Governance Comm (on actual Agreements) since they involve "obligations", but PO Comm deals with public messaging regarding the Agreement (ie split the two functions); Wayne agreed and suggested this is rationale for his move to Gov Comm; Robert would like to see committee agendas go out to all BOD members for information purposes (and possible attendance) with CAB connection to PO Comm being a good example; BOD agreed with the change by Jacques verbal assent and no objection;
    c. Meeting schedules, BOD and Committees: Robert noted BOD meetings moved to 3rd Wednesday of the month (vs Thursday) to better accommodate specific BOD members schedules and polled for any new objection; none noted; Committee meetings: Robert suggests in general hold them <u>after</u> (suggest within a week or so) BOD meetings; also suggests Gov and IA hold back-to-back meetings due to perceived overlap - ?comments: Mel S agreed; John A also agreed as good to coordinate and change to a day after BOD –

tentatively agreed Wednesday after BOD and with Kyle input at 4:30p (Jacques has problems with anything before 5p)

d. **Utilizing Work Groups and Work Sessions:** Robert's concept is to separate substantial chunks of work from BOD meetings for efficiency and respect for BOD time; again noted desire to have agendas sent out to "all" (potentially interested parties)

e. **7 Day notification and agenda for all meetings:** Robert noted purpose and need for an agenda so members can both decide (if attendance is optional) and prepare for meetings (for efficiency and completeness); Josh noted need for written report from all committee meetings (for auditor, as well as information purposes);

f. **Strategic Planning:** Robert reviewed the difference between "goals" and "objectives" and Josh/Staff involvement; Summary of the SP process, including CAB involvement; General assent from BOD; John A questioned Kathy C's familiarity with SP which she indicated expectation to gain familiarity once she gets into the google drive; it is a "living" document;

10. Action Items:

a. Establish meeting schedule and working plan for PO Comm and CAB; John A noted CAB has already picked a schedule so hopefully can make it work for both;

b. Since Gov & IA have a schedule set, need to provide announcement and agenda; Josh agreed to take care of announcement, needs agendas from Chairs; Robert noted agendas can be modified contemporaneously at meeting;

c. Complete meeting in an hour

11. **Comments** from:

a. Visitors: none

b. CAB: Kathy C: really been a good, organized meeting and appreciates the direction (including flexibility)

c. **Staff:**

d. **Board**: John A: appreciates timeliness goals & will try to run his meetings accordingly; Kyle S: good to be meeting "in person" (vs Zoom); Mel S: thanks to all and looking forward to next week's meeting & noted (for Kathy C/CAB) he has Nanwalek contacts; Wayne A: agrees with efficiency of meeting; noted lack of Facilities projects on the boards is related to tight fiscal situation; Jacques L: noted he'd be in person but for flu; likes streamlined meetings for improved focus; Jack C: thanks to all and looking forward to in person meetings; Robert P: also looking forward to in person meetings, appreciates input and apologies "for being 4 mins over".

12. **Adjourned at 6:35p**

/w.a./