Board of Directors Meeting Minutes

October 25, 2022 5:30 p.m.

3913 Kachemak Way, Homer, AK 99603 (Videoconference/"hybrid" via Zoom/in person due to covid-19)

BOD Present: (at sta): Wayne Aderhold, Nicole Arevalo (zoom): Robert Purcell, Mel Strydom, Kyle Schneider, John Anderson, Jacques Longpre Absent: Jack Cushing

Staff: (at hm): Josh Krohn

CAB: none

Visitors: none

Quorum?: Yes

1. **Call to Order/Roll Call**: @ 5:32p
2. **Approval of Agenda**: moved, Robert P; 2nd, Kyle S.; unanimous
3. **Introduction of Visitors**: none
4. **Minutes of 9/15/22 Meeting** (approval**)**: moved, Nicole A; 2nd Mel S.; unanimous
5. **General Manager's Report**: (Josh K): Covid Respons: picked 4% positivity rate as threshold – not there yet per SPH so continue with current measures. Staff: Shawn Gottried resigned to take full-time position at Paul Banks Elementary; Loren B will take over social media and posting to KBBI website; Hope will pick up News related duties; Jeff Lockwood resigned 2 weeks ago & Josh is assessing need to replace, or phase out (Ops Mgr); Josh is digging into network areas previously unfamiliar to him; Hope is on leave (unpaid) 10/31 – 11/18; Des & Simon will cover news & events during her absence. Jimmy S is working back into work post-recovery; Kathleen G. is filling in weekends for him as well as some Coffee Tables (10 hrs avg prep time); also Kevin Duff for Bunnell events; Transmitter Generator: saga continues; new Tech supposed to be down next week; Election Coverage: nearly over; most ground work done by KDLL, HCC & APM with KBBI simply coordinating coverage thanks to Hope, Des & Matt; Josh gave upcoming schedule for remainder; (some minor Q&A during Josh report)
6. **Community Advisory Board** (report): (John A): CAB met on ___@ 4p with John & Josh in attendance; Francie R. considering resignation due to inability to attend; plan to have booth at Rotary Health Fair with Jill Gunnerson organizing; Josh & Loren compiling materials for the event (informational, bling & raffle off); discussions about Winter Carnival (Feb 11th); brief discussion about COTL '23 (need venue); Rachel A. still looking to step down as Chair; (Josh K): request for on-air mention of "audio glitches" – Josh requested reporting with date/time; looking for alternate to using World Café as sole filler; brief discussion on CAB recruitment, so Josh noted BOD should keep in mind & put it out for response. Brief discussion on & confirmation of CAB appointment process; (Nicole) received application from Kathryn Carssow immediately after stopping by station post fundraiser; Robert P. moved to approve; John A. 2nd; Mel & Wayne spoke in favor of her appointment; unanimous approval. Nicole will send "welcome" letter for next CAB meeting & inform CAB members.
7. **Committee Reports:**

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a. **Governance:**
    i. (Nicole/Mel) Draft policy for "Insurance Stipend for (full time) Staff"; Discussed definition of "eligible employee" (in Employee Manual per Josh); draft document shared on screen by Nicole; (Wayne) questioned the requirement for stipend to apply toward insurance; discussed in some detail & agreed to drop this part with Josh's agreement, per Robert P motion, Wayne A 2nd; Robert P proposed amendment allowing stipend use toward 'self insurance' and pointed out that the Station also benefits from healthy & 'insured' Staff; Josh indicated current policy has high deductibles so is essentially self-insurance for normal events; (Nicole) effective date? (Mel/Josh) start stipend in December? Amount of stipend to be recommended by GM, approved by BOD as part of budget process, date effective is date the policy is signed by President; (Nicole) made modifications to policy text on screen per BOD comments; Robert P moved to accept revised document, Wayne A. 2nd, roll call vote: unanimous approval. (note Kyle S. has dropped offline); Robert P questioned when number will be known; Josh indicated 2 weeks; plan to approve at next BOD meeting (November).
    ii. (Nicole) Time to consider BOD elections for next year & noted she is termed out after this year.

b. **Internal Affairs:** (Mel S)
    i. FY 23 Budget: health care costs is big one so good to have revised policy; passed discussion on finances to Josh: Fundraiser was successful; expecting CSG payment of $70k around November; Pick Click & Give was approx $12k again this year;
    ii. Solar project for transmitter: (Nicole) Expressed concerns about applying & accepting REAP grant and being committed to making up the $45k difference (Josh) expecting to save $12 to 15k per year on electrical expense; (Josh) recommended we proceed with application for REAP grant; Robert P moved to proceed, Mel S 2nd, discussion; roll call vote: unanimous. Agreed: Josh will proceed with grant application; Wayne will draft HEA application & Corps of Engineers permit application;

c. **Public Outreach:** (Nicole)
    i. (Fundraising Task Force) Committee hasn't met lately due to lack of interest in meeting & busyness factor; "Showcase" plans haven't worked with Homer Theatre schedule, so can has been getting kicked down the road; Now Winter Carnival looks most likely; Possibly booth at Nutcracker Fair (3rd & 4th of Dec) & Procrastinator's Fair (18th Dec);

8. Strategic Plan Review: agreed to put off to next meeting & give Josh time to update it

9. **Old Business**: none

10. New Business:

a. Finding new Underwriters: keep on agenda for continued action (Josh) if have ideas & want Staff to contact them, identify to Josh or Loren & they'll follow up.

b. CPB letter: (Wayne) noted some of the items noted in the letter are non-compliance issues that we have discussed to stay out of trouble; also NFFS billings (Josh) thinks we're clean on our billings etc & took the letter as a "warning" that they are looking at details (fines are small % of total $ amounts; also "diversity statement/policy";

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11. **Action Items:** (Nicole) execute Health Insurance Stipend policy; (Josh & Wayne) complete REAP application, HEA application, and Corps of Engineers permit application.
12. **Comments** from:
    a. **Visitors:** none
    b. **Staff:** (Josh) appreciation of BOD support; tune in Monday for Halloween specials; reminder that Annual Meeting is January 19th & recommends we continue making the meeting live online (Zoom), he thinks the public appreciates the format
    c. **Board**: (Mel) thanks for fine-tuning health insurance policy and work on budget by everyone; didn't hear discussion regarding the "other" Seward station & their issues (Josh gave quick update: no invite to October meeting, but plan to attend November 14th meeting; he has a plan that could make everyone happy: offer to help them get their CSG applications put together so they can start pulling in some Federal dollars; offer similar contract as our KDLL version (build KBIH membership) which will help us like KDLL association does; (Jacques) kudos on health insurance policy; (Wayne) concern for Josh's workload; follow up with Jan Knutson on 890LS as she apparently was instigator, and noted Action Items (above), (Nicole) thanks for BOD recent accomplishments and Josh for keeping things going with short Staff; looking forward to meeting with KIBH & don't want to step on toes; Homer Grown episode in Tyonek & hoping to do a few more this year;
13. **Adjourned at** 7:12p

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