**Subject:** Regular KDNK Board Meeting **May 18, 2020**  
**Location:** Conference Call  
**In Attendance:** Scott Levine, Bruce Garr, Aly Sanguily, Mac Scott, John Henderson, Adele Craft, Dustin Cole (had to leave at 7), Kara Silbernagel (joined around 7)  
**Staff:** Gavin Dahl, Greg Albrecht  
**AZYEP staff:** Beth Wysong  
**Absent:** Chris Hassig, Jonathan Stokely,  
**Call to Order:** 5:49

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion Points</th>
<th>Deliverables / Person Responsible for follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-in:</td>
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<tr>
<td>Minutes Approval:</td>
<td>Shoshana moves to approve. Bruce seconds. Approved.</td>
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<tr>
<td>Public Input</td>
<td>No public present</td>
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<td>HR committee/GM resignation executive session:</td>
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<td>GM REPORT:</td>
<td>GM Report May 2020</td>
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<td><strong>FINANCES</strong></td>
<td>The Independent Financial Audit is underway with Cutler &amp; Associates, but has been slowed down by COVID. I filed an automatically approved extension with the Corporation for Public Broadcasting so our new deadline for financial reporting is July 15th, however I plan to get to work on it as soon as we have a complete report from Cutler. (We tracked over</td>
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$73,000 of in-kind professional services during 2019, which helps increase our federal grant amount.

Initial PPP loan documentation information was released on Friday by the SBA, but as of today Ian at Alpine Bank says their team is still establishing best practices guidance, which they will share with us when ready. Our potential loan forgiveness period began April 14.

Kara and I recommend the board allow finance committee to come up with proposed revisions to 2020 budget in advance of KDNK’s July meeting, and the board can decide whether changes will necessitate a vote or not.

AZYEP invoiced us for $9510 for programming during Q1 and we invoiced them for the same amount for underwriting.

City of Glenwood once again did not fund our grant request, this time for funds to offset costs to improve 88.3FM signal. We will be applying for Colorado Creative Industries and the Next 50 Initiative in the coming weeks.

The Spring Membership Drive totals are over $83,000 now (though $3000 belongs in the Record Club budget line) so big thanks to Kenna and Greg for tracking everything so well!

PROGRAMMING
Staff is working on protocols and phases to get approved by Garfield County Public Health and begin reintroducing DJs inside the building. The final phase would be unlocking the door to the public, but we are not setting dates for each phase.

KDNK won two prestigious Murrow Awards in a region that includes some big budget stations as the competition. We were recognized for Best Newscast and Best Podcast for The Tactile Traveler.
Mother’s Day programming included a half hour special produced by the Women’s Voices Project, AntiViral poetry curated by Alya Howe, a set of songs about moms hand-picked by Luke Nestler on Express Yourself, and a Mother’s Day set by Cheryl on Blue Horizon.

The Safety Dance party on Friday, May 8 was a huge hit with more than 20 different listeners joining the fun by Zoom and dozens of calls to the studio. Jonathan Stokely correctly guessed Merle aka Bob Schultz was the mystery DJ with just one minute to spare and won a new KDNK bandana, screenprinted by Inkswell in Glenwood and coming soon.

KDNK is partnering with SOL Theatre to air youth-produced radio plays. We aired Little Prince and have three more coming soon. We’re also going to air a version of War of the Worlds produced by middle school students from Waldorf soon as well.

TECH
Glenwood Springs signal is back on the air at 88.3 FM thanks to engineer Bill Frost. Still some additional tweaks coming soon. We will launch in-kind trade underwriting with Glenwood Municipal Broadband once they’re ready to begin touting their new deployment in the city.

Lucas and Greg are leading an update to the Prompter Scripts in the air studio, replacing that system with Google Docs. We are taking advantage of the reduced users of the system to test and so far it seems like a huge workflow improvement (primarily for Greg, Lucas, and Beth who use the logs the most).

Salesforce updates are a big success thanks to time donated by Seth Goddard, and hard work from Greg and Kenna.

ENGAGEMENT
KDNK is live broadcasting from Bridges High School graduation on Friday, May 29 at 6pm, and Roaring Fork High School graduation on Saturday, May 30 at 10am.

Events committee met remotely on May 4.

We are in talks with the Post Independent about an ad campaign to tout KDNK’s new signal in Glenwood and our recent Murrow and CBA awards.

KDNK email newsletters are now going out weekly to over 2600 people with roughly 30% open rates and 10% click-through rates, even with no free ticket giveaways.

Rocky Mountain Community Radio coalition has been awarded our first new collaborative reporting grant from Environment Foundation to cover pollution from fossil fuels. Meanwhile, Gay & Lesbian Fund looks likely to support another year of Capitol Coverage. RMCR has changed listserv management and launched a new URL: rockymountaincommunityradio.org.

Bruce asked for clarification about CCI grant.

| REOPENING DISCUSSION: | Dustin: Rely on the county’s expectations. If you’re doing what is asked of you by the county, they are the presumed health officials, your risk for liability is minimal. The biggest protection we have is appropriately screening people with questions. Shoshana: Require anybody who is coming has to send an email certifying they don’t have a list of symptoms. Doesn’t require staff action. Dustin: You’ve got the CDC, the state, the county. We have documentation that people coming in have denied symptoms. Bruce: A waiver might not be operative. Greg: Does it make sense to have a waiver that they promise to disclose if that changes? |
Gavin: We just want to ask once, not have to keep asking.
Shoshana: Staff shouldn’t be burdened, but volunteers have to send that email every week.
Sign on the door: have you sent your symptom update?

Greg: The concept of your solution is great. It’s also in context, at least once a week at most.
Could an initial ask be enough? If your disclosure changes from Day 1, tell us.
Dustin: Best practice is you have to screen them every time. Can’t rely on someone sending an email every time.
Gavin: Worried how this will play out that volunteers will fail to send the weekly disclosure, when healthy.
Dustin: Same discussion at our hospital. How do we do it effectively?
Bruce: I think there’s a difference between volunteers and employees. We need the expectations to be reasonable.
John: We are putting literature everywhere at our workplace. I think if info from CDC, state, county guidelines are everywhere it will build trust.
Greg: KDNK has a track record of being reticent about asking people to do something that could be considered confrontational. This is unlike other things KDNK has faced before. Please continue as a board to provide oversight. This execution will be out of KDNK’s wheelhouse.
There are a lot of different personality types. We have artistic and logical people on staff. We’re going to put these policies in place and we need everyone to be on board that we’re going to follow through on these expectations.
Scott: It sounds like you’re looking for a commitment from the board to follow through on the consequences.
Greg: It’s not about the consequences. We gotta keep our eye on the ball.
Bruce: I’m sitting in Redstone, I go into Carbondale once in a while, but I’m at a loss for what’s going on that I need to pay attention to going on.
Greg: I’m not saying there’s anything wrong. We just need to pay attention.
Kara: I think it’s important to be messaging to DJs and volunteers that the consequences are more extreme. Everyone is quarantined for 14 days. Need to impact how volunteers make their decisions.
Greg: This is about doing the right thing. It's serious.
Scott: I don’t think we need a special vote, but I’m open to what other board members think.
Greg: I think Gavin can handle the execution on this without another board vote.
Aly: I think the strictest possible standards are a good idea. You need a checklist and real consequences.
Scott: Make it two strikes and you’re out, or whatever the standard is. You’ve gotta be clear.
Have a stack of the questionnaire with clean pens and dirty pens at the front door. Every time they come in they answer the questions.
Dustin: Every time they come in. That’s what you want as a staff member. That will relax at some point.
Greg: I like the idea of making this material available. We’re counting on that programming.

Shoshana: I’m happy to work with you offline on the proposed form email, that they send back to you, to be identical to what’s printed in the front hall.
Dustin: I’ll send you what we’re doing at the hospital.
Greg: Now is the time to change the front door lock code. Only phase 1 volunteers and staff have that code.
John: County will ask why aren’t you doing the same thing with staff members?
Greg: Both paid and unpaid people should do this.
FINANCIAL UPDATE
| Kara: Does the board support scheduling a full review of 2020 budget in July?  
Greg: Second quarter billing gave me a lot of hope. Carbondale Farmer’s Market, etc. In terms of replacing live broadcast revenue, we have $2000 in live remote sponsorship so far for our RFHS broadcast.  
Kara: It may not be a formal vote that we need in July, just a quarterly update.  
Scott: I don’t think we need a formal vote, but we have to stay on top of it quarterly. The fall membership drive is going to be a big task.  
Greg and Beth signed off before executive session. |
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| COMMITTEE REPORTS:  
CAB: Gavin will follow up with Brandon about CPB best practices.  
Events: Great meeting, great ideas,  
Grants: Bringing Greg into the mix with Shoshana and the GM.  
Director / Volunteer Coordinator / Events Manager, News & Program Director, News Reporter.  
Strategic Planning: Raleigh and Andi are happy to continue helping Jonathan and the board work through this process toward completion.  
Tech committee: Important to consider longer-lasting COVID implications for our goals.  
Still need to finalize job description documentation for Development Director, Membership |
| EXECUTIVE SESSION STARTED 7:25  
EXECUTIVE SESSION ENDED 8:03  
No new business. |
Meeting adjourned 8:04.

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<tr>
<th>Staff reports:</th>
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<tr>
<td>Open discussion:</td>
<td>n/a</td>
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<tr>
<td>Adjourn:</td>
<td>7:56pm</td>
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**Suggested Hiring Committee Members:**

**Current or Former Employees-**
- Amy Hadden Marsh*
- Raleigh Burleigh
- Wick Moses
- Greg Albrecht
- Megan Passmore

**Current or Former Volunteers-**
- Luis Yllanes*
- Andi Korber
- Monica Muniz

**HR Committee Members-**
- Scott Levine
- John Henderson*

**Other Current Board Members-**
- Chris Hassig
- Aly Sanguily*

**Community Members-**
- Mark Taylor

8:05