**Subject:** Regular KDNK Board Meeting  **August 17, 2020**

**Location:** KDNK Backyard/ Conference Call

**In Attendance:** Scott Levine, Chris Hassig, Mac Scott, John Henderson, Bruce Garr, Adele Craft, Jonathan Stokely

**Staff:** Greg Albrecht, Corby Anderson

**By Phone:** Shoshana Rosenthal, Kara Silbernagel, Dustin Cole (part of meeting), Aly Sanguily

**Absent:**

**Call to Order:** 5:50

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| Corby Welcome:  | Hellos & intros  
Corby: Echoed gratitude expressed in first letter to membership. Excited to be in the position, excited about staff quality, first weeks went well.  
Mac: Corby mentioned previous live KDNK fire coverage as one of our strengths just before starting and KDNK has again taken a strong active role in covering the Grizzly Creek Fire.  
Corby: Amy and I met last week and developed a good plan to shift programming appropriately toward fire coverage. Word of thanks to her. |                                               |
| Minutes Approval| Chris forgot to send out the minutes, we will approve both next month.                                                                                                                                           |                                               |
| HR committee:   | John: no meeting, I’ve been very busy with work  
Scott: the main question to consider is what to do about filling the role Lucas currently holds.  
Corby: Staff has done great job filling in and stretching to meet needs-- that has made my job easier coming in, but it also means it will take me some time to distinguish existing staff’s core roles from extra duties they’ve taken on recently, and help define their roles more clearly. Programming and operational |                                               |
competency look to be the areas of future need. Balancing technical knowhow and news department/public affairs needs. Met with Lucas. Technical understanding of DAD and other studio tech would be huge plus, though I will be familiarizing myself with them as well. Hoping we can get to a hiring process or other solution in October after Drive, unless there are objections.

Greg: having a good technical person for Fall Drive is not critical, but would be nice to have someone who can help slot well-edited promos/content and make sure they are broadcast professionally.

Corby: We will try to bridge that need in the short term and then figure out that programming job in October as we generally define roles and responsibilities for all staff. Raleigh and Lucas may continue to be involved in some way going forward, but some uncertainty.

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Scott: Other business: we’d like the board's blessing to add Adele and Chris to HR committee.

General assent and agreement that a formal vote not necessary.

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Chris: Social has sent an email requesting to have his restorative justice mediation occur sooner than January. Feels that length of suspension is vindictive and says he has been a loyal volunteer for 20+ years.

Greg: The full staff discussed this issue last week. We came to agreement that, due to the fact that the incident that led to the suspension was not isolated, but the continuation of repeated conflicts with multiple members of our community, and that there are a

Corby will continue defining roles, looking for needs, and scouting possible candidates.

Adele and Chris to get HR committee emails.
number of people that still feel hurt, it should not be reopened ahead of time.

Mac: Has social made a direct and full apology to Paige?

Chris: I don’t know, but I don’t think so. Keeping the mediation time set as January may create too much resentment/feel too late for an effectively full apology.

Scott: The decision was not made lightly and should stand. It was not the first problem.

Greg: Social has not created a safe environment for staff, particularly female members of staff. Connecting community requires a feeling of safety for everyone. Issues with Social have unnecessarily used up enormous amounts of staff time as well and reopening this would continue that pattern.

Bruce: there were also past problems with unapproved use of station property

Greg: Volunteering at KDNK is not transactional.

With general assent, no vote was taken to move the mediation date up from January.

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Events Committee: Aly:
Here’s what we’ve got on the schedule
Safety Dance Party
August 21st

August 30th:
Our Town One Enchilada:
Zoom Party to kick off Drive Bingo
Dos Gringos, Landmark Cafe, will do specific meal/drink deals.
September 9th: Merle and Chameleon at Smithy for kick-off of Membership Drive

September 11th: Pastor Mustard at 4th and Main

September 12th:
Chameleon and Merle Open Disc Golf Tourney at Bert and Ernie Park
$25 per person $100 per team
KDNK disc and buff with ticket
Non-alcoholic, no food officially, but Darin Binion will pass out non-alcoholic drinks and snacks.
Buy mulligans, special competitions.
Olivia Pevec will make an award.

Live broadcast at Rock Bottom Ranch on the 16th of September for Roaring Stories.

Corby was at Basalt Farmer’s Market with Miles Craft, one new membership. We will look to repeat.

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Corby: Greg will take the lead as he has more familiarity at this point and Kara is only on the phone.


Major difference is in grants where we have the $112,136 grant from CPB that puts us way ahead of last year. +$188,522 Jan-Jul 2020 vs. -$12,153 Jan-Jul 2019.

Also have PPP funding of $57,700 in the income column. However, PPP loan should technically be considered a liability as it is a loan until/unless it is forgiven. Unknowns there.

75% on payroll was requirement. We have met that. Expansion of eligible time period past may means we will be at 100%+ of PPP funds used for payroll.

All board members should expect to help phone banking and in other ways.

Mac has agreed to help volunteer with this event.

Corby is looking into more farmer’s market presence opportunities.
John: Is payroll being specifically recorded as coming from PPP for compliance purposes?

Greg/Corby: yes

John: Anything COVID related should be marked as PPP eligible, even for grantmaking purposes outside the requirements of that program.

Greg: so with PPP in the liabilities column rather than income, budget wouldn't look quite as good, but we would be ahead regardless.

Greg: Elsewhere we thought live broadcast income would be way down with no concerts, but we ended up exceeding expectations through graduation broadcasts/special mountain fair coverage at $6,000 vs $6,400 last year.

Sponsorship income also doing well. $4,400 vs. $3,500. Lining up some further sponsorship for Labor of Love and Disc Golf tourney.

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Greg: We received a contract proposal from ASAP accounting. Recommend approval. This will bring us into the modern era with more efficiency. Will be able to get reports in house with shared books. This contract will cost less per month to begin with, but also require less accountant hourly time as well as staff time in contact to get reports. Potentially fewer costs related to the June audit as auditor can come work directly with us rather than going through the accountant for everything.

Corby: Even in my first two weeks I've seen the value of this proposed change. Not being able to have in house oversight of accounting and having to go through things line by line with many mistakes has already been frustrating and time-consuming.
Jonathan Stokely motions, John seconds to approve the new contract with ASAP. Unanimous approval.

Greg: Corby’s leadership will be great for helping with this transition.

Jonathan: Let us know if the board/finance committee can help.

Corby: Greg and I looked further into 990 IRS penalty issue via Gavin’s email archive. 2018 990 should have been sent in July 2019 but was not until November 2019.

Greg: board should perhaps look at the email chain. It is still unclear where the ball was dropped, but it does not appear that blame can be put squarely on either A+ or Cutler. Hard to tell if Gavin can be fully blamed either.

Corby: read from email chain to the effect that Gavin did talk to someone at the IRS in February and did send a plea for forgiveness, but outcome of that is unknown.

John: we aren’t likely to get our money back.

Greg: Apparently there are some issues with 2017 as well. There seems to have been some avoidance of admitting mistakes to the board from Gavin. Surprising, as I do not feel the culture of KDNK is one that one would create fear of owning up to mistakes.

John: Bringing up the fact of problems from 2017 as well with the IRS sounds risky, but they can come after you three years past a violation. Don’t know what the answer is there.

Greg: for future 2019 990 IRS efforts we should develop a standard process. Loved that Corby put a calendar alert for himself for July 15, 2021 in
immediately upon hearing about this. Good sign for his organizational abilities.

John/Bruce: Maybe July 1 would be even better?

Corby: That is one thing I do focus on is being organized. Wouldn’t hurt for Board members to also add 990 to their alerts so multiple people are reminded of this.

Kara: Put this on the new business of finance committee for next session.

Greg: access to historical email is super important to help new person understand issues with job.

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Corby: There was a withdrawal of 540.00 by Gavin in early July. Gavin said it was an honest mistake and refunded the station.

Greg: it was such a blatant red flag cash withdrawal that someone of Gavin’s intelligence would never have pulled it if he was actually trying to get away with it. An honest mistake is the reasonable conclusion. Staff have almost no occasion that would involve a large cash withdrawal.

Bruce: If we want to be more secure, one suggestion on controlling outgoing money would be to have a two-signature policy for checks/withdrawals over a certain amount.

John: major thanks to Greg for the last three months and helping us with our financials. Hopefully new accounting will make it all easier.

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Tech committee: Chris: committee has still not met but should now that Corby is in place.

Finance committee will revisit this issue for both 2018 and 2019 and determine possible further courses of action.
| Strategic Plan: | Corby: “Aircheck” recorder for mic breaks has gone away, we should have it back. Great for training, for use in promos, to have as indisputable record of on-air actions.  

Chris: I feel that this was in place as recently as the Spring Drive.  

Chris: There are concerns about effect of repeated long-term alcohol sanitizer use on mixing board.  

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Chris: Committee also not meeting currently.  

Jonathan: We were quite close to getting into the final document before the pandemic. We feel it can be restarted fairly easily once you are settled in Corby. We can revisit where we are and will want your input.  

Corby: would also like to hear the community input to date and in future. Plan should be fundamentally community driven. |
| Tech committee will consider this issue at next meeting. |

| ED Report: | **Summary of July-Aug 17:**  

Onboarding Process: Official hire date was July 27. First day working was Monday, Aug. 3. Press release announced my hiring in GWP, AT & ADN Aug. 4. Wrote an introductory letter to members on Aug. 5.  

Greg, Kenna & Lucas were great help in orienting me to the building & basic technical operations, staff, on-air volunteer roster and current COVID public access policy. Louie helped set up my email, remote access, and gave an overview of IT. Cody caught me up on his role and a history of ongoing or past controversies with DJ’s, and I had one-on-one orientation meetings with Raleigh and even Beth.  

Corby will talk to Luis. |
Luke gave some much appreciated historical perspective.

Kara and Greg helped set up my access to the KDNK Alpine Bank accounts with a signatory authority form. I went in and got a debit card, and confirmed that Gavin is no longer a signer.

Undergoing a thorough analysis of the business as I learn the various players and processes better. The digital files kept by the former GM are not yet fully shared. On Scott’s approval, we re-authorized his access to his email and Google Drive with the agreement that he would clean up his file structure to share with me in a more logical structure and populate those folders with key documents currently in his email. Meanwhile, I have gone in and shared what looked relevant to my own new work email and created a sensible file structure.

**This Month’s Goals & Objectives:**

- Make transition to ASAP accounting firm & transferring billables to online bill pay

- This coming month will include our 2020 Fall Membership Drive - “We’ve Got You Covered” is the theme. Goal is $75,000 raised in membership funding, also to meet pre-drive early renewal or new member deadlines.

- Continue organizing and reviewing KDNK files to orient myself.

  Jonathan: Should figure out how to give Gavin access to google drive to help with reorganization without giving full email access.

  Jonathan: Salesforce did have issues early this year but apparently was working well.

Per board approval, Corby and Greg will finalize contract with ASAP.
● Staff COVID protocol plan in place

Corby: would like some help developing guidelines. We had a staff illness scare during my first week on the job.

Jonathan: there should be a policy for fully remote staff work in the event of someone getting sick.

Scott: fully remote staff work would simply be impossible with our needs. Some other contingency will need to be found.

Corby: I will be looking into existing plans at similar institutions.

Aly: should consult with other RMCR stations to begin with.

Kara: Bob Schultz and I can help with navigating the testing process.

● Get an online KDNK QuickBooks account. Greg shared a link with $63 per year non-profit rate.

● Study staff job titles and areas of responsibility closely, look for shifts that make better sense based on what KDNK needs, the individual skills and ambitions of each staffer, and the public interface. Clearly define role of next hire (operations/programming) and internship opportunities.

Jonathan: reevaluating staff needs vs. skills is definitely something you should feel welcome to explore as you settle in.

Wide board enthusiasm for an internship program.

Corby will feel out other RMCR staff COVID illness practices

Corby will contact Kara/Bob as needed on this policy.
Corby: this will help us get some free work, but I see it as absolutely a two-way street, in terms of offering education, skills, opportunity. I have lots of experience with interns and long-term contact with former interns, many of whom have ended up very successful. I think it will be valuable for them.

Successes:

- Fire coverage - Amy and team have done excellent work covering this fast moving fire. DJ’s have stepped up to help and have been amenable to on-air update reads and our need to break into their shows on occasion for live updates. Received many comments from the public about how thankful they are for the coverage - including a $50 gift certificate to the Smithy from Project Resource Studio - which I will match and send the staff out with.

- Greg reports eight $500 Mountain Fair sponsors ($4000 total) which will help our Live Broadcast budget line greatly in a difficult year. Our on-air coverage of the truncated Mountain Fair was well received by the public.

- Carbondale and Basalt Farmers Market presence for early bird membership renewal has been great exposure - led by Kenna

- Membership renewal letters all mailed last Thursday

- Kudos to the staff for doing an excellent job of working together and keeping the station on the air without leadership during a very restrictive pandemic event!

Jonathan: we should do something nice to thank staff.
Corby: would like to do a dinner of some sort, maybe get jackets
Scott: that is really a great sign of leadership that you are already thinking about taking care of people on staff and keeping morale up.

• Re-registered KDNK with the Sec. of State for our non-profit status.
• Moving logs to Google Docs has worked very well - especially during fire, as we can all update remotely
• News transition has gone well - having 3 freelance reporters plus Amy has been a boost to our news coverage, and Amy is doing a great job managing her team

Scott: does the current news department setup seem sustainable. Looking at the news department, what is our strategy in the next few months?

Corby: Will require some time, but will consult with Amy about her needs when she has the time.

John: (in jest) it’s been two weeks, cut Corby some slack, Scott!

Corby: Also looking at internships to help with News, Social Media for sure.

Adele: AZYEP is a good place to look first for intern help as we are already producing student-led news and interviews etc.

Corby: absolutely. Can also tap into the CMC program.

Scott: will have to balance getting interns into the building against our COVID policies. Currently not allowed.
Corby: Semester starts in two weeks for college students so it will be a challenge

**Challenges:**

- Bookkeeping is a challenge - Bob is not easy to reach and is gatekeeper of the files.
- Gavin’s file structure and sharing has been difficult to navigate to find key documents.
- Kenna is taking very difficult Games Training courses online for Co. Sec. of State to be our official Games Manager which is required before our Bingo/Raffle license can be renewed.
- This is my first and Kenna’s first membership drive running the event and we are both seeking any help in organizing the various components of the event so that we don’t let anything key slip through the cracks.
- Cody was ill for my first week - getting him a COVID test was a challenging process.

Scott: Gavin has agreed to help, but is not getting paid so may not be as responsive.

Corby will continue to seek help from Gavin as needed

| Jonathan and Chris have volunteered to join for at least part of the meeting. | Internship program to start when possible |

Corby: Kenna and I will be meeting Thursday midday if anyone would like to join
- **Aircheck software needed?**
  
  Scott: if that item is not extremely expensive, you have prerogative to get it without committee or board approval.

### Action Items:

- Switch from Bob Zentmeyer to ASAP Accounting - ASAP! Finance Committee has vetted the decision. We can save thousands of dollars in labor and hours and hours of time by having access to our own books, and better consistency in detail. Staff decision or Board vote?

  - Vote on July minutes

  - Advice on staff COVID policy?

  - Staff dinner/mini-retreat - looking to team build and treat the staff after a great job this year so far.

  - Renew Lucas’ contract? Runs out end of month.

  - IRS Fine?

#### Financial Overview:

- Net income $188,522.37 as of end of July compared to -$12,153 in 2019 (+$200,675 difference) - largely due to COVID grants and PPP loans.

Corby will explore cost and technical considerations of new Aircheck, hopefully with Tech Committee help.

(board vote for approval during Finance Committee report)

(postponed to Sept)

(RMCR consultation, help from Kara and Bob.)

(general enthusiasm, can plan later)

(up to ED per need)

(further petitioning? no clear answer)
- Membership income is $167,352 compared to $163,317 in 2019.
  Greg has been a huge help in keeping our books on track and helping me to transition into managing the finances of the business.
  IRS 2018 Late Filing Fine - $3740?

**Board Guidance & Issues to Vote On:**

1. Moving PPP funding to liability line item? It is a loan, and we may have to pay it back.
2. July Minutes
3. Switching accounting and payroll firms?

**Adjourn:** 7:55pm