Subject: Regular KDNK Board Meeting  September 21, 2020
Location: KDNK Backyard
In Attendance: Scott Levine, Chris Hassig, Aly Sanguily, Mac Scott, John Henderson, Bruce Garr, Adele Craft, Shoshana Rosenthal
Staff: Corby Anderson, Greg Albrecht
Absent: Jonathan Stokely, Kara Silbernagel, Dustin Cole
Call to Order: 5:50

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<tr>
<th>Topic</th>
<th>Discussion Points</th>
<th>Deliverables / Person Responsible for follow-up</th>
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<td>Check-in:</td>
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<td>Minutes Approval:</td>
<td>Bruce motions, Mac seconds to approve minutes from July and August. <em>Unanimous approval.</em></td>
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| Fundraising Drive Update: | John: Drive has been going great, big thanks to Kenna and Greg and all staff  
Greg: things are going really well with Corby. Unprecedented success for Drive. It has not progressed this quickly in my memory.  
We did a good job getting prepared and preparing Corby for the drive. We’ve also had success with pre-drive return on our mailing. Seth Goddard has helped us make the Salesforce database better.  
Transition to the new bookkeeping firm has functioned as a sort of audit on our payables.  
Corby: one first order of business for me has been organizing and understanding all our payables.  
Greg: we’re doing a better job developing and |                                                 |
documenting standard operating procedures/best practices. Also thanks to Corby we have a renewed focus on making our facility as excellent as it can be while not losing the funkiness.

**COMMITTEE REPORTS:**

**Finance Committee:**

Greg: With the new bookkeeper, we were able to generate the financial reports in-house in ten minutes. Huge advancement.

Have some outstanding questions regarding restricted and unrestricted categorization of payroll for CPB and other grantor requirements.

Shoshana: is the budget amortized or for the full year?

Greg: it is for the full year, but we aspire to get to having a monthly amortized budget column. That’s within reach.

Shoshana: perhaps a quarterly amortization of the budget is sufficient.

Greg: The PPP loan was moved from an asset to a contingent liability

Some points that will be revised: the CPB 2nd Half receivable should be removed from the “Other Current Assets” as it is now double booked into the bank account at this point.

Chris: What is our mortgage interest rate? Is there any value in paying that off.

Bruce: we’re probably paying almost all principal at this point so I doubt it has value.

Shoshana: there are very low interest rates now

Corby and Greg will take a look at the mortgage interest rate and see if any payoff/refinancing or no change is advisable.
| HR Committee: | Corby: looking down the road a capital campaign may be worth looking into. Several ideas on earned income, improving technology, sprucing up facilities.

Kara is getting transitioned to be the caretaker of the Vanguard Account.

Greg: We think Kara is willing to continue as Treasurer which will be good as she’s becoming adept with the books and the overall financial picture.


Chris: for a show at 7am on a Saturday that’s too much.

Scott: not worth it at that price. We should consider dropping it.

John: $2,500 would be the maximum I’d be willing to go.

Corby: I will look into Hidden Brain, Wait Wait, overall NPR fees. Survey?

Chris: we did one last year as part of strategic plan

General discussion of programming: Hidden Brain, Wait Wait, NPR overall fees.

Greg: Goal would be to keep NPR close to this year’s budget level.

Corby: We had an instance of harassment by a volunteer towards a staff member. The volunteer has been given a warning and a much harsher penalty will be levied if it is repeated. |
| Events Committee: | Aly: Disc golf tournament was a big success. Lowkey distanced fun.  
Greg: and a financial success as well. About $1,500 raised.  
Aly: An event we can keep growing and plan to make annual.  
We’ve also continued Farmer’s Market presence.  
Corby: nice recent popup event with Pastor Mustard as well.  
Aly: we’re brainstorming for Halloween alternatives. Something in the park at 4th and main.  
Bruce: We should look at the deposit we made for the Third Street Center.  
| Tech Committee: | Chris: we will meet next Thursday. Will do a walk through with Lucas and Louie. Then we will be primarily discussing our general tech facility needs, the future of DAD, and our digital presence.  
Corby: I’ve developed a wishlist of tech needs to up our professionality out in the field and make our events look/sound better.  
We did multiple live events this week and made do with what we have, but if we can find room in the budget I think it will be well worth it.  
General assent.  
| Grants Committee: | Greg: Site visit with Anschutz Foundation upcoming. Have been preparing with Shoshana for that.  
Mac will contact Colin at Third St. to see about rolling over/rescheduling the event rental to next year.  
Corby has leeway to spend on field tech, within assessment of the budget |
Had a good meeting with City of Aspen grants committee. Feeling good that we will do better than the $3,000 we got this year.

Also preparing for Town of Carbondale grants as well. Consulted with Marty Silverstein about that.

Corby: we discussed getting an air purifier for the on-air studio with Bob Schultz and Jeff Dickinson.

Mac: I’d like some involvement on this.

Aly: maybe worth talking to the Third Street Center as they are doing something similar.

Scott: we haven’t made progress due to this year’s events. We might have to reconstitute the committee to some degree.

Corby: who’s leading that?

Chris: Jonathan Stokley had taken over for Kara at the beginning of the year, but process has paused with COVID.

Mac: Jonathan’s also begun pursuing an MBA, which is taking a lot of his time.

Greg: having it done by the end of the first quarter would be a good goal. I think Chris has the most understanding of the process to-date and should probably lead it.

Scott: with potential changes to the board after the election and some settling in for the ED, I’d aim for the december meeting to restart things.
| **Corby:** Ok I will prepare to have it restarted at the December meeting. | **Chris and Corby** (and maybe Greg and Andi Korber) will meet at some point to get Corby caught up/get his initial input on the Strategic Plan Process. |
| ED UPDATE: | Our fall membership drive has been an inspiring experience, for all involved. As of Monday afternoon, we are at $73,000 and likely will reach our goal of 75K prior to Wednesday’s completion. The community clearly values our work and supports our mission, based on the early bird support and membership drive energy. Staff, Board, and Volunteer DJ’s have worked day and night to pitch, take pledges, produce really fun community events, and I am very impressed by everyone’s participation. Kenna led a pop-up concert and frisbee golf tournament, both of which were successful in their outreach and financial goals, and had wonderful community vibes. Our news team shined during the Grizzly Creek Fire with commendable, timely, reporting. ASAP accounting has been aboard since the beginning of the month, and are almost done with the process following some challenges with integrating our old QuickBooks. Payroll is successfully in their court as of the 15th pay period. Greg has been doing a fantastic job with grants & underwriting. Raleigh and Lucas both have been extended as contract labor for this month, evaluating again at the end of October. I plan to hire a PD/Ops manager Dec. 1. | Corby: So the biggest need I’m seeing going forward is an engineer/technical person of some kind. But I plan to do a review with the staff and put all the program and technical responsibilities in a pile--then |
Corby will conduct a collaborative staff responsibilities evaluation to help better define/organize existing roles and see what we want to get out of the new PD/Ops hire.

Corby will reestablish contact with Crystal to check in on how we might meet her halfway to find something that works. Otherwise, the PD/Ops hire process and general staff evaluation should put some weight on Spanish language proficiency/cultural literacy.

This Month’s Goals & Objectives
- Finalize transition to ASAP accounting firm & transferring billables to online bill pay
- Give staff a breather, as possible. Celebrate their dedicated work during the early COVID era with a farm to table thank you dinner on Sept. 30.
- Begin to review and analyze 2021 budget needs by department.
- File 2017 Taxes and follow up with letters requesting grace for late 2017 and potential refund of late fees paid for 2018. Confirm 2019 was received by IRS.

staff can divvy them up collaboratively to see what remains or changes with existing staff descriptions to create a coherent job description that will make this hire most effective for us.

The other need I see besides a technical person is some kind of front-office person who can take some of the pressure off Kenna. By default of her desk’s location, Kenna is really impeded in her ability to have uninterrupted work time.

Greg: this has been a long-time issue through the terms of Kenna, Erin, and Bodhi and although I think it’s unintentional, I’ve had discomfort with the sexist implications of that position being a woman and being treated like the receptionist.

Chris: The only other need I think should be considered would be, if we lose Raleigh, maintaining and strengthening our Spanish language reporting and engagement. Charlando con Crystal put too much onus in Crystal being here super early AM, but I don’t want to give up on the concept. I think a re-engagement with Crystal is worthwhile to see where she’s at. Perhaps an afternoon public affairs slot in Spanish?
● Begin process of hiring a Program Director/Operations manager. 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.

● Fix electrical backup issue. Power outages continue to knock our programming hardware offline and require physical rebooting on a regular basis.

● Technical committee evaluates our present equipment needs, and prepares a list of immediate, near term and long term needs, preparing cost estimates for each.

● Staff dinner planned for Sept. 30 at Sustainable Settings, prepared by Chef Ambassador Frank will serve as a team building treat for the staff after a great job this year so far.

● I intend to thank the volunteer talent via a “DJ of the week” ad in the Sopris Sun, and thank each DJ for their fantastic work promoting the organization. I hope to begin to empower each show host to work towards owning their show creatively by marketing of their own programs within KDNK via recorded promos, working towards having logos for each show, finding their own replacements for time off etc.

Successes

● Fall Membership Drive - a wonderful success! $73k+ raised as of Monday at 1:30pm.

● Extended Marquee Broadcasting rental agreement for (2) years @ $400/mo. Upon approval of the contract.

● Carbondale and Basalt Farmers Market presence for early bird membership renewal has been great exposure and venue for community feedback.

● All Colorado Secretary of State licenses are now up to date, posted on my office wall.

● Internship outreach has begun to yield interest - James Baldwin, a Sr. at University of Montana will join

Tech committee will discuss these issues. Power outages are most pressing problem.
Amy’s News Team during winter break as a full-time intern for five weeks.

Challenges
● Power outages have been persistent. We need to hire an electrician to do a stress-test of the building and then go through our on-air rack and back-up power in order to find a solution to our computers getting knocked out every time, and our DAD database being compromised some of the time.
● Bookkeeping was a challenge in August during migration to ASAP due to issue with Quickbooks file import technical error and ASAP’s need to hand-rebuild our May - August books - sorted for the most part now.
● Could use more volunteer (or paid, should we need to shift freelance labor during these weeks) help on weekends and evenings in future membership drives to give staff a break during a very busy fundraising period.
● It is clear to me, especially during the very busy fundraising window that staff all spreads out the work of the Program Director between full time and contract laborers.

Action Items
● Vote on August minutes.
● Approve Marquee Broadcasting 2-year rental extension contract.
● 2017 IRS Tax needs filing, and a separate letter sent asking for 2018 fee grace.

Financial Overview
● Alpine Bank operating account is $172,562.86 as of end of August, compared to $31,053.45 in 2019 (+$141,509.41 difference)
● Total grant income is $293,134.00, 177% over budget thanks to excellent work applying for and securing COVID grants, but also continuing to qualify and land grants we typically apply for.
IRS 2018 Late Filing Fine - $3740 - I will be writing to the IRS to officially request grace of this expense, and
hoping that they will return the fee that has already been paid, or at least apply it towards the expected (larger) fee for the 2017 Taxes, which have not been filed.

**Board Guidance & Issues to Vote On**

1. August Minutes

2. Marquee Broadcasting Rental Contract

3. NPR Services FY 21 - should we continue to subscribe to the Wait Wait program for $9600/yr? KAJX carries it as well.

4. Event and field equipment needs - go forth if budget allows or wait until 2021?

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<td>Board has agreed that Corby can move forward.</td>
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<td>Board has given Corby latitude to negotiate with NPR or cancel Wait, Wait.</td>
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<td>Tech committee will discuss along with other expenses, but there was general board agreement that Corby should do it if he’s feeling comfortable with the budget situation.</td>
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**New Business:**

Scott: we need to discuss the format of future board meetings. In person or zoom?

Adele: zoom is preferable to the conference call if we’re going remote.

General discussion of the issues with the four immediately discernible meeting options: In-person outdoors (weather concerns), In-person indoors (Covid Concerns), Hybrid + phone (connectivity issues, difficulty for remote participants in following the meeting), Hybrid + zoom (connectivity,
audio/visual problems, difficulty for remote participants), pure zoom (aversion, productivity/connectivity issues, public engagement issues).

Mac: fire pit

Chris: amen

Scott: so we will try to do the October meeting here in person with a fire. For annual meeting we will have to do zoom.

Corby: how have elections been conducted in the past? What do we need to have ready for the annual meeting?

Chris: Gavin used a paid service called OpaVote. Probably not necessary.

Scott: OpaVote allowed more than 7 questions to be asked. In this case SurveyMonkey or another free option is probably fine.

Chris: Do we have any candidates for the board?

Corby: I have one prospect from the Basalt Farmers’ Market. But everyone should solicit possible members.

Corby: What’s has been the schedule for the coming year’s budget planning process? Do I need to have a 2021 budget for the October meeting?

Scott: We want to have something to present to the membership at the annual meeting, so yes, a draft 2021 budget that the board can review at the next meeting would be appreciated.

Scott will bring his fire pan/wood to the next meeting.

Kenna can set up a SurveyMonkey for the election when we have the candidates finalized.

All board members should solicit prospects for the KDNK board ASAP.

Corby, Greg and the Finance Committee should develop a rough draft 2021 budget for the October Meeting.

Adjourn: 7:47pm