

Board of Directors Monthly Meeting
Monday October 11, 2021 at 5:00 PM

MINUTES

- A. Call to Order: The meeting was called to order at 5:00 PM President Randy Parker.**
- B. Roll Call: Present were President Randy Parker, Secretary Mary Corcoran, Treasurer Brad Reynolds, Members Bill Black, Amy Houck, and Dave Hollis. Also present were Director Administration and Business Sue Bergstrom and Director of Programming and Operations James Devens. Absent; Hope Finley and Shane Kimberlin.**
- C. Announcements and Introductions: Individuals interested in serving as board members. Karen Allred (Eagle River/Valdez) and Erin McKinstry (McCarthy) introduced themselves and expressed their interest in serving on the board. These included fundraising, community involvement and professional experiences.**
- D. Approval of Agenda: Black moved to approve the agenda. The motion was seconded by Hollis and passed unanimously.**
- E. Approval of Minutes from previous meetings: Reynolds moved to accept the meeting minutes of 9/16/21 and 9/21/21. The motion was seconded by Houck and passed unanimously.**
- F. Education Minute**
- 1. Bergstrom: Director of Business and Administration responsibilities (emailed "Notes Duties Director of Business and Admin presented 091321") Bergstrom explained what was new to her director's position as compared to previous jobs she has had at KCHU. She recounted several areas that she had assisted with that are now her sole responsibility.**

2. Assignment for next meeting: Black- KCHU signal on PWS

G. Information Items:

H. Old Business

1. **Bergstrom: board member resignation effective October 1.**
2. **Board vacancy**
 - a. **Two letters of interest were received. Bergstrom recommended appointing one person to fill her board position and placing the other person on the ballot prior to the annual membership meeting. Reynolds has tried to recruit board members from Cordova. Bergstrom cited membership lists being confidential, but could confirm whether a specific person was a member. She will report on this at the next meeting. Regarding the appointment, Allred deferred to McKinstry. McKinstry expressed her deference to Allred. Houck moved to appoint McKinstry and put Allred's name on the ballot. The motion was seconded by Hollis and passed unanimously.**

I. New Business

1. **Annual member meeting: Ballots must go out 30 days before the meeting. Normally, membership is updated after the fall fund drive. Three positions will be listed on the ballot. Houck asked about the number of members allowed on the board. There was discussion about increasing the current nine (required). Consideration would need to be given to quorum, a bylaws change, the possibility of an alternate member, etc.**
2. **Board elections: The ballot content and release has not been finalized.**
3. **Bergstrom: Proposal to employ CPA auditor's, Foster CPA, to do the income tax and the gaming tax returns this year—a cost increase of the audit by \$2,500 for both returns. Bergstrom explained her support for this given her new responsibilities at this time. Devens spoke to the audit and tax reporting process, especially**

regarding a reduced liability. Houck moved to approve employing Foster CPA to complete the income tax and gaming tax returns. The motion was seconded by Reynolds and passed unanimously.

- J. Director of Administration Report (attached). Bergstrom presented her report and further detailed balance sheets and profit and loss statements.**
- K. Director of Programming and Operations Report (attached) :**
Devens presented his report in terms of categories for which he is responsible including his typical daily schedule. He has met with on-air staff about their concerns and goals. This includes janitorial and pay and duty restructuring. Devens recommended looking into these at a future time. When more hosts are allowed in the studio, they will need studio headphones. Reynolds asked about shortfalls in terms of aging studio equipment. Devens explained that the KCHU is behind without Windows10, but that upgrade also means updating software and training. Control boards from 1996 do not need replacing now, but their interface with the server is becoming outdated. Reynolds suggested bringing this into our 5 year plan. Options include using what we have until it doesn't work, or replace it with home studio equipment or very expensive upgrades. Another factor is our reliance on Van Kraft and his knowledge of our equipment and systems. Bergstrom referred to grants like those awarded by the Rasmussen Foundation which require a match. This topic should also be part of our strategic planning/goals.
- 1. Devens requested that he be allowed travel for the City of Valdez business from November 15-19. Corcoran moved to approve Devens leave to attend the Alaska Municipal League conference from November 15-19. The motion was seconded by Houck and passed unanimously.**
- L. Committees Updates-See Committee listing for members**
- 1. Fundraising and Events- Devens is planning a Drive-in movie Halloween event in Valdez. "Night of the Living Dead" will be projected on the big yellow building. He asked members for any other ideas for other communities.**
 - 2. BROTCOMM- see Introductions C above**

M. Schedule next meeting: The next meeting was scheduled for Monday, Nov 8, at 5:00 pm by acclamation.

1. Members excused from next meeting_____

N. Adjournment: Black moved to adjourn. Reynolds seconded and the motion passed unanimously. Parker adjourned the meeting at 6:28 pm.

Committee Membership

- a. **Building Committee - Parker, Devens**
- b. **Finance - Kimberlin, Bergstrom, Parker**
- c. **Fundraising - Houck, Kimberlin, Devens, O'Connor, Hollis, Finley**
- d. **Events - Kimberlin, Devens, Black, Hollis, Finley**
- e. **Board Recruitment, Orientation and Training - Houck, Corcoran, Bergstrom**