Terminal Radio, Inc. 128 Pioneer Drive Valdez, Alaska 99686 Meeting Location: 128 Pioneer Dr, Valdez
Teleconference: **(844) 844-0414** 

Conference Code: **7898321**#

## **Board of Directors Monthly Meeting**Monday January 10, 2022 at 5:00 PM

## **MINUTES**

- A. Call to Order: The meeting was called to order at 5:16 PM by President Randy Parker.
- B. Roll Call: Present were President Randy Parker,
  Secretary Mary Corcoran, Members Bill Black, Shane
  Kimberlin, and Amy Houck. Also present were Director
  Administration and Business Sue Bergstrom and Director
  of Programming and Operations James Devens. Absent;
  Erin McKinstry (excused), Hope Finley, and Dave Hollis
  (excused).
- C. Announcements and Introductions: There were no announcements or introductions.
- D. Approval of Agenda: Parker added agenda Item I2, setting a date for the 90 day evaluations for administrative positions. Houck moved to approve the agenda as amended. The motion was seconded by Corcoran and passed unanimously.
- E. Approval of Minutes from previous meetings: Black moved to accept the meeting minutes of December 6, 2021. The motion was seconded by Houck and passed unanimously.
- F. Education Minute
  - 1. Hollis-Listener Area Description postponed
  - 2. Assignment for next meeting: Hollis-Listener Area Description
- G. Information Items:
  - 1. Bergstrom: updated Membership Form draft will be available at the next meeting
  - 2. Corcoran: Board Calendar revision (attached)
    - a. Bergstrom asked Corcoran to pull a conflict of interest form from the bylaws.

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- b. Corcoran will send Bergstrom the BOD calendar reformatted as a pdf.
- c. BROTCOMM will meet to discuss updates to the calendar and present a draft to the board.
- d. Committees will need to elect chairs when committees are reformed after BOD elections.
- 3. Corcoran: Board Policy Manual revision
  - a. BROTCOMM will meet to discuss updates and present a draft to the board.
- 4. Corcoran: KCHU Board Self-eval doc (attached)
  - a. Bergstrom reported that when this was used, members found it useful. With a deadline, members completed the forms then met in a work session to discuss the results. A master summary was compiled and used for planning. Completed forms with summary were archived in the KCHU office and with the board secretary.
- 5. Corcoran: CSG Compliance Winter Training Memo 12.8.21
  - a. Corcoran asked if there was a training that might be more useful to the board.

    Bergstrom was told by the CSG that the information would improve board understanding BOD SABS surveys.
  - b. BROTCOMM will meet to choose/assign/ share/solicit members on training. Members will present what they learned to the rest of the board.
- 6. Corcoran: Treasurer responsibilities include
  - a. Review and sign off on the following TRI financial documents
    - 1. Reconcile bank statements monthly
    - 2. Internal financial reports-quarterly
    - 3. Audited financial statements-annually

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- 4. State and Federal tax returns-annually
- 5. CPB grant reporting-annually
- b. Meet with the auditor upon request
- c. Chair the Finance Committee
- H. Old Business none
- I. New Business
  - 1. Treasurer Election Houck was unanimously appointed as treasurer. A complete slate of officer elections will occur after board election and the membership meeting.
  - 2. Ninety day evaluation for 2 new positions A working group will create one form using amended personnel evaluations. A specific deadline will be set for board members to complete.
- J. Director of Administration Report (attachments)
  - 1. Report updates
    - a. updates: station survey opened today.
    - b. State and Federal payroll reports are completed.
    - c. Social media has been updated.
    - d. There have been 3 responses to KCHU "help wanted" ad. Bergstrom sent each a job description and is waiting for any applications.
  - 2. Average Monthly Expenses 120121
  - 3. Balance Sheet ge123121
  - 4. P&L qe 123121- Corcoran asked for clarification on what was included in some accounts.
- K. Director of Programming and Operations Report (attached)
  - 1. Report update:
    - a. Some repairs will need to be done this summer.
    - b. Addendum to paragraph 2: there are more problems with APR satellite service. Many stations are having similar problems.

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- c. There was discussion about the condition of the transmitter building (including its temperature) and its access.
- d. If there are no applicants for a part time KCHU worker, there may need to be some changes made.
- 2. If Devens will be away for a couple of days next week, he will email the board for approval. The on-air crew is prepared.
- L. Committees Updates-See Committee listing for members
  - 1. BROTCOMM see G2c, G3a, and G5b.
- M. Schedule next meeting: The next meeting was scheduled for Monday, February 7, at 5:00 pm by acclamation.
  - 1. Members excused from next meeting
- N. Adjournment: Corcoran moved to adjourn. Kimberlin seconded and the motion passed unanimously. Parker adjourned the meeting at 6:44 pm.

## **Committee Membership**

- a. Building Committee Parker, Devens
- b. Finance Kimberlin, Bergstrom, Parker, McKinstry
- 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