

Board of Directors Monthly Meeting
Monday December 6, 2021 at 5:00 PM

MINUTES

- A. Call to Order: The meeting was called to order at 5:02 PM by President Randy Parker.**
- B. Roll Call: Present were President Randy Parker, Secretary Mary Corcoran, Members Amy Houck, Dave Hollis, and Erin McKinstry. Also present were Director Administration and Business Sue Bergstrom and Director of Programming and Operations James Devens. Absent; Bill Black, Hope Finley, and Shane Kimberlin.**
- C. Announcements and Introductions: There were no announcements or introductions.**
- D. Approval of Agenda: McKinstry moved to approve the agenda. The motion was seconded by Houck and passed unanimously.**
- E. Approval of Minutes from previous meetings: Houck moved to accept the meeting minutes of November 8, 2021. The motion was seconded by Hollis and passed unanimously.**
- F. Education Minute**
 - 1. Corcoran-Listener Area Description included general demographic and signal range extending about 300 miles by road (Richardson Hwy) and water Port of Valdez to Tatitlek Narrows.**
 - 2. Assignment for next meeting: Hollis - Listener Area Description**
- G. Information Items: Member information confidentiality - BROTCOMM recommended a Draft New Membership form no premium (attached) and presented by Bergstrom. Corcoran suggested being more specific than asking permission to use email contact “for other reasons”.**

**Other reasons may be specified as “news and events.”
Bergstrom will bring an updated draft to the Board.**

H. Old Business

- 1. Bank resolutions - With the new FNBA resolutions, KCHU agreed to require one check signer on any checks. The board treasurer is tasked to review statements. The board secretary can view accounts and stop payments. The Board will need to review and update this in its Board Policy Manual.**

I. New Business- none

J. Director of Administration Report (attached) Bergstrom also reported the following:

- 1. From December 1, 2020 to November 2021, KCHU had 151 members.**
- 2. Regarding a budget request to the City of Valdez, Board members may attend the Valdez City Council meeting on December 7, telephonically. Email supporting the KCHU grant request should be sent to the Valdez Assistant City Clerk.**
- 3. CPB Correspondence notifies the station that their NFFS is insufficient to receive a grant for next year. \$250,000 is required. Bergstrom will respond to letter after she receives it. Losing the grant would be a \$100,000 loss.**
- 4. A United Way grant application is due December 15. Bergstrom will submit this depending on receiving an award from the City of Valdez (matching funds). Houck wants us to be frank with membership about what financial support is needed.**

K. Director of Programming and Operations Report - Devens reported the following:

- 1. All systems are running as normal.**
- 2. General maintenance projects are ongoing discussions with the engineer.**
- 3. When enough quotes for modernizing systems are received (4 are solicited currently), these will be presented to the board.**
- 4. Staff is being trained to run automation.**

- 5. Devens is developing manuals for his and staff functions.**
 - 6. KCHU is in a good position to increase regular community volunteer shows-remote and in-person. This will be brought up with community advisory board. Devens is also working on a user survey.**
 - 7. KCHU has a cooperative agreement to deliver specific, taped Coast Alaska broadcasts.**
 - 8. KCHU should consider adding more members to Community Advisory Board.**
 - 9. More on-air, news and eventually development staff are needed.**
- L. Committees Updates-See Committee listing for members**
- 1. Brotcomm- see G.**
- M. Schedule next meeting: The next meeting was scheduled for Monday, January 10, at 5:00 pm by acclamation.**
- 1. Members excused from next meeting_____**
- N. Adjournment: Houck moved to adjourn. McKinstry seconded and the motion passed unanimously. randy adjourned the meeting at 6:19 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**