

Terminal Radio, Inc.
128 Pioneer Drive
PO Box 467.
Valdez, Alaska 99686

Meeting Location: 128 Pioneer Dr, Valdez
Teleconference: Outside 907 area code **1+844 844-0414**
Within 907 area code- toll charges may apply: **1+605 313-4351**
Conference Code: **7898321**

Board of Directors Monthly Meeting
Monday June 12, 2023 at 5:00 PM

MINUTES

- A.** Call to Order: The meeting was called to order at 5:03 PM by President Randy Parker.
- B.** Roll Call: Present were President Randy Parker, Vice President Scott Pegau, Secretary Mary Corcoran, Members Bill Black and Dave Hollis. Also present were Director Business and Administration Sue Bergstrom and Director of Programming and Operations James Devens (arrived 5:32pm). Absent; Treasurer Shane Kimberlin and Greg Parrish.
- C.** Announcements and Introductions: There were no announcements or introductions.
- D.** Approval of Agenda: Pegau moved to approve the agenda. The motion was seconded by Hollis and passed unanimously.
- E.** Approval of Minutes from previous meetings: Pegau moved to accept the meeting minutes of May 8, 2023. The motion was seconded by Hollis and passed unanimously.
- F.** Education Minute
 - 1.** None
 - 2.** Assignment for next meeting: _____
- G.** Information Items:
 - 1.** Review board calendar-the Board discussed the calendar for possible revisions with the following results:
 - a.** January:
 - 1.** Members should review the annual audit 2022 posted on the KCHU website (see email sent 7/4/23). Send Corcoran an email acknowledging they have done this.
 - 2.** There was no previous year's budget to revise. Bergstrom will extrapolate actual figures for FY23 in June.
 - b.** February:
 - 1.** Bergstrom recommended that the Accounting Manual be reviewed/revised in even years. Review will occur in 2024.
 - c.** April:
 - 1.** Replace "approve New Budget" with "Approve Next Fiscal Year's Budget"
 - d.** July:
 - 1.** Remove "Approve New Budget"
 - 2.** Strategic Planning

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- a.** Corcoran suggested that members review current strategic plan (see email sent 7/4/23) and email suggestions for updates by 6/19/23. A work session will be scheduled based on the input.
 - 3.** Fund Drive-Work Session follow up.
 - a.** Different scenarios were discussed for the Board Challenge.
 - b.** Pegau asked for specifics on when the fund raiser would begin and when board members might participate. Promos could begin on 6/13/23 with the Coffee break kickoff on 6/20.
 - c.** Bergstrom will send out promo and station ID scripts and time slot suggestions.
 - 4.** Status of equipment upgrade-business and operations
 - a.** Devens reported that not much has changed since the last meeting. Progress is being made. He's done database entries and discussed plans with the engineer.
 - b.** Normalizing streaming volume will cost time but not funds. Older equipment from the McCarthy site will be repurposed. Devens will provide notice on changes.
 - c.** Automation equipment including an on-air, studio and backup units are in a KCHU staging area. The station has also received 400' of transmission line for the FM project, hardware and antenna pieces. There are many contingencies but the upgrades may go live in October.
 - d.** The AM electric bill could be lowered by having Cordova station become a full service station. FCC compliance would be similar to procedure to license Valdez FM. Devens will present this concept in writing for possible inclusion in the update Strategic Plan.
 - 5.** Gaming account update
 - a.** The 2022 report has been submitted.
 - b.** 2023 permit needs to be added with the license.
 - c.** There appears to be \$3,000 of pull tabs missing. Devens did not sell them to a vendor nor are they in inventory.
- H.** Old Business -None
- I.** New Business -None
- J.** Director of Administration Report (attached). Additional information follow:
 - 1.** For the M.J. Murdoch grant application, Bergstrom still needs information regarding the backup generator and broadcast shelter.
- K.** Director of Programming and Operations Report. In addition to G4 above, Devens reported on the status of Gaming operations.
 - 1.** Alaska state lottery wants to develop a relationship with KCHU.
 - 2.** The KCHU application for 2024 has been submitted.
- L.** Committees Updates-See Committee listing for members

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- M.** Executive Session: Personnel
 - 1.** Pegau moved to go into an Executive Session regarding Personnel at 6:34pm. The motion was seconded by Corcoran and passed unanimously.
- N.** Parker called the meeting back to open session at 7:03pm.
- O.** Corcoran moved to go into an Executive Session regarding Financials. The motion was seconded by Pegau. Bergstrom was invited to attend. The motion passed unanimously. Parker called the meeting back into open session at 7:38pm.
- P.** Schedule next meeting: The next meeting was scheduled for Monday, July 10, at 5:00 pm by acclamation.
 - 1.** Members excused from next meeting_____
- Q.** Adjournment: Corcoran moved to adjourn. Hollis seconded and the motion passed unanimously. Parker adjourned the meeting at 7:40 pm.

Committee Membership

- a.** Building Committee - Parker, Devens
- b.** Finance - Kimberlin, Parker, Pegau
- c.** Fundraising - Kimberlin, Devens, Hollis
- d.** Events - Kimberlin, Devens, Black, Hollis
- e.** Board Recruitment, Orientation and Training - Corcoran, Parker, Pegau