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 July 17, 2023 at 5:00 PM

MINUTES

- **A.** Call to Order: The meeting was called to order at 5:01 PM by President Randy Parker.
- **B.** Roll Call: Present were President Randy Parker, Vice President Scott Pegau, Secretary Mary Corcoran, and Member Dave Hollis. Also present was Director Business and Administration Sue Bergstrom. Absent; Treasurer Shane Kimberlin, Bill Black and Greg Parrish.
- **C.** Announcements and Introductions: There were no announcements or introductions.
- **D.** Approval of Agenda: Pegau moved to approve the agenda. Corcoran asked about addressing a listener letter. Parker will let Staff handle it. The motion was seconded by Hollis and passed unanimously.
- **E.** Approval of Minutes from previous meetings: Pegau moved to accept the meeting minutes of June 12, 2023. The motion was seconded by Hollis and passed unanimously.
- **F.** Education Minute
 - 1. None
 - **2.** Assignment for next meeting: None
- **G.** Information Items:
 - **1.** Revised board calendar draft-Corcoran.
 - a. There was a question regarding when the new fiscal year's budget will be approved. It is not currently ready but will be sent for the next meeting or possibly before. There was discussion about when budgets were reviewed, revised and approved. Bergstrom suggested leaving those calendar items in place.
 - **b.** Sign conflict of interest form should be added to December.
 - **C.** Regarding committee meetings and chair assignments, members volunteered to chair the following respectively:
 - **1.** Parker -Building and BROTCOMM.
 - **2.** Pegau -Finance. Normally this would fall to the treasurer. Pegau will check with Kimberlin. Bergstrom stated that Finance Committee may preview audit materials, and receive the final audit first, in addition to the quarterly and annual financials.
 - **3.** Hollis -Fundraising and Events.
 - **2.** Strategic Plan revisions Members discussed changes to the Short term goals and objectives suggested by Pegau.
 - **a.** #1 goal replacement—Evaluate the success of the two-person management team.
 - **1.** Under that goal add objective "Balance expectations of the staff and the board". Delete remaining objectives.
 - **b.** #2 goal—Keep financial stability plan with update to remove "... COVID restrictions..." as well as "Amazon Smile".
 - **1.** Add objective "Increase sustaining membership by 25%".

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- **c.** #3 goal—The CAB purpose, function and requirements were discussed.
- **d.** #4 goal—Solicit member opinions via a survey. Bergstrom stated that was a CAB responsibility. Questions were brainstormed for Bergstrom to use on a website survey.
- **e.** #7 goal—Add this objective, "Improve recruitment of members, board members, and volunteers from Valdez". Questions about volunteer news reporters should be addressed to Devens.
- **f.** #11 goal—Add this objective, "Update equipment in the Office and field".
- **3.** Board member self-evaluation. Corcoran will send forms to members in a separate email and ask for completion and return by July 31.
- **H.** Old Business -None
- I. New Business
 - **1.** Approve Audit FY 2022- Pegau moved to approve FY2022 Audit. The motion was seconded by Hollis and passed unanimously.
- **J.** Director of Administration Report (attached). Bergstrom also provided the board with new information
 - **1.** The KCHU Operating fund account current balance is \$4799.69
 - **2.** Murdoch Trust grant application: Bergstrom has had difficulty getting ballpark figures from a contractor for a quote on building improvements. She posed a few ways to solve this.
 - **3.** The June fundraiser garnered the most donations made in several years though it was about half of what should have been made. This can be accounted to lack of business challenges, enough people participating (listeners not listening during fundraising hours, not enough volunteers in the station) and a loss of members during the pandemic.
- **K.** Director of Programming and Operations Report (attached)
- L. Committee Updates-See Committee listing for members
 - **1.** Refer to G1, a, b, and c.
- **M.** Executive Session-Personnel
 - **1.** purpose of discussing personnel at 6:09pm.
 - **2.** The meeting was called back into order at 6:13pm
- **N.** Schedule next meeting: The next meeting was scheduled for Monday, August 14, 2023, at 5:00 pm by acclamation.
 - **1.** Members excused from next meeting
- **O.** Adjournment: Pegau moved to adjourn. Hollis seconded and the motion passed unanimously. Parker adjourned the meeting at 6:14pm 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