



MEETING NOTES

Subject: Regular KDNK Board Meeting 2/19/18
Location: KDNK classroom
5:45 pm

Present: Andi Korber, Rick Burrows, Chris Hassig, Scott Levine, Amy Taylor (phone) & Jeremy Bennett (phone)

Not Present: April Spaulding, Dustin Cole, Ashley Petrey

Staff Present: Gavin Dahl, Erin Galbreath, Greg Albrecht

KDNK University:

Andi: I want to create documentation and get mandates on file for each standing committee.

Scott: Anything we can do to help get more structure is helpful.

Erin: It might help future people interested in joining committees.

Scott: We shouldn't have to reinvent the wheel with each meeting of committees.

Rick: Structure helps stay on task.

Gavin: And we've just

Amy: I agree. All of the points I was going to make have been made.

Jero: I agree.

Andi: So a task for the March agenda is for committee chairs to put these together. Board Improvement, Finance, Grants, Events. (HR and Digital already exist.)

Amy: Does each committee have to follow the format of HR exactly?

Gavin: Does every committee need to be chaired by a board member, or can board members just be members?

Andi: Committees do not have to be chaired by board members.

Minutes January: Scott moves to approve January minutes. Rick seconds. Approved unanimously.

Public Input: No public attendees.

Committee Reports:

Board Improvement Committee

Andi: Goal for 2018 is to have a board retreat. We are shooting for a Saturday in the off-season, perhaps April or May. Dustin and I want to lead this. The first half will be on how to be a good member generally, the second half will be on specific impacts for KDNK. We are looking at Saturdays. Staff are invited and encouraged to attend, but

Grants Committee

The committee last met on Friday Feb 9th and will be meeting next on March 1 at noon. To date this year the committee's achievements include:

- Pitkin County grant report - Healthy Community Fund - has been submitted for last year's grant.
- Aspen Thrift proposal for \$3,500 has been submitted.
- A proposal to the Environmental Foundation is underway thanks to a lead from Bob Shultz.
- Grants have come in from Pajwell Foundation (\$500); The City of Aspen (\$2,500), and the Arches Foundation (\$1,000)

Upcoming priorities include:

- Completing the 2018 general operating support proposal
- GWS Discretionary Fund proposal for \$2,500
- Resubmitting to the John G. Duncan Charitable
- Resubmitting to Jill and Curtis Kaufmann Family Charitable
- Reporting on year 1 of our Colorado Creative Industries grant
- Submitting to the El Pomar Foundation.

The addition of Erin to the Amy and Gavin grant-writing team has already made a big difference in our ability to track and deliver on our submissions!

Digital Committee

Did not meet since last meeting. New equipment and network attached storage progress continues.

Community Advisory Board

There is a plan for peer review format revision from the CPB existing format, and then roll-out of those reviews this Summer. The last meeting included a good conversation about the reviews.

Great positive, motivated energy at the meetings.

Andi - will peer reviews be well received?

Gavin - Brandon had a good point at CAB that we need to educate and refresh training for DJs and make sure they understand the rules. He suggests a Do's and Don'ts. Not expect people to know everything at the time of

Ahead of each membership Drive, every host is asked to attend a meeting with info on best practices, including not embellishing underwriting. This is a big problem, when we start to sound like we're crossing-over into commercial radio. We want to nurture our DJs (rather than discipline them).

Rick: Not being negative, just helping people be a better DJ.

Scott: It's good to have a stick in the bag, and a carrot in the bag too. Some situations need disciplinary action, but others are better handled with nurture.

Greg: You can't enforce expectations without defining them first.

Rick: It could help to hear from other peers, not a top down way.

Erin: It's important to come across in a positive way.

Greg: I don't view it as a major problem, but it's important to cover not embellishing underwriting at the DJ meetings. Plus we'll talk about Biz Challenge Grant opportunities.

HR Committee

Andi distributed documents for GM annual review by staff and board members. This information was not made public. The board then reviewed the material in executive session. Amy is concerned it can be cumbersome because it's based on the job description. Gavin wants candid feedback from staff to be anonymous so they can be fully forthcoming about their opinions, and ensure that GM is not given the documents to protect critics. Greg recommends a "employee survey" in addition to the GM review by the Board. Scott thinks the existing format was comprehensive and effective at assessing everything. Andi mentioned that there are things Board members won't know and that's okay.

Erin: It's a good opportunity to learn from staff things that board members don't know.

Scott: There were things where the board thought one thing, but the staff might have changed their perspective.

Greg: This sounds like it does accomplish the goal. At a higher level, if merit increase is based on review, the employees shouldn't have a say in that. Employee survey is valuable, but shouldn't have bearing on merit-based increase.

Andi: There is a trend toward 360 degree reviews.

Erin: 360 would include volunteers as well.

Andi: True. HR committee is tasked with separating out board vs. staff for creating summary.

Gavin: I want the same thing for my own annual reviews of staff.

Andi: Let's use this again for this year and then decide if we want to change the format.

Scott: When I used this document before, it was very helpful because there were things I wanted to say. I like the structure.

Erin: Gavin has a big job. I think this being long is okay. He thrives off in-depth feedback.

Amy: If you say I don't know, it should be excluded from the average.

Chris: We can adjust the way we evaluate the results, but this material is great.

Exit Interviews

Still no luck reaching Patrick or Bodhi. Jero and Ashley are assigned this task.

Personnel Policy Review

Andi: Gavin has reviewed with staff and gotten comments back. Generally speaking, if it doesn't mean a major change to the budget, it doesn't need a board vote.

Gavin: I would like to ask for discussion tonight on Family Medical Leave policy. I want to pay two weeks of FMLA.

Andi: I would like to allow Gavin to make the decision, within budget constraints. I want our policy to have as awesome benefits as our budget can afford, while being mindful of industry practices.

Scott: I think we should spend more time on the personnel policy, but I'm supportive of moving forward with giving Gavin leverage to make his decision.

Andi: I'm not ready to fully discuss the personnel policy this evening.

Upcoming Calendar

March 14th Membership Drive Kickoff Live @ Village Smithy with Merle 8-10am

March 21st Carbondale Chamber Business After Hours @ KDNK 5-7pm

March 22nd KDNK Aspen Members Happy Hour @ Marble Bar Aspen 5-7pm

March 31st KDNK Shindig with Smuggler Mountain Boys @ Village Smithy 4-6pm (Thank you party for membership drive with free food and drink)

April 6th First Friday Kids Movie Night @ KDNK

April 14th KDNK Ladies Arm Wrestling @ Phat Thai (Billy Bob to referee)

April 15th 35th Birthday Party @ 3rd Street Street Center

May 4th First Friday downtown @ 4th Street Plaza (no kids movie that night)

May 12th Dandelion Day (Beer Tent) @ Sopris Park

AZYEP Memorandum of Understanding

Andi: AZYEP is a separate nonprofit. No MOU has been established. Do you guys feel like it's a good idea to have a formal agreement with AZYEP? We have a responsible director, who is mindful of what youth DJs do on the air, and their conduct in the building. The idea is to establish the relationship on paper. To honor their board as well, they might have some expectations of us, so we want to hear that too. I would like to have one meeting a year where the two boards get together, and I don't think a document like this should happen unilaterally.

Scott: I think that it's another example of something that would benefit from a structure in place. When the relationship is healthy is a good time to talk about sticky things. I think there is bilateral benefit to having something structured. Let's future proof the relationship.

Greg: I see the goal as mutually beneficial and a worthy consideration. Ask them for input.

Andi: I think we need to talk to Beth about this before going further in the process. Notes from previous board members are interesting.

Gavin: Right now, AZYEP's manager and I have a great relationship. It's flexible. We work together well. I'm happy to work on this, but I don't have any issues that need to be fixed.

Chris: It's not clear what we have to lose by keeping things how they are now.

Scott: We don't have a lease with them, but each side should be protected better than now.

Chris: I think the board should do the heavy lifting on this.

Bylaws

Ashley and Dustin have been asked to work on a bylaws revision. Bylaws changes require a vote of the membership.

Treasurer Report

Jero: There have been many years of changes to the budget at the board level that haven't made it to Quickbooks. I've been meeting with the GM and the bookkeeper to improve these systems. By next month, we should be able to understand Monthly P&L Detail, P&L, P&L + Budget vs. Actual, Balance Sheet.

Gavin: Thank you so much, Jero, you are a lifesaver.

Gavin Dahl GM Report February 2018

FINANCES

First installment of CPB grant should arrive in the mail soon.

President Trump's budget again calls for severe cuts to Corporation for Public Broadcasting. We will address the issue, but it won't be the centerpiece of our membership drive messaging.

Spring Membership Drive will start on-air March 14th. Our theme is "Cultivating Community" and we plan to include a bag of seeds along with other station merch for thank you gifts. Early bird and event planning are underway.

Work to align approved FY18 budget and the accountant's Quickbooks categories continues.

We received our bingo and raffle license from the Secretary of State's office.

TECH

Network attached storage infrastructure is now in place.

Studio laptop for Spinitron was replaced.

Erin and I have been participating in demos for a variety of membership database software solutions, including Donor Perfect, Memsys, & Allegiance.

PROGRAMMING

Local election coverage is underway, with candidate interviews for Carbondale and Basalt now airing. April Spaulding and Luis Yllanes, candidates for Carbondale Trustee and KDNK DJs, are on a brief hiatus during the local election. Meanwhile, Paula Stepp is running for Garfield County Commissioner, but will not be stepping down from her every other Monday music show. She will avoid all electioneering on the air, and her opponent Tom Jankovsky has waived his equal time. The news department will conduct interviews over time. In other November election news, KDNK has begun to cover the race for Governor as well. From Sally Kane, about Paul Stepp progress: "Makes perfect sense and you handled that very well... wish the rest of the country could figure out that level of civility."

Regular monthly interviews with Congressman Scott Tipton continue. The two Democratic candidates running to challenge him have both been on KDNK to talk about their candidacies.

Bente Birkeland's reporting from the State Capitol has continued to make waves in statewide and even national news. Another legislator has received a formal sexual harassment complaint. Meanwhile, it is unknown what discipline will be faced by state senator Randy Baumgardener, who represents much of KDNK's listeners.

Adjourned 7:45pm