

Friends of Public Radio, Inc.
Board of Directors Meeting
January 10, 2017 | 5 p.m.

Board Members Present: JoAnn Eder (by phone), Paul McKean, Tina Nelson, Anna Paige, Barbara Sample, Barb Shafer, Amber Sundsted

Non-Voting Members Present: Melissa Boehm, Cliff Coppersmith

Ex-Officio Members Present: Aaron Clingingsmith

Guests/Staff: Mary Hernandez, Jill Hirschi, Jim Nichols, Shelley Zimmerman

- 1) Call to Order (5:00 p.m.)
- 2) Welcome and Introductions
 - a) Mary Hernandez was introduced as the Interim General Manager
 - b) Brie Ripley (not present) was introduced as the News Anchor & Reporter
- 3) Secretary's Report
 - a) Moved, seconded and approved meeting minutes from October 4, 2016
- 4) Committee Reports
 - a) Nominating Committee
 - i) Marilynn Miller is eligible for another three-year term and Paul McKean will approach her about continuing on the board; if others have recommendations for potential board members, please pass them along
 - b) Finance, Investment & Audit Committee
 - i) In Janice Cochrane's absence, Paul McKean explained that we needed to have a procedure in place to deal with stock gifts; the account used previously for these types of gifts has been dissolved
 - ii) Moved, seconded and carried motion: *To have stock gifts sent to the Board-directed account to be liquidated and proceeds sent to the office for deposit.*
 - c) Station Planning Committee
 - i) Paul McKean stated that the Board needed to determine if it would continue with Livingston & Associates for the strategic planning process; Barbara Sample stated that specific timelines need to be set for work deadlines; it was determined that the Board would like to continue with the company with specific parameters
 - (1) The next step of the process will be another onsite visit (February or March)
 - (2) Tom Livingston would like an idea of the group he will be working with (suggested at 5-10 people); it was agreed upon that it needs to include members of the Board and staff; Mary Hernandez stated that she would like to see more

people involved, including listeners, to ensure that we get well-rounded perspective and sharing regarding the direction of the station; Barbara Sample stated that the entire staff should be involved considering they are going to be responsible for carrying out many of the duties; Jill Hirschi stated that it would also give the staff ownership of the strategic plan; Paul McKean will follow up with Tom to let him know that we are looking for a more inclusive process

d) Development Committee

i) Development & Underwriting Update

- (1) Jill Hirschi updated the Board on the progress the staff has made transitioning from the old, antiquated system for tracking and billing underwriters to the Allegiance Traffic System; traffic affects 90% of the staff in some way daily; in the transition it was discovered that some underwriters were receiving discounts of up to 65%, while others had not been billed for multiple years; all but one of the undercharged underwriters have agreed to continue at the regular rate
- (2) Jill reported that the Fall Drive brought in a total of \$270,164 from 1,872 contributors; the yearly totals came out to 625 sustaining members, \$377,242.79 raised and 4,145 members/contributors
- (3) Jill reported that there will be a coffee and testimonial tour around the state in January and February in six different locations (targeted date for Billings is January 24); the testimonials gathered will be used on air throughout the year; the Spring Drive is April 3-9; the lapsed donor mailing will be sent out in May
- (4) An engineering update was provided by Jim Nichols; he stated that they are almost ready for the first filing for the Helena Signal Upgrade to 5 kilowatts; the boost in the signal will allow us to pick up two new listening communities; the cost of the upgrade is estimated at about \$75,000
 - (a) Jill noted that a fundraising initiative for the Helena upgrade will be held between January and July 2017; it will be promoted at the January 27th coffee event in Helena and personal contact to potential donors by staff and Friends Board members will also take place; three-year pledges will be accepted as a way to encourage larger gifts; Jill stated it may be necessary for the Board to make a loan to YPR by July 2017 for a portion of the total if three-year pledges are made
- (5) Jim Nichols reported that the Billings transmitter and antenna upgrade came in higher than expected in order to make some improvements to the signal

throughout the city; the cost of the project is estimated at \$213,500; the project timeline has been pushed out, possibly as far as July 2018

(a) Jill noted that a fundraising initiative for the Billings project will take place between January 2017 and June 2018; there will be a grant submission to the Bair Trust and again personal contact to potential donors will be conducted by staff and Friends of Public Radio Board members; Jill also mentioned that they are hoping for 100% donor participation from the Board between the two fundraising initiatives

5) New Business

a) GM Search Committee Update

- i) Paul McKean and Aaron Clingingsmith noted the University will not continue on with Livingston & Associates as the search firm; the position will be reposted by January 15, then the search committee will commence its work; Aaron is looking to revamp the process and perhaps encourage more candidates from the area
- ii) Mary Hernandez reported that a search is being conducted for a new reporter in Bozeman; the search committee is in place and they are hoping to have someone in place by February

b) New Programming Update

- i) Mary Hernandez stated that Ken Siebert did a great job dealing with the more difficult calls and emails into the station in the wake of the programming changes after the first of the year; it was noted that there were relatively few complaints considering the size of the listening public
- ii) In addition to the programming changes, the signal was down in Sheridan for five days due to an antenna failure; Mary stated it was a nice opportunity to put procedures in place for dealing with the issues and communicating with listeners

6) Station Update

a) Mid-year budget update provided by Shelley Zimmerman (handout provided)

7) FY 2017 Meeting Calendar

a) The meeting date was changed from April 4 to May 2, 2017

8) Executive Session (Staff and guests dismissed at 6:10 p.m.)

a) Updates from the University provided by Aaron Clingingsmith

9) Adjourn (6:32 p.m.)

Montana State University - Billings
2017 QUARTERLY BUDGET REPORT

1/10/2017



MSU BILLINGS			FY 17 BUDGET	JULY 1 - SEPTEMBER 30	OCTOBER 1 - DECEMBER 29	YEAR TO DATE	PERCENT BUDGET REMAINING
		Category/Description					
REVENUE:		FUND BALANCE FORWARD**	346,449				
		MISCELLANEOUS INCOME	800	7		7	99.1%
		RENTALS - SPACE	22,350	5,550	5,925	11,475	48.7%
		UNDERWRITING SALES	280,000	62,727	69,951	122,678	52.8%
		MISCELLANEOUS RESTRICTED GIFTS	700,000	64,611	312,733	377,244	46.1%
		FIB CHECKING DRAW DOWN FYE*					
		STATE APPROPRIATION	100,183	4,753	24,118	28,869	71.2%
		CPB GRANTS	276,829	47,061	64,668	111,629	59.7%
		CPB STABILIZATON GRANT	9,300				100.0%
		BOARD DIRECTED FUND	86,000				100.0%
TOTAL ESTIMATED REVENUE			1,455,462	184,609	467,293	651,902	55.2%
EXPENSES:							
81199-81499		SALARIES, WAGES, AND BENEFITS	812,312	146,240	173,673	318,813	60.8%
62199		CONTRACTED SERVICES	69,500	7,722	17,741	25,463	63.4%
62299		SUPPLIES	60,500	3,067	6,704	9,771	83.8%
82299/82399		MARKETING (Includes \$4,000 for License Plates)	9,000	6,619	1,169	7,788	13.6%
		COMPUTER EQUIPMENT	11,750	2,671	248	2,819	78.0%
82299		REMOTE RECORDING EQUIPMENT Comm Prog	3,000				100.0%
82399		COMMUNICATIONS	52,440	13,273	16,407	28,680	45.3%
82499		TRAVEL	23,500	4,487	2,934	7,421	68.4%
Various		FUND RAISING ACTIVITIES	4,000	1,466	1,048	2,811	37.2%
82599		RENT	48,860	8,397	11,428	19,825	59.4%
82799		REPAIRS AND MAINTENANCE	54,050	11,462	8,426	19,887	63.2%
82899		OTHER GENERAL EXPENSES	3,575	476	60	536	85.0%
82899		DUES/PROGRAMMING	333,425	72,773	69,210	161,963	51.4%
82899		PROJECTS HELENA/BILLINGS	80,000				100.0%
		STATION RENOVATION					
		VEHICLE	23,000				100.0%
		SOFTWARE	6,000				100.0%
63199		EQUIPMENT	20,000				100.0%
TOTAL ESTIMATED EXPENDITURES			1,614,912	277,552	327,944	605,496	62.8%
ESTIMATED REVENUE LESS EXPENSE JULY 1 - JUNE 30			(159,450)	(92,943)	+ 139,349	+ 46,406	
ESTIMATED ENDING FUND BALANCES JUNE 30, 2017			186,999				

Helena update

*Funds Drawn Down from First Interstate Bank in June not used; will be used in FY 2017 to cover operations. These funds were drawn down to ensure that the account demonstrates the ability to meet Compensated Absences obligation existing and recorded at Fiscal Year End, estimated at \$76,000. This was also done in FY 2016.

**Actual fund balance forwarded ended up being 356,056 on June 30, 2016.