

Community Radio Project
DRAFT Minutes
September 27, 2016
Meeting Room--KSJD/Sunflower Theatre--6:00pm

CRP Mission: to inform, entertain and empower the people of the Four Corners Region.

Call to Order	6:05 pm
Attendance	Board—Josh Irwin, Kristen Tworek, Dave Hart, Laird Carlson, Dan Simplicio Excused—Deb Gangloff, Peter Ortego Staff—Jeff Pope, Shawn Collins Guest (possible new Board member)—Casey Simpson
Public Comment	None
Opening Comments--President	Intro of Casey, ask Casey to give brief intro Casey—describes his background and interest in leadership on the board.
Board Development Progress Update -Shawn Collins	Shawn Collins—updated board on upcoming on-air fundraising and sustaining member program. Request made to board members to participate on air during Fall Drive in October and to voice spots for rotation. Shawn advised on progress of major donor fundraising
Action Items	
Minutes Approval • August 2016	Motion to approve Aug minutes by Dave Second by Kristen Passed with Laird abstaining as he was not present.
Financials - August -Treasurer's Report	Discussion of Treasurer's Report Motion to approve Treasurer's by Kristen Second by Laird Passed unanimously
Old Business	
• Branding Update	-Branding update—Josh explained progress to date, have basic platform need some creativity for ideas for new tagline, logo etc. Small group lead by Josh will take suggestions from various sources and work on final decisions.

<ul style="list-style-type: none"> • Survey 	<p>-Survey—Laird expressed need for improving survey. Felt last one did not ask right questions. Need to look for what needs to be improved not just what is good. Who should surveys be sent to? Focus group? Will be further discussion outside of meeting.</p>
<ul style="list-style-type: none"> • Personnel Policy-Update Vacation policy for Sales Personnel 	<p>-Personnel Policy—Additions to policy relating to vacation accrual for commissioned sales employees. Jeff presented proposed draft of wording for Policy Manual for approval.</p> <p>Motion to approve the addition by Dave Second by Laird Passed unanimously</p>
<ul style="list-style-type: none"> • Editorial/Ethics Policy 	<p>-Editorial/Ethics Policy—Jeff presented both a proposed <i>Community Radio Project Editorial Policy</i> and a proposed <i>Community Radio Project Code of Editorial Integrity</i>. Both policies were discussed along with suggestions that staff would need explanations and training about how the policies should actually be applied.</p> <p>Motion to approve both policies by Kristen Second by Laird Passed unanimously</p>
<p>New Business</p>	
<ul style="list-style-type: none"> • Line of Credit Authorization 	<p>-Line of credit ---Jeff requested that the Board’s approval for him to obtain a line of credit be raised from a max of \$30,000 to a max of \$50,000. There was discussion about several issues relating to this and the final motion as follows was made by Laird.</p> <p>Laird Motion: the Board approves Ex Director Jeff Pope to obtain a line of credit up to \$50,000. The Board must be advised of use of the line of credit with an estimation of when and how the loan will be repaid.</p> <p>Second by Dave Passed unanimously</p> <p>A second question about the line of credit relating to who could sign to borrow against the line.</p> <p>It was determined there should be three approved signers; The Executive Director, the Board President or the Treasurer.</p> <p>Motion by Laird Second by Kristen Passed unanimously</p>
<ul style="list-style-type: none"> • Audience Policy--Review and Comment 	<p>Tabled</p>

Committee Reports	
ExComm	No Report
Finance/Budget	No Report
Development <ul style="list-style-type: none"> ○ Board Development 	Did not meet
Investment	Did not meet
Executive Director Report	No report
Officer Reports	None
Executive Session	<p>It was requested for the Board to move into Executive Session for the purpose of discussing the purchase or trade of property, services and equipment. Ex Director Pope was ask to remain.</p> <p>Guest Casey Simpson departed.</p> <p>Motion by Laird Second by Dan Passed unanimously.</p>
Elections	<p>After return to normal meeting the discussion took place about whether to vote Casey Simpson to the board.</p> <p>The motion to approve Casey Simpson for Board Membership was made by Kristen. Second by Laird.</p> <p>Passed Unanimously</p>
Adjourn	<p>Motion was made to adjourn by Kristen. Second by Laird. Passed unanimously. 9:14 pm</p>