



# Carbondale Community Access Radio

**Document Name:** January 2024 KDNK Board of Directors Meeting Minutes

**Date:** January 8, 2024

**Time:** 5:30 pm

**Location:** KDNK Station

**In Attendance:** Shoshana Rosenthal, Pedro Rivera, Ela Jaszczak, Mugsy Seldeen, Eric Berry, Erin Hollingsworth, Megan Passmore, Sara McMillan, Raleigh Burleigh, Jenell Hilderbrand, Jonathan Stokely, Kara Silbernagel

Item	Details	Notes
Start & Welcome	Call to order - 5:32 PM	<ul style="list-style-type: none"><li>Email Shoshana if you need to attend remotely</li></ul>
Review and Approval of Previous Minutes: November, Any Outstanding	<b>ACTION: Approved November Minutes</b>	<ul style="list-style-type: none"><li>November minutes: Jonathan motions to approve November meeting minutes, Shoshana seconds, all in favor</li></ul>
GM Report	Megan Passmore	<ul style="list-style-type: none"><li>Ending usage of ASAP accounting - will hire a bookkeeper to help as needed. Will keep ASAP for payroll.</li><li>New company for audit for this year - no longer Reese Henry.</li><li>Thank you to everyone who participated in Labor of Love. \$20,600 after expenses!</li><li>Annual Fund from 2023 - \$25,000</li><li>\$10,000 from AZYEP for sewer</li><li>2024 budget still in the works, looking tight. Will send out to board to review before next meeting.</li><li>Need a second news person but don't know how to fund. Need plan on how to raise revenue in order to be able to hire. Part-time position? Volunteer news reporters? Dip into reserves?</li></ul>

		<ul style="list-style-type: none"> <li>• Meeting with grant writer on Friday to discuss outsourcing grants. Tracy's position has helped bring in underwriting revenue.</li> <li>• Staff reviews - it's been a while and we need to get those scheduled. 1 board member + Megan</li> </ul>
Finance Committee		<ul style="list-style-type: none"> <li>• Megan will send out 2024 budget this week and board will vote to approve at February meeting.</li> </ul>
Board Orientation and Elections	<ul style="list-style-type: none"> <li>• <b>ACTION:</b> <b>Appointing Board Members and Electing Officers</b></li> <li>• Board Orientation - Drive Review <ul style="list-style-type: none"> <li>○ Board Duties</li> <li>○ Board Agreement</li> <li>○ Conflict of Interest Policies</li> <li>○ Bylaws</li> </ul> </li> <li>• Committee Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Appointed seat:</b> Shoshana motions to appoint Sara McMillan to 2-year term, Jonathan seconds, all in favor</li> <li>• <b>Appointed seat:</b> Shoshana motions to appoint Jenell Hilderbrand to 2-year term, Jonathan seconds, all in favor.</li> <li>• <b>Executive Committee:</b> <ul style="list-style-type: none"> <li>○ <b>President:</b> Kara moves to elect Shoshana for 2024 president, Jonathan seconds, all in favor</li> <li>○ <b>VP:</b> Shoshana moves to elect Jonathan for 2024 vice president, Kara seconds, all in favor</li> <li>○ <b>Treasurer:</b> Shoshana moves to elect Ela for 2024 treasurer, Jonathan seconds, all in favor</li> <li>○ <b>Secretary:</b> Shoshana moves to elect Erin for 2024 secretary, Jonathan seconds, all in favor</li> </ul> </li> <li>• Review: <ul style="list-style-type: none"> <li>○ Board Duties</li> <li>○ Agreements</li> <li>○ Conflict of Interest</li> <li>○ Bylaws</li> <li>○ Board Agreement - new members sign and return to Shoshana</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Google Drive - all board related documents should be saved in the board Drive</li> <li>● Board Membership on Committees: According to bylaws, a quorum of board members may not be present at any given committee meeting. <ul style="list-style-type: none"> <li>○ Events: Mugsy, Erin, Jenell, Sara</li> <li>○ CAB Liaison: Pedro</li> <li>○ Finance: Jonathan, Kara, Ela</li> <li>○ HR: Shoshana, Kara, Eric</li> <li>○ Tech: Jonathan, Jenell</li> <li>○ Grants: Eric, Shoshana</li> <li>○ Fundraising/Development: Kara and Jonathan will create a mandate to form a new committee to be presented at next meeting.</li> </ul> </li> <li>● Mugsy will take a look at AZYEP documents in board Drive and will meet with Megan to discuss an MOU.</li> </ul>
Diversity Statement	Adopting KDNK Diversity Statement	<ul style="list-style-type: none"> <li>● Raleigh will work on drafting a 2024 Diversity Statement, follow-up in February</li> </ul>
Adjourn	Meeting adjourned - 7:15 PM	<ul style="list-style-type: none"> <li>● Next meeting: February 12, 5:30 PM</li> </ul>