

MCPB/KZYX Board of Directors Meeting  
Minutes for March 28, 2023

A. Meeting called to order at 5:09 pm

Present: Marty Durlin, Dina Polkinghorne, Kate Stornetta, Len Tischler, Kathy Rippey, David Hulse-Stephens, and Susan Baird Kanaan

Dina announced that Renee's mother passed away yesterday. We send her our condolences.

B. Agenda approved with one change: item E1 tabled for next month's meeting

C. No public expression

**D. Reports**

**D.1 Kate for Finance Committee:**

The KZYX Finance Committee meets monthly to review the most recent financial statements and discuss matters relating to the financial well-being of the station.

1. The KZYX Finance Committee reviewed the YTD FEBRUARY 2023 financial statements at the regular meeting on March 23rd:

- The Balance Sheet at February 28, 2023 showed a healthy cash balance of \$448,216. Steve reported that current cash balances as of the meeting date were approximately \$477,500, with roughly \$177,000 of that amount in the building fund.
- Operations showed a small YTD surplus of \$7,735 as of February 28. Variances to budget were noted and discussed. The primary variances to budget are in personnel costs due to staffing changes.

2. The semi-annual check from the Witter family has been received and is included in the current cash balance. Steve is expecting the next Community Development Block Grant money to arrive in March, approximately \$36,000.

3. Steve researched some banking options to move some of our excess funds from Savings Bank to another financial institution. We agreed to ask the board for a resolution to open a money market account at Vocality Credit Union with \$125,000 from the SBMC checking account. The rate of return is 4%. This will leave approximately \$175,000 in the SBMC checking account, an amount Steve is comfortable with.

4. Our next meeting will be on April 13, 2023, at 4 pm to start work on the FY23-24 budget.

**D.2 Kate for the Capital Campaign:**

The Capital Campaign group met today and agreed on a reset of our agreement with Kay Sprinkel Grace with the board's approval. Kay agreed with the adjustment. She will no longer meet with us regularly as she has been doing; rather, we will reach out to her as our need arises. We also discussed the need to put our heads together to reset and direct our capital campaign: develop a new timeline, create a plan for reaching out, develop our outreach materials, etc. There will be another fundraising luncheon on the coast in April.

### **D.3 Dina on the Executive Committee:**

We are looking at grants that are available to fund the building project in Ukiah. We have already received the NEH grant and are evaluating how to spend it out, whether we need to adjust deadlines, etc.

We've looked at the USDA grant for \$50,000 and it looks doable, and we will be working on submitting it.

Jerry Karp is applying for a grant from Craig's List for as much as \$750,000.

The CPB grant is coming out in the spring, and we will be focusing on that. The next round for the CPB Block grants is in June. Normally a local jurisdiction applies, so we will be talking with the City of Ukiah about participating with us.

### **D.4 Dina for the Board Membership Committee**

We are searching to fill two vacant positions on the board. We sat down with one potential individual, but, in the end, he decided not to apply. We need to prioritize this search, because we need a strong effort from the board in the coming months.

### **D.5 Dina on Ad hoc committees**

Len and Dina will be working on revising the Employee Handbook, Kathy Rippey, as program representative, will be chairing the committee to revise the Programmers Manual. A couple programmers have expressed interest in participating in that.

## **E. Approval of the Consent Calendar**

Susan made a motion to approve the Consent Calendar; Len seconded. The motion carried.

## **F. Conduct of Business**

### **F.1 Manager's Report**

**Later Spring Drive May 19-28:** We're preparing for the spring drive, scheduled later this year because of new staff coming on. Membership director Shanx has been on the job for about a month; and we currently have three positions to fill, with application deadlines at the end of this month. We hope to have people on staff before the pledge drive begins. The goal is \$100,000. The quiet drive will begin May 1, and we've scheduled a programmer meeting for Saturday, May 6, at 5 pm.

**Signal disruptions:** These 30-minute (ish) incidents caused by power outages at the Cold Springs transmitter are continuing through June, as we understand it. We're given very short notice about when they will occur, and it often feels very sudden. There is not much we can do but continue to give listeners a heads-up when we can and hope that people will stick with us. We also need to replace several pieces of equipment at Cold Springs and at Laughlin.

**Grants grants grants:** We're focusing on federal and other grants to boost the Building Fund. We're working on three right now, and expect to see notice in the next two months of CPB/FEMA grants to fund interconnection/broadcasting equipment for public media, with rural stations like KZYX given priority. As you know, we have already received a challenge grant from the NEH of around \$150K, and we're now engaged in fulfilling the preliminary requirements: ensuring our project will not have an adverse effect on anything of historical significance, including archaeological or tribal concerns; understanding how to validate gifts and grants and operate within the constraints of the grant. We are also working on a USDA grant, and a request to Craig's List. Thanks to Board members Susan, Dina and Kate as well as former board member Jerry Karp and Project Manager Alexis Vincent for their participation in these grant applications.

**Sierra Nevada Music Fest in Boonville returns:** After a hiatus of four years, this beloved world music festival is returning to the Boonville Fairgrounds June 16-18, and KZYX will be there to broadcast much of it live on the air. We're just beginning preparations now.

**Building Project at 390 West Clay Street:** Lots of activity in the past two months. Recent progress at the site includes preparation for the installation of new primary electrical service from the City of Ukiah; and new secondary service to the building to serve studio needs; preparation of the space for the new ADA-compliant bathroom and breakroom; and framing to provide further ADA accessibility and enlarge the former office space now designated for the primary on-air studio. Attached, the preliminary studio layout plans.

KZYX operations director Rich Culbertson, chief engineer Brian Henry, and project director Alexis Vincent are meeting weekly with Telecom engineering specialist (and amazing volunteer) Mark Spindler to design the digital and telecommunications infrastructure of the new facility; and work has begun on studio design.

Outside, we've installed an essential water shutoff valve, and replaced old and damaged gutters in order to collect and redirect this winter's deluge.

**F.2 Resolution to open a money-market account with Vocality Credit Union and transfer \$125,000 from our account at SVMC into it.**

Motion to approve the resolution was made by Len and seconded by Susan. The motion carried unanimously.

**G. Closed session:**

The board moved into closed session to discuss Capital Fund considerations

**H. Report from closed session:**

The board received information and provided direction concerning the contract with Kay Sprinkel Grace.

**Meeting adjourned:** 6:39 p.m.

**Next meeting:** April 25, 2023 at 5 p.m. via Zoom