Board of Directors Meeting Minutes
November 18, 2021, 5:30 p.m.
3913 Kachemak Way, Homer, AK 99603 (Videoconference via Zoom due to covid-19)

BOD Present: Robert Purcell, Sarah Richardson, John Anderson, Nicole Arevelo, Wayne Aderhold, Mel Strydom (@5:40); excused: Kyle Schneider

Staff: Josh Krohn
CAB: none
Visitors: none

Quorum?: Yes

• Call to Order (@5:32p), and Roll Call (see above)
• Approval of Agenda: (moved & 2nd: Sarah R/John A) – no changes; approved-no objections
• Introduction of Visitors: none
• Minutes of 10/21/21 meeting: (Robt P/Sarah R); one correction (Nicole A) – 2nd pg, Strategic Plan: “work flow”; approved with correction
• General Manager’s Report: (Board opted for “cliff notes” version)
  o Covid response: no recent changes – fluctuations in case rates noted; “no visitors” continues with one exception for 12/3/21 when Josh & Simon will give station tour to Little & Big Fireweed;
  o Facilities: marker light on tower is fixed (by South Central Tower) & FAA notified; still an issue with the relay – gives faulty info that light is out, will fix. Koehler rep says parts needed for gen set are located – Josh waiting for quote/invoice to order; Roof top solar is “in service” & got about 48 hrs of generation before snow cover prevented further generation (cold weather, no self-cleaning);
  o Signal Improvement: In conversation with Puffin Broadcasting/Seward to update method of signal delivery to them (from KBBI) – change to high quality digital in lieu of current analog method (phone line, as currently used); they are interested but Josh needs input from KSKA Engr, who has responsibility for the translator, on tech issues. Waiting to hear. Puffin is also interested in carrying more KBBI programming – good.
  o reference Operations report (Jeff L): a complete overhaul of website homepage plus reorganization of the tabs (look deeply) among other chores; [note: Mel joined here]
  o New (large) tool chest is “in transit” from Home Depot soon (Friday?); new network switches ordered (per last month’s discussion);
  o See separate attachment for Development and Programming (Loren & Matt) – membership drive is picking up again on Giving Tuesday; got $4500 donation from Mike Navarre (with Rasmussen Fdn match); “890 Legacy Society” progresses; getting new underwriters and return of others; Josh & Loren reviewed Nutcracker Fair guidelines and chose to pass it up due to lax Covid requirements for attendees; instead, “Scavenger
Hunt” December 10-11: local underwriters have clues in stores and also given on air – a “friend building” exercise vs fundraising;
  • Programming: “Line Six, Your Health Connection” (meant “Line One”, APRN) is going to be off for six weeks, so looking for a sub for that, will try “Hidden Brain” for that time & check response; (a number of other changes mentioned); Matt looking for ideas for “fillers” (short, ~2 min) content;
    o Q&A (BOD): (Wayne)-mentioned “890 LS” progress: Homer Fdn is primary target for “foundation” funds; considering a 2nd (as alternate for any donors preferring one); tri-fold brochure in process; questioned length of life on tower light (2014 per Josh); questioned whether light fixture (leak) might get mfr rebate, regardless of 5-yr warranty
  • Community Advisory Board Report: (Josh) held meeting (3 members of 6) but no quorum; talked over listener comments ~45 mins; trying to come up with a professional response for listener comments (that would direct them to CAB email, GM email, etc); Shawn is working it; still getting minimal listener input via email (mostly spam); re sound variance reported by some CAB on Alexa-related listening – working on getting more specifics; found there was no link from KBBI webpage to CAB, so fixed that; (John) sorry to miss CAB mtg; getting Spam now (? Due to CAB association now; Josh: yes). (Nicole) Normally meet every 3 months – when next meeting? Would like bi-monthly schedule, so next would be January. Agreed.
  • Committee Reports:
    o Governance: (Nicole) haven’t met, but John can address. (John) Yes, have meeting scheduled for December 1st; all BOD welcome to attend; Josh sending out templates for “parental family leave” policy; (Nicole) passed along from Jack Cushing that he’s still interested in running for BOD; (Nicole) passed along from Jack Cushing that he’s still interested in running for BOD; (Mel) supports the idea of Jack C.
    o Internal Affairs: (Mel) No meeting scheduled currently but working with Josh to schedule; Has looked over P&L and Balance sheets in current report and sees no problems; missed Josh’s report on solar panels (Josh re-iterated status). (Josh) Could use some alder clearing on west side; AK Solar says “don’t rake”. (Robert) Offers help on alder-clearing (chainsaw, trailer, etc).
    o Public Outreach: (Nicole) No written report but have met since last BOD. Met to talk about Scavenger Hunt - ? move to Friday-Saturday; want to generate interest in businesses (listed interested businesses): “fun” raiser (not “funds”); end-of-year letter will come out soon; members are Nicole, Loren & Shawn (Jill B out for now due to personal needs)
  • Old Business:
    o Strategic Plan review: (Robert) Was gone for a few weeks; Looking for input from BOD on both Goals and Objectives. Note that document sent out has “placeholders” but prior to meeting full backup will be provided. (Josh) Met with Staff and they’re into the process – expect more; (Nicole) Brought up personal opinion/success with “hybrid” meeting concept through her work last week – gave details on equipment used; (Robert) Agreed, that he & Josh have been going over this idea (doesn’t want Josh bogged down on manual details, ie scribe); agrees it’s doable and reminded planning now focuses on “full remote”, then can easily include “in person”; relying on Josh for “technology” and will be ready; still requesting BOD input with thoughts that will improve the process.
• **Signal Improvement:** (Nicole) Noted already covered in GM report, anything else? (Josh)
  No, still needs to get FCC forms; has looked around (loose survey) for available towers;
  hasn’t made any headway since last meeting (see previous meeting minutes & GM report, especially for potential benefits to “partners”… Seldovia, Port Graham, Nanwalek, Anchor Pt., Ninilchik); (Wayne) Likes idea of Seward being interested in
  carrying our content & vice-versa; noted recent Coffee Table where we carried KDLL/S
  Poux-T Kizzia interview – very good, he thought.

• **New Business:**
  o **Single Signer Resolution for FY22:** (Nicole) Noted we forgot to execute Single Signer Res
    for certain payments  (see list on draft Res); (Mel) Concern on amount (>§2k with no cap);
    thinks we should have a limit (Josh) Noted we did this in 2019 so this has been done
    before without issue AND the auditor has asked for this document; [more discussion]
    (Mel) didn’t realize it was a specific list but still wants a limit; (Wayne) Yields
    to Mel’s opinion but noted one sole proprietor (Bambakitis) which might appear as an
    issue; [more discussion of specific ‘typical’ vendors and amounts]; (Mel) anything over
    $10k wants BOD to sign off on, so anything over $5k needs BOD signature except for
    “the list” ($10k); (Nicole) questioned whether Finance Policy says “$2k” or “$5k”?
    (Robert) moved for “over $2k, not to exceed $10k”; (Mel) 2\(^{nd}\); (Wayne) removed
    objection based on input from Mel (Robert) our trust is in our GM – his job and his
    responsibility, we depend on that; (Nicole) searching Finance Policy for answer on amount
    … not finding (Robert) modify Resolution to show the accurate number (for Fin. Policy)
    and we pass it based on that; so conditional approval based on further findings on
    existing policy; (Wayne) Suggest Josh draft up final version of the Resolution & send it
    out for us to concur with; (Josh) will pull out last version & finance policy & have it ready
    for next BOD meeting; he’s ok with postponing it; all agreed; also duplicate policy
    retroactive to 2021 will also be provided for next meeting;
  o **Wheatnet switches:** Josh displayed copy of invoice for the switches ($9+k), which BOD
    already approved; (Josh) results we will hear is less “dropouts”; BOD reconfirmed
    agreement to purchase

• **Comments from Visitors, Staff, Board Members:**
  o (Josh): Thanks for continued support & attention to details; much thanks to Staff for
    work on website transition (huge amount of work!), mainly Shawn, Loren & Jeff –
    encouraged BOD to check it out!; Entire Staff has been both timely and efficient;
    (Nicole) suggests BOD consider giving “thank vous” to Staff … Josh suggests we also
    consider “thanks” to DJ’s
  o (Robert): Appreciates Josh identifying Staff diligence; suggests including “success”
    storied in “thank you” fashion to be included in Annual Meeting program, with Nicole in
    the lead
  o (John): would like to be involved in thanks to Staff and DJs; ran into Dave Anderson
    today who relayed “thanks” to Staff; Governance mtg Dec 1\(^{st}\) – all invited;
  o (Mel): ditto thanks to Staff; pleasure working with BOD – thanks
  o (Sarah): ditto on thanks to Josh & Staff
o (Wayne): ditto on thanks, but particularly willingness & ability for all of Staff to do both technical and broadcast work; for annual meeting, consider including some of these “thanks” in the program;

o (Nicole): regarding Annual Meeting, please share ideas for the program – not planning to write a script as was done last year; note last Homer Grown is this Saturday, then hiatus until next March. (Josh) pushing the website will be a big part, including the full slate of podcasts; ? what think about a “tunnel walk” through the station as part of Annual Mtg program? (Wayne) likes; Excerpts from locally produced shows is good ideas.

o (Josh) last comment: agenda needs correction to show “next meeting” as “12/16” (not “11/18”)

- Adjourn: 6:53p

Approved, 12/16/21