



— Minutes —

Radio Boise Board of Directors Meeting

Thursday, December 15, 2022 - 6:00 - 7:30 PM

The meeting was held in the Board Room of The Alaska Center, Boise, Idaho

Board Members (7) - Daniel Glynn (Chair), Meaghan Lopez-Weston (Vice Chair), Karen Callaway (Treasurer), Mark Shirrod (Secretary), Chelle Nystrom, Dora Ramirez, Alyssa Pearson (General Manager, Non-voting)

Board Members in attendance (4) - Lopez-Weston, Callaway, Shirrod, Pearson

Visitors - Rebecca Shirrod, Kristin Wildly

Call to Order 6:08 PM - Lopez-Weston

Call to review and approve minutes from October 27, 2022 - Shirrod

Moved to Approve by Lopez-Weston, seconded (Callaway), Passed 3-0

General Manager's Report - Pearson

Alyssa reported that the Practice New Years Eve fundraiser was a better than expected success. Total revenue was over \$10,000.00. The Silent Auction netted just better than \$7000, Ticket sales were \$2290, \$660 was raised for The Radio Repair Fund, and merch sales topped \$300. She thanked all of the volunteers who worked so hard to make the evening fun and exciting.

The "Round-Up" Point of Sale campaign at The Record Exchange brought in \$379. A huge thank you to our long time friends and supporters at The Record Exchange!!

We have not received a final figure from the fundraising held by Boise Brewing during the month of November, but it is anticipated to be upwards of \$200. "Cheers" to Boise Brewing, your support is very much appreciated.

We are still having some issues with the transmitter. We are not able to take readings in the booth at this time. Our team is working on the problem.

After conversations with Brian Allred and Rick Strack, the following repairs and maintenance are projected to be a priority in 2023:

- 1) \$3000 for power supplies for the transmitter, Rack Room, and roof STL
- 2) \$150 - \$600 for transmitter filters
- 3) \$1500 for spare transmitter batteries
- 4) An additional \$5000 (minimum) for assorted other spare parts and repairs.

The Radio Repair Fund currently has around \$3300.00.

Alyssa pointed out that we have preserved our hold on the transmitter in McCall. This is something we have held for 10+ years. If we were to launch a capital campaign, we could begin at some future date to expand our reach into the McCall area. That could bring us more listeners, supporters, donors, volunteers, and expanded community outreach. Alternatively, the board could look into selling that hold. That would potentially bring in upwards of \$40000.00 - \$60000.00.

Grateful, a popular and local Grateful Dead tribute band, has offered to perform a show for the station at a venue to be acquired by us in early February. After a discussion, it was generally thought that Alyssa should find a venue willing to let us hold the event there and let us keep ticket sales. The venue would keep the liquor sales. Alyssa will begin the search.

With the station having a new programmer under 18 years of age, Wayne is developing a protection plan for minor programmers, interns and other volunteers while at the station or at station events. The dual projects of rewriting The Employee Handbook, and the Programmer and Volunteer Code of Conduct are nearing completion. Alyssa asked the board to please review and comment on the drafts she will begin to send our way. The board agreed to do so, and extended the target completion date to the end of January.

Financial Report - Pearson

Because there was no board meeting in November, the board decided to review October and November financials separately, rather than as a combined report.

October

Total income for October was \$56,536.59, 24% below budget. This was primarily due to the fact that Fall Radiothon was not contained completely within the month of October, but ran into November. The methods used to account for donations during Radiothon were also changed this year. As an example, totals for donors who ran tabs throughout Radiothon were only processed and posted after the end of the fundraiser, rather than throughout the time period as in previous years. Individual donations during the month were \$49,259.59. Underwriting and sponsorships were \$5,811.00. The remaining \$1466.00 was from unrestricted institutional gifts and merch sales.

Total expenses in October were \$23,416.50, under budget by \$886.69. The largest increase occurred in Dues, Subscriptions and Licenses at \$1,717.33. Bank and Merchant fees were also up \$1,010.58. Personnel costs were \$2,628.79 under budget.

Total assets as of October 31, 2022 were \$88,442.21. \$62,629.15 in cash, \$7,366.50 in receivables, \$15,678.03 in other current assets (inventory, undeposited funds), and \$2,768.53 in fixed assets.

Total liabilities were \$149,823.12. \$24,624.98 in accounts payable, \$13,594.60 in other current liabilities and \$111,603.54 in Long Term debt.

Alyssa reported that the Roberts loan was now completely caught up and current. It would be paid off in early 2023.

Moved (Shirrod), and seconded (Callaway) to accept the October Financial Report. Passed 3-0.

November

Prior to the meeting, Meaghan noticed some discrepancies with the November P&L report and the November Balance Sheet. After a thorough discussion the miscalculation was pinpointed. However, while the error was easily identified, and the proper numbers could be calculated, the board asked Alyssa to correct the reports before the January meeting, and the board would revisit November's financials at that time.

2023 Budget

Alyssa reported that the Internal Affairs Committee and she have finished preparing the 2023 budget. The proposed budget has been reviewed by our accountants and the Finance Committee, and is ready to be approved. The Board thanked Alyssa for having the budget ready to approve by the end of the year as requested, but decided to wait until after the 2022 numbers are finalized before looking at it. Alyssa and the Internal Affairs committee will present the budget at the January meeting.

Governance Committee Report - Lopez-Weston

After a lot of detective work, Meaghan has found the file containing the last approved Board Book. She has begun to review its contents and will forward copies to the board members for suggested changes. She proposes that the board finalize its work and approve a new version of the Board Book at the January meeting.

New Business

Mark suggested that since the Employee Handbook, the Programmer/Volunteer Code of Conduct, a new policy to protect minor volunteers, November and December financials, the 2023 budget, and a new Board Book would all have to be discussed by the Board (or many of its committees), that it might be easier to schedule one longer meeting rather than multiple meetings. Everyone agreed that that would be a preferred option. Board members will be surveyed to find a day and time to meet for one longer meeting.

Public Comment

Kristin Wildly suggested that Quick Books might have the capability to produce different financial reports that the might find helpful.

She also explained to the board that she was starting a new non-profit organization that's purpose was to provide an easier portal for music venues and local musicians to connect. Because of that, she could provide the names of few potential venues for the Grateful event in February

She questioned why Alyssa delegated some financial responsibilities to Chris Tansey, and why the station still employed an outside bookkeeper to handle some of the work. It was explained to her that Chris's job description was established during a time when there was no permanent GM, and it was decided his working on financial matters was a necessity. It was further pointed out that there has been an outside bookkeeper for quite sometime, and that the new arrangement was saving the station money every month.

Finally, she pointed out that if the station somehow secured grants for her new non-profit, it could collect up to 20% of those funds as a kind of "finders fee".

And at that point, there being no other business or public comment, Meaghan adjourned the meeting at 7:47 PM

