



— Minutes —

## **Radio Boise Board of Directors Meeting**

Thursday, January 26, 2023 - 6:00 - 7:30 PM

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

Board Members (6) - Daniel Glynn (Chair), Meaghan Lopez-Weston (Vice Chair), Karen Callaway (Treasurer), Mark Shirrod (Secretary), Dora Ramirez, Alyssa Pearson (General Manager, Non-voting)

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

Visitors - Nicole Marie Albertson-Winkle, Cathy Knipe, Darrel Beemer

### **Call to Order 6:07 PM - Lopez-Weston**

### **Call to review and approve minutes from December 29, 2022 - Shirrod**

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

### **General Manager's Report - Pearson**

Alyssa reminded the board that RB would be hosting Grateful, a local Grateful Dead tribute band, on February 3rd at Neurolux. The station will be receiving 100% of ticket sales + merch sales. Based on occupancy, we could get close to \$7000.00. Expenses will be minimal.

The station will be running a "KRBXOXO" campaign on Valentines Day. Listeners can call in special requests for that someone special in their lives. FCC rules do not allow us to require a donation for this, but it will be suggested. More than likely not a big money maker, but a fun thing to offer our listeners on that day.

Alyssa explained our involvement and location for Radioland during TreeFort. We will be set up in front of the Gene Harris Bandshell in JD Park. Wristbands will not be required to enter Radioland and listen to the bands playing there. Bands will play there everyday until around 10PM. AleFort, food trucks, and KidFort will be nearby - also free to the public. The Main Stage is near by. TreeFort will handle beer sales directly

this year, and Alyssa is trying to negotiate a small cut of those sales. The board discussed other outreach activities to include in Radioland this year, like a photo booth, a Freaky birthday celebration, merch sales, possible joint outreach booths with Boise Hive, Boise Rock School and others.

Alyssa proposed that Spring Radiothon be held from April 12th - 26th. There was discussion about those dates falling over tax day and Earth Day; as well as potentially near KBSU or IDPTV fundraising dates. It was agreed that those potential distractions were better than Radiothon running over into May (and the accounting issues that happen with that), so the board agreed to those dates.

Finally, Alyssa announced that Split Rail Winery will be holding a fundraiser for the station on Tuesday, May 2nd at their Garden City Tasting Room. As part of their monthly "Wine Not Give" charity event series, they will donate 20% of all wine sales that evening to RB. The station is responsible for promoting the event, and supplying music if we choose.

The Executive Committee will meet with Alyssa on February 6th to make some final amendments to the Employee Handbook.

## **Financial Report - Pearson**

### November

Alyssa presented the November financials showing the typographical errors removed, as requested at the December meeting. It was moved (Shirrod) and seconded (Lopez-Weston) to accept the corrected report. Passed 3-0

### December and Year End

December total income was \$24,468.59, and total expenses were \$25,305.31 for a net loss of \$836.72.

Total income for 2022 was \$332,746.44, short of the budget (\$372,500.00) by \$39,753.56. Individual gifts were \$219,519.73. Event income was \$31,010.49. Institutional gifts or grants were \$25,085.00. Underwriting brought in \$57,131.22. Individual and Institutional gifts were both slightly over budget while Event income was below budget by \$8,489.51, and Underwriting missed its target by \$31,264.05.

Total expenses for 2022 were \$336,125.20, over budget (\$325,320.31) by \$10,804.89. Event expenses were \$13,105.49. Transmitter expenses were \$7,931.55. Programming and production costs were \$24,741.63. Studio expenses (including rent) were \$42,393.47. Admin expenses (internet, phone, dues and fees, accounting, etc.) were \$31,866.37. Insurance was \$17,487.75. Payroll was \$198,598.94

The net loss for 2022 was \$3,378.76.

On 12/31/22 the balance sheet showed assets of \$75,475.58. Cash was \$55,784.68. Accounts Receivable was \$5,883.00. Inventory was \$11,039.37, and Fixed Assets were \$2,768.53 (\$319,669.93 original cost less \$316,901.40 depreciated).

Total liabilities were \$134,655.05. Accounts Payable totaled \$15,470.50. Other current liabilities (including accrued payroll) was \$11,716.58. Long Term Debts were \$107,467.97. Alyssa pointed out that the portion of the L/T Debt that is the Roberts Loan is \$3,717.97, and will be paid off by the end of February.

Meaghan asked about the nearly \$4,700.00 in undeposited funds showing on the balance sheet. Alyssa explained that was A) credit card payments to the station that had been run, but the funds had not yet hit the checking account, and B) some checks waiting to be taken to the bank.

It was moved (Lopez-Weston) and seconded (Callaway) to accept the financial report. Passed 3-0.

### 2023 Budget

Alyssa presented her 2023 budget. She projects a total income increase of \$30,353.56 or 8.4%, for total annual income of \$363,100.00. It breaks down as:

- Individual gifts up \$13,980.27 to \$233,500.00 + 6.4%
- Event Income up \$9,589.51 to \$40,600.00 + 31.0%
- Institutional Gifts down \$3,585.00 to \$21,500.00 - (14.3%)
- Underwriting up \$7,868.78 to \$65,000.00 + 14.0%

The proposed budget projects an increase in total expenses of \$14,546.50 or 4.3%, for total annual expenses of \$350,671.70

- Admin Expenses up \$2,163.63 to \$34,030.00 + 6.7%
- Transmitter Expenses up \$9,318.45 to \$17,250.00 + 117.5%
- Programming and Production Expenses up \$6,060.37 to \$30,802.00 + 24.5%
- Event Expenses down \$5,505.49 to \$7,600.00 - 42.0%
- Studio Expenses down \$1,870.47 to \$40,523.00 - 4.4%
- Insurance Expense up \$998.25 to \$18,486.00 + 5.7%
- Payroll Expense up \$3,381.76 to \$201,980.00 + 1.7%

Net income for 2023 is projected to be \$12,428.30.

Alyssa explained that increases in Transmitter and programming expenses will depend heavily on the amount of money that can be raised specifically for the Radio Repair Fund.

The decrease in event expenses is because we will not have to rent a stage or purchase beer for Treefort. Increases in event income will come from more events during the year, and an anticipated increase in PNYE attendance.

The limited increase of Payroll expense is due solely to additional hours to be worked by some staff members who have taken on additional duties. Actual pay raises have not been entered into the budget at this time. It is however, acknowledged that if income increases appear to be on target by mid-year, and expenses are held to budget, much of the projected net income will be allotted to payroll increases.

In short, the budget represents our goal to improve and maintain consistent transmission quality, maintain an inventory of needed parts and supplies, and improve the reliability of our broadcast capability. To make this happen, we will increase our event fundraising efforts, and continue to build our Underwriting penetration that was hurt deeply during the pandemic.

Karen pointed out that budgets are a “moving target”, and that it will need to be revisited throughout the year, and most likely adjusted.

It was moved (Lopez-Weston) and seconded (Callaway) to accept the 2023 budget. Passed 3-0.

### **Governance Committee Report - Lopez-Weston**

Meaghan reported that the Board Book is nearly complete. She has updated the old one to reflect today’s realities. She asked Karen and Mark to work with her to finish the update.

Meaghan presented the list of candidates for officer positions in 2023. The candidates are:

Meaghan Lopez-Weston - Chair  
Daniel Glynn - Vice Chair  
Karen Callaway - Treasurer  
Mark Shirrod - Secretary.

It was moved (Shirrod) and seconded (Callaway) to accept the slate as presented. Passed 3-0

### **New Business**

Mark said that in looking through old minutes, it showed that during past board meetings, staff members were asked to report on their specific area of responsibility and share their goals and concerns. It was agreed that should be done again. Alyssa will work with her staff to have one attend, on a rotating basis, each board meeting.

## **Public Comment**

Darrel Beemer introduced himself as a listener and a board member of Idaho Search and Rescue. He is attending to see how other boards operate.

Cathy Knipe introduced herself as a listener and volunteer who is considering becoming more involved in the station.

There was a discussion about managing non-profits and the challenges they face.

With no other business, Meaghan adjourned the meeting at 7:43 PM