



— Minutes —

Radio Boise Board of Directors Meeting

Thursday, March 30, 2023 - 6:00 - 7:30 PM

The meeting was held remotely, via Zoom

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

Board Members in attendance (5) - Lopez-Weston, Glynn, Callaway, Shirrod, Pearson

Visitors - Kristen Cheyney, Nichole Marie Albertson-Winkle, Christian Winkle, Wendy Fox, Jim Musser, Chris Tansey

Call to Order 6:04 PM - Lopez-Weston

Call to review and approve minutes from February 23, 2023 - Shirrod

Moved to Approve by Lopez-Weston, seconded (Callaway), Passed 4-0

Volunteer and Outreach Report - Chris Tansey

Chris thanked everyone for their volunteer support during Treefort. When questioned, he reported that combined venue (studio, stage, remote teams) volunteer hours were approximately 40 hours per day.

Chris explained that the staff puts on quarterly volunteer orientations to introduce new volunteers to the many volunteer roles available at the station. This helps everyone gauge where a volunteer might enjoy helping, as well as where the station might be best assisted. He said the new Volunteer Code of Conduct is nearly complete. He and Wayne will soon have it ready for final review.

Karen asked about the written policy for volunteers who are minors. Chris said since we no longer have an underage programmer, it has been put on the back burner for now. It was agreed that the policy should be completed and placed in the Code of Conduct manual.

Chris then reminded us that the next big fundraiser after Wine-Not at Split Rail, will be the Father's Day Car Show in June.

The board thanked Chris for his report.

General Manager's Report - Pearson

Alyssa reported that the station raised around \$2,700.00 in merch sales during Treefort. She will follow-up with Treefort to find out what our take was from beer sales at the Bandshell bar. The in-studio live performances as well as the remotes pretty much went off without a hitch. She thanked those that donated food to the hospitality room (during the in-studio live performances), and Oatley for sponsoring the room. A special "Thank you" to Jennifer for acting as Station Host during the events held there.

Alyssa will follow up with Broadcast Coffee and Oatley about the money raised from sales during the RadioBoise Open House held at Broadcast.

Spring Radiothon is happening April 12-25. Over 50% of the phone banker volunteer slots have already been filled, but we are also in need of "Pit Boss" positions and food runners. Alyssa would like all board members to help answer phones at least twice during the "thon". She also asked that everyone reach out to other potential volunteers.

New IRS rules concerning the value of premium gifts as they relate to the size of the donation will require a rethinking of premiums during Radiothon. The government wants to see a broader spread between gift values and donation amount. Mark offered to meet with Alyssa early next week to discuss this.

The Wine-Not fundraiser at Split Rail Winery is coming up May 2nd. It will be promoted during Radiothon and on the socials. Mark suggested that this event could also serve as the pick-up party for Radiothon premiums. Alyssa will look at the timing to see if this is possible.

Alyssa reported that the HiFi Society Committee is discussing hosting a Programmer Appreciation Party this summer. Programmers and their families will be the special guests. More details coming as they become firm.

Financial Report - Pearson

Alyssa pointed out that Underwriting revenue was consistently hitting \$6k - \$6.5k monthly.

She did point out that \$1600.00 in interest had been reporting on our balance sheet erroneously. The interest has been paid, but not removed from the books. The adjustment will show up as an expense, but no money will be involved as it was already paid.

February income was \$23,376.79, which was \$7,911.79 above budget. Individual donations were \$282.35 over budget, while Underwriting and sponsorships were \$2,522.50 ahead of projections. Merch sales were down. The largest increase was \$5,884.44 in ticket sales from the Grateful concert at the 'lux.

February expenses were \$24,485.02, over budget by \$578.27. Most of the overage was from studio and admin expenses.

On February 28, 2023 total assets were \$63,685.38. \$40,909.92 in cash, \$6,325.00 in receivables, \$13,681.93 in inventory and undeposited funds (funds in transit from our CC processor to our bank), and \$2,768.53 in fixed assets (after depreciation).

Total liabilities on February 28 were \$130,352.48. Accounts payable was \$12,609.00, Other Current Liabilities were \$14,460.78 (deferred income, payroll taxes, accrued payroll). Longterm debt is \$103,282.70 (SBA Bank Loan)
After a discussion about underwriting sales, and subscriptions and dues, it was moved (Glynn) and seconded (Callaway) to accept the financial report. Passed 4-0.

Governance Committee Report - Lopez-Weston

Meaghan thanked everyone for their work on the Board Book.

She then introduced Jim Musser, candidate for a position on the Board of Directors. She and Karen interviewed Jim, and reported that they were ready to endorse his election. Jim made a few comments and expressed his appreciation and asked the board for its support. Meaghan explained that the Board will go into Executive Session at the end of this meeting to vote on Jim's nomination.

Internal Affairs - Glynn

Daniel turned the floor over to Alyssa who presented the final draft of the Employee Handbook and the separate Progressive Disciplinary Process.

Alyssa explained the recent changes. All board members stated that they had read both documents and were now ready to vote on their adoption. It was moved (Callaway) and seconded (Shirrod) to approve both documents. Passed 4-0

Daniel thanked Alyssa for her hard work on this matter

New Business and Public Comment

There being no further business, and no public comment, Meaghan adjourned the meeting at 7:12.

The board went into Executive Session

