



— Minutes —

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

Thursday, December 21, 2023 - 6:00 - 7:30 PM

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

Board Members (6) - Meaghan Lopez-Weston (Chair), Daniel Glynn (V. Chair), Karen Callaway (Treasurer), Mark Shirrod (Secretary), Jim Musser, Nichole Marie Albertson-Winkle (General Manager, Non-voting).

Board Members in attendance (6) - Lopez-Weston, Glynn, Callaway, Shirrod, Musser, Albertson-Winkle

Visitors - Rebecca Shirrod, Sarah Curtis, Stephanie Coyle, Jared Bostrom, Wayne Birt, Chris Tansey (remote).

### **Call to Order 6:04 PM - Lopez-Weston**

### **Call to review and approve minutes from October 26, 2023 - Shirrod**

Motion to Approve (Lopez-Weston), seconded (Musser), Passed 5-0

### **General Manager's Report - Albertson-Winkle**

Nichole reported that she and Brian Allred met with Michael Brown, Tom Michael and Kelsey (from KBSU) to discuss selling our McCall translator. Nichole suggested that we should be prepared to come down for our asking price of \$28,000. Michael believes it will end up closer to \$20,000, less some closing costs. It may take up to a year to close the deal.

Nichole and Wayne held a conference call with Alan Korn, the stations FCC lawyer, to discuss how to keep our growing relationship with Treefort Music Fest within FCC compliance. Alan also has filed our biennial ownership report with the Federal Government. His total fee for both filing and the phone call was \$1,311.00.

Thank you notes have been sent out to Radiothon donors, matching donors and food donors. A successful Pick-up party for premiums was held at Root's Zero Waste Market.

We will have to re-order some shirts soon. Nichole is concerned about storage for sales merchandise in the future.

She told the board that meetings are ongoing to develop a full year schedule of outreach and fundraising events.

On December 23rd, Casey Scales will install a new, more secure Wi-Fi system.

She attended a 2 day conference called the Music Policy Forum. It was a great opportunity to network with other music focused organizations in the valley.

A new bi-weekly payroll system is set to go into effect at the beginning of the year.

Pace Jackson has left The Aura. Erica Hinsz is now the sole showiest. Communication Matters has expanded to a full hour every other Wednesday. Elementary Watson has moved to Tuesdays. Wayne is working with some Boise High School students on recording a student podcast called Chat-It-Up. He is reaching out to a coordinator at Borah High about a podcast there as well.

### **Financial Report - Albertson-Winkle, Lopez-Westen**

Nichole reported a checking account balance of \$31,116.67, Savings of \$6,630.11 and the Radio Repair Fund has \$2,367.79.

All Radiothon matching donations of \$11,050.00 have been collected. The tabs are nearly all collected, with only \$276.60 outstanding. \$3,360.00 in tabs has been collected so far.

We received a car donation of \$276.60 and a check from ICF for \$5,839.00. The Spoonful event netted \$4,130.37

PNYE grossed \$10,334, with estimated expenses of around \$4,000.

Jared has signed underwriting agreements with Goldfish Swim, Mad Swede Brewing, Snake River Seed and The Sierra Club. He is working on new 2024 packages.

Jess Evett joined Nichole in a call to the SBA about our loan. The only way to change contacts and free Jess from the role is to provide another personal SSN. Meanwhile, Nichole continues to track the balance and interest pain manually.

Bonuses were paid to employees.

Meaghan provided the following financials:

Donations were \$22,819.74  
Institutional gifts/grants were \$5,839.00  
Underwriting was \$5,523.50  
Other revenue was \$0.02  
Total income was \$39,142.35  
COGS was \$254.98  
November Gross Profit was \$38,887.37

Admin expenses were \$1,758.31  
Broadcasting expenses were \$1,928.05  
Studio Expenses \$2,141.78  
Event expenses \$2,818.61  
Insurance \$2,487.76  
Payroll/taxes \$17,865.49  
Loan Interest \$267.29  
Professional Services \$250.00  
Marketing \$94.35  
Volunteer hospitality \$41.87  
Total expenses were \$29,653.51

Net Income for November was \$9,233.86

At the end of November:

Cash \$49,957.37  
A/R \$10,979.00  
Other Current assets \$12,180.16  
Fixed assets \$2,030.53  
Total assets were \$75,147.06

Accrued payroll \$5,502.02  
A/P \$333.04  
Accrued sales tax \$257.77  
Deferred revenue \$8,575.00  
Direct Deposit Payable \$1,944.80  
Long Term liability (SBA loan) \$102,584.76  
Total Liabilities \$119,197.39

Moved to accept the Financial Report (Shirrod), seconded (Musser). Passed 5-0

### **Internal Affairs Committee Report - Musser**

Jim elaborated on the payroll period adjustments that Nichole reported earlier. The change was made to get every employee on the same pay schedule.

He also said he has been working with Nichole to help her prepare for employee performance evaluations at the end of January.

He announce the upcoming launch of the Committee on Volunteerism and its general scope and purpose. The initial membership of the committee is Steph Coyle, Mark Shirrod and himself. They will be recruiting other members from volunteers and other station supporters. One of the first objectives is to meet with staff to discuss their needs, observations and concerns.

### **External Affairs Report - Shirrod**

Mark explained that he has been meeting with the staff and a few volunteers to put together a 2024 schedule of events. He then asked Chris Tansey to go over the tentative list of events with the board.

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

Meaghan informed the board that she has asked Daniel Glynn to review the current By-Laws of the corporation to see where it might be best to update a few provisions.

Elections were held by secret ballot to elect Sarah Curtis and Stephanie Coyle for membership on the board, as well as to re-elect Meaghan Lopez-Weston and Daniel Glynn to another term each. Mark Shirrod and Nichole Marie counted the ballots. All four candidates were approved.

Being no further business and no public comment, Meaghan adjourned the meeting at 7:58PM.