

# **KVNF Board of Directors Meeting, 17 January 2009, KVNF Studios, Belmont Building, Paonia**

*Board members present:* Don Bailey, Felix Belmont, Janelle Comer, Philip Egidi, Wiley Freeman, Dennis Grunkemeyer, Cynthia Hines, John Moore, Wayne Wiitanen, Bill Wilson

*Staff:* Sally Kane, Brita McDaniel, Cyn Holder, Philip Hassinger

*Public:* Amy McBride

Board President John Moore called the meeting to order at 9:45 AM.

*Hines proposed and Bailey seconded a motion that items listed in the consent agenda be approved. Passed unanimously.*

**Note** consent agenda items:

- Approve minutes of 17 November 2008 meeting as posted on DokuWiki
- Accept General Manager's report as received by email

Grunkemeyer gave the quarterly Treasurer's report. Since the budget was approved in September income has been less than budgeted and expenses more than budgeted. The budget must be revised downward. Income is budgeted to be around \$340,000. Even with a revised budget income is short \$7,000. It was mentioned that certain underwriters are delinquent in paying their bills. The ensuing discussion suggested that a policy is needed for bad debt and that using a collection agency should be avoided if at all possible. Kane outlined the new underwriting packages indicating that the new design is much simpler and will simplify administration. Procedures are in place to handle delinquencies. No policy concerning collections will be created at the moment. Grunkemeyer then presented the revised budget and warned that the Board will need to look at it regularly. Monthly financials as Excel workbooks will be distributed by email. It was suggested that Kane and Hassinger prepare a worst-case financial scenario.

*Bailey proposed and Hines seconded a motion to approve the revised budget. Passed unanimously.*

Moore discussed a Board meeting calendar revision: to change the February 16th meeting from Delta to Paonia to coordinate with the talk to be given by Ann Garrels. The Board meeting will be at 3 PM following her talk.

*Bailey proposed and Wilson seconded a motion to accept the proposed change to the Board's meeting calendar. Passed unanimously.*

Kane discussed her beginning of the calendar year letter to members. A greeting and fiscal highlights are incorporated. A different letter will be sent to major donors. Both will include a donation history if cumulative donations exceed \$250. There will be minor organizational changes in the verbiage.

Kane discussed a proposal to streamline PSA submittals. They will now be accepted only via the website or a form available at the office. No more FAX or press releases. The object is to reduce staff time spent processing PSAs.

*Wiitanen proposed and Comer seconded a motion to accept the proposed PSA policy. Passed unanimously.*

Moore pointed out that there is a letter in the “Ambassador's Packet” relating to legacy giving. The letter follows existing legacy giving policy as established by the Board. Brita McDaniel passed out “Ambassadors' Packets” to the board and detailed the contents of the packet.

Wiitanen indicated to the Board that the roster previously distributed by email contains committee assignments for the current year.

*Wilson proposed and Hines seconded a motion to adjourn. Passed unanimously.*

Meeting adjourned at 10:40 AM.

Respectfully submitted,

Wayne Wiitanen, Secretary