

Minutes from January 23, 2025, Board Meeting by Olga Martin Steele

Present: Pop Booth, Dwain Goforth, Linda Kelley, Olga Martin Steele, John Moorhead & Paula Mune (Board Members); Chloe Karl, John Saare, David Lark & Alan Fletcher

Absent: Susan Krones

Meeting Called to Order at 6:15 PM

Agenda Review: 2 items added to the agenda.

- 1) Public Information Filing – Alan Fletcher
- 2) KPFZ Sponsoring Events – John Moorhead

Public Comment: No public comments

Minutes: November 2024 meeting minutes deferred.

Treasurer's Report: Pop Booth

- December Income & Expense As of 12/31/24:
 - o Income: \$3983.76
 - o Expense: 3,838.60
- Year to Date:
 - o Income: \$54,260.90
 - o Expense: \$54,122.91
- Bank Register: \$31,855.66
- Equipment/Savings: Approximately \$8,000

Office Management Proposal: Olga Martin Steele

Proposal to Make Payments Retroactive to December 1 for the Office

Management Team: Pop Booth, John Moorhead & John Saare:

- Dwain Goforth moved to pay the Office Management Team retroactive to December 1; Linda Kelley; 2nd: Paula Mune explained her reasons for voting no to the initial proposal was because she thought payment was \$1,000 for each member but now understands the motion was to spend up to a total of \$1,000. She is in support.
- Motion passed unanimously.

Office Report: Pop Booth

Pop is learning the job & finding the duties are many and varied. He is in the office 3 days/week with a 4th day as needed. He is focusing on Membership, working with John Saare to update the database; working with the property management on repairs needed (windows); meeting with bookkeeper to learn the bookkeeping system; daily troubleshooting on air issues. Pop noted

he & John Moorhead are working well together; and that he has joined and attending the Program Committee.

- John Moorhead submitted a written report on his activities. His focus has been on updating electronic files. He is in the office 1 day a week & as needed.
- John Moorhead suggested posting hours of business on the website in a way that avoids casual drop-ins. Linda Kelley noted she continues to return calls to the station and suggested meetings should be by appointment. The Board agreed, although no motion was made, it was accepted that the Office Management Team would adopt that approach and post on the website.
- John Saare reported his efforts thus far have been to work out/solve total recorder problems & streaming features. He is also working on a plan for the installation of the new/replacement equipment. A discussion regarding total recorder focused on trouble shooting specific issues that occurred. Dwain noted he would be including an article for Programmers regarding issues in the next Newsletter.

There was a discussion about duty statements. Olga recommended each member of the management team, including paid and volunteer staff, develop their duty statements & submit for Executive Committee review with the ultimate goal of creating a schematic of all key jobs/duties and responsible parties.

Committee Reports:

Programs: Chloe reported that the committee met including Pop Booth, Dwain Johnson, & Linda Kelley. Pollyann Johnston was absent. She noted extended airtime was added for Monday - Thursday, 11 pm - 1 pm. Luisa Acosta has returned to her Sunday morning 2-hour shows. Clayton Duncan is approved for a new book show. Various other schedule changes have been or are soon to be made and posted on the website. It was noted that programmer training should never be done during a live show, per Andy Weiss.

Newsletter: Dwain reported he was finishing up the next newsletter. All indicated appreciation for the newsletter; it was noted the newsletter was a good way to keep programmers informed and engaged in producing good radio.

Underwriting: Linda Kelley reported 23 Underwriters. Her plan for 2025 is to contact past Underwriters and identify/contact new businesses with a goal of increasing the number of underwriters.

Website: David Lark reported he is continuing his efforts to make improvements to the website, to make it more customer friendly.

New Business Items:

- Alan Fletcher left the meeting before his added item was taken up, noting in the chat feature he had another appointment. Chloe noted he sent her a note about tax reporting of PR shows and that it was important to continue with those filings. Chloe agreed she would remind programmers of the requirement.
- John Moorehead raised the issue of Programmers inferring KPFZ sponsorship without approval and suggested perhaps some direction or policy was needed. Dwain agreed to include a reminder that KPFZ sponsorships need Board approval.
- ***Old Business:***

The Jim Malcom concert was discussed; Dwain/John M were going to work with Susan Krones to get a promo done to encourage attendance for the annual KPFZ event.

The station party for Terry Knight was clarified. It is for programmers/volunteers and their family/friends; not open to the general public. Linda Kelley noted that Terry would not be able to attend the party but that she was putting together a poster for everyone to sign which Terry's daughter was going to deliver to Terry along with a piece of his birthday cake.

The meeting was adjourned to the February 20 Board Meeting at 7:45 pm.