**MEETING MINUTES**

1. Call to order

Luke Meinert called the meeting to order at 5:40pm on Tuesday, February 21, 2012 at the Sand Point KSDP Radio Station.

1. Roll call

Luke called the roll. The following persons were present:

Board members present: Luke Meinert – President; Jim Brown – Vice-President; Jack Foster – Director; Dan Williams – Director.

 The following persons were excused: Marta Varga – Director.

KSDP staff present: Austin Roof – General Manager; Shalene Chebetnoy-J – Administrative Assistant; Virgil Porter – Station Technician; Arriah Gronholdt Loose – DJ; David Dillard – DJ.

1. Approval of Agenda

Luke asked to add e.) Company Credit Card under New Business. Dan moved to approve agenda with recent addition. Jim seconded. All in favor. Motion passed.

1. Approval of minutes from last meeting

Jim made motion to approve minutes from last meeting. Luke seconded. All in favor. Motion passed.

1. Reports
2. General Managers Report:

Austin explained his written report. Gave a run down on grants the station is currently working on. Homeland Security Grant should be finished. The new generators have arrived in Sand Point. Waiting for Geoff Flaherty to return to install them. Also need to think about a certified electrician to contract for this.

Austin gave the results of the Ididapodcast Competition. All the money used to purchase prizes was donated by the cities of Sand Point and King Cove, Peter Pan, Trident and other entities. Also still finishing up a school project with Mr. Mitchell’s class. Need to interview Mayor Gundersen.

There is a surplus of operating monies, any ideas from the Board of Directors as to what we should do with that. Jim asked about expanding and putting translators in other communities; Cold Bay, False Pass, Akutan, etc. Virgil gave insight as about hiring an engineering company to file for translator spots in other places. Aleutian Peninsula Broadcasting, Inc. owns the license to the translator in King Cove. Jack asked about making sure we have the funds to sustain our current projects, generators, road site to transmitter. Board wants to make sure if we place translators at other sites, that we would have the funding to maintain and keep them running. Board would like research for expansion to start as soon as possible.

Austin said that this surplus money needs to be spent by the end of FY12. Luke asked if prepaying General Managers Salary was an option. Some discussion.

Luke would like to take time for specific strategic planning.

1. Administrative Report:

Shalene gave an oral update about the work that she has been performing at the station. She handles the secretarial/receptionist duties, also receives and pays bills, ADP payroll input into Quickbooks, assists with bank reconciliations when needed, helps with financial reports and audit, other duties as assigned and needed by General Manager.

1. Programming Report:

Virgil gave an oral update about what is happening in the programming department. David Dillard hired for DJ. He has been volunteering at the station before his hire and Virgil has been spending time training him. Virgil gave results of recent listener surveys. Looking at a change in daily/weekly programming for the station. Pointed out a couple of main programming focuses. Fish reports, board would like to see these increased especially towards the summer because Sand Point is based around fishing. Secondly, basketball games. KSDP has been cooperating with stations and people in other locations to get all basketball games broadcasted for Sand Point and King Cove. Virgil noted listener increase when basketball games are broadcasted. Austin also brought up the subject of companies and other entities being able to buy time slots during quarter and time out breaks during games to raise money.

1. Old Business

No Old Business

1. New Business
2. Budget/P&L:

Jack had questions about miscellaneous expenses and reconciliation discrepancies. Austin said board members would be emailed these reports. Jack made motion to approve FY12 Budget Proposal. Luke seconded. All in favor. Motion passed.

1. General Manager’s Salary:

Discussion of six month evaluation and possible increase in salary. Luke suggested that Board try to get General Managers Salary in line FY13. Also suggested that the board propose a formal contract with set salary for FY13. Jim talked about raising salary and rate of pay for all employees of KSDP. Austin is in charge of employee hours and pay rate. Jack asked why the board is not involved with employee raise decisions as a part of checks and balances. Austin offered to provide copy of policy. General Manager Responsibilities added to agenda for next meeting. Jack brought up the idea of giving a bonus to Austin for doing a good job. Luke made a motion to give General Manager a one time $1500.00 bonus until re-evaluation in August. Jim seconded. All in favor. Motion passed.

1. Survey Results:

Virgil covered results in programming report.

1. Strategic Planning:

Luke would like to have a membership strategic planning meeting. Would like to get members more involved with the station by having a meeting with food or other incentive to get members to show. Strategic planning added to next meetings agenda.

1. Luke thinks a company credit card would be easier and more logical than reimbursements to company employees. Board would like to have a policy put in place for the use of the credit card. By the next meeting, Austin will have a policy, application and contact at Alaska Airlines to present to Board members. Credit card added to agenda for next meeting. Jack made motion to start credit card process for station. Luke seconded. All in favor. Motion passed.
2. Public Comment & Discussion

No public comment or discussion.

1. Next Meeting

Next meeting set for Tuesday, March 27, 2012. Next meeting date revised March 7, 2012; next meeting is scheduled for Monday, April 2, 2012

1. Adjourn

Luke adjourned meeting at 7:21 PM on Tuesday, February 21, 2012 at the KSDP Radio Station Office.

Minutes submitted by: Shalene Chebetnoy-J, Administrative Assistant

Minutes reviewed by: Austin Roof, General Manager

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_