**MEETING MINUTES**

1. Call to order

Luke Meinert called the meeting to order at 12:35pm on Thursday, April 25, 2013 at the Sand Point KSDP Radio Station.

1. Roll call

Board members present: Luke Meinert, President; Jim Brown, Vice President; Dan Williams, Secretary/Treasurer; James ‘Jamo’ Webster, Director

The following board members were excused: Jack Foster Jr, Director;

The following persons were present: Austin Roof, General Manager; Shalene Chebetnoy-Jackson, Administrative Assistant; Dave Dillard, DJ; Marissa Williams, Intern

1. Approval of Agenda

Jim motioned to approve Agenda as is. Jamo seconded. All in favor. Motion passed.

1. Approval of minutes from last meeting

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

1. Reports

a.) General Managers Report:

Austin talked about covering state basketball tournament in Anchorage. Would like to sell ad space next year when announcing sports. During basketball the station had the most listeners (broke 50) online than ever before.

b.) Administrative Report:

Shalene gave oral report on what she has been working on. She talked about her work on gathering all the FY14 Eligibility Criteria together and getting that in to APBC. Also presented the office manual to the board to review. It is almost complete, still adding items as she goes along. Also still taking care of everyday tasks; adding and paying bills, adding payroll to quickbooks, answering phones, mail, cleaning office and any other duties as assigned by GM.

c.) Programming Report:

Dave has been going through the music library and finding and playing songs that aren’t usually played. Virgil has added more music to the library also. Dave conducted a couple different interviews in the last month; one with Mike Livingston who is the UAF representative here in Sand Point and tried one with Sharon Kay, but due to technical difficulties this interview wasn’t finished. Dave said he is now comfortable with doing interviews on air. Dave was recently in King Cove, and because of his presence on the radio is more recognized there by listeners. There was discussion about some spottiness on the radio in King Cove. Austin said there is plans to hopefully rewire the King Cove radio this summer as we are dependent on ARCs for broadcast over there. There will be no labor costs just supplies. Will be using the FY12 grant funds for this project.

1. Old Business

a.) General Manager’s Cell Phone:

Austin talked to GCI and there is no business plan. He recommends that he treat the cell phone plan as a consumer. Jim suggested maybe just updating Austin’s personal plan. Luke talked about having a separate business plan so if another employee had to travel for the station they could also use the phone. Luke stated this is not an action item. Austin asked about a spending cap for the phone, the board would like him to get the most efficient one, and he can also purchase a case for it.

1. New Business

a.) FY14 Budget Proposal:

Austin presented an overview of the budget goal this year. This lays out in broad terms of what the station is spending. With this layout, the budget can be easily revised for quarterly reporting. Luke asked that the outstanding $70.00 be moved to make the budget balanced. Jim enquired about CPB Grant, expansion or if there were any other grants available. Luke commented about quarterly budget revisions being a good idea. Dan motioned to accept budget with $70.00 revision. Jim seconded. All in favor. Motion passed.

b.) President resignation/Appointment of new Director: Luke will be leaving in June. Bylaws allow appointment of a new director to fill his spot. Austin mentioned Pastor Scott for possible appointment as he is already involved with the station in many ways. Shalene agreed and commented that she thought it was a good idea. Luke suggested holding one more meeting before he leaves for his official resignation and the appointment of Pastor Scott Morgan. The board would like Pastor Scott to be at the next meeting. Jim will be moving to Presidential seat as he is currently holding the Vice President Seat. Austin mentioned that all seats will be up this year in October. He encouraged all on the board to run again.

c.) Swearing in of New Board Member: Jamo signed his oath and list of Board Duties. Was provided with copy of station bylaws.

1. Public Comment and Discussion

No public Comment

1. Next Meeting

Next meeting scheduled for Wednesday, June 5 at 12:00 PM at the KSDP Radio Station Office.

1. Adjournment

Luke moved to adjourn the meeting. Jamo seconded. All in favor. Motion passed. Meeting adjourned at 1:09 PM.

Minutes submitted by Shalene Chebetnoy-Jackson, Administrative Assistant

Minutes reviewed by Austin Roof, General Manager

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Austin Roof, General Manager