**MEETING MINUTES**

1. Call to order

Luke Meinert called the meeting to order at 5:45pm on Thursday, April 5, 2012 at the Sand Point KSDP Radio Station.

1. Roll call

Shalene called the roll. The following persons were present:

Board members present: Luke Meinert – President; Jack Foster – Director; Dan Williams – Director; Marta Varga -- Director

The following persons were excused: Jim Brown – Vice President. (Out of town)

KSDP staff present: Austin Roof – General Manager; Shalene Chebetnoy-J – Administrative Assistant; David Dillard – DJ.

1. Approval of Agenda

Luke made a motion to add a.) Board Orientation/Strategic Planning under New Business. All in favor. Motion passed.

1. Approval of minutes from last meeting

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

1. Reports
2. General Managers Report:

Austin explained what Van Craft and Geoff Flaherty have accomplished for the station. Van moved all receiver equipment up into the production room and organized it. All carpet is completely installed and Shalene, Arriah and Dave rearranged and organized production room. Geoff also put up the antennas at the City Building and at the school. The generators are here and have been moved to the City Building site and the transmitter site. The City of Sand Point front loaded the road to the site as an in kind expense. Geoff is currently working on building the enclosures for these to protect them from the harsh weather conditions. By mid next week, the automatic transfer switched should be hooked up. Austin also talked about the wall in the recording room being rebuilt as it is saggy and ruined from leaks. As of now the leaks have been fixed but the wall is in horrible condition. We have a grant that covers the expenses for this project.

Austin explained our financial situation and noted that we are at a all time high.

1. Administrative Report:

Shalene gave an oral update about the work that she has been performing at the station. She explained that while Austin was out of town, she worked eight hour days to cover the office hours and took care of all assigned duties as well as any work that needed to be done

1. Programming Report:

Dave gave an oral report about programming. He talked about his live show and how the public is giving positive feedback. There are a lot more people calling in with requests. Arriah still records weather and community window and has been working more on voice tracking.

1. Old Business
2. Membership Meeting:

Shalene explained the update. The scheduled date for the meeting is May 12, 2012. All supplies have been ordered and Denise (Harbor Café) is going to cater the meeting. Marta gave input about also doing a membership drive at this time. If someone would like to be a member, they could pay and sign up at the door. (Would also like to do another membership drive in September). Austin talked about possible auctions. If membership money was used, no permits would be needed.

1. Company Credit Card:

Austin explained two different options for the credit card policy. Board liked option 1: The General Manager shall not commit to any contracts, purchases or expenditures of greater than $1,000.00; unless they are a specifically budgeted item in the approved budget, without a board vote. Austin also asked to add; Two board members shall sign the check for the credit card payment. Luke moved to add additional language with option one to bylaws under article five with a new title. Marta seconded. All in favor. Motion passed.

1. Cold Bay Translator

There are two options for this. Option 1: KSDP helps Cold Bay set up their own station which will be run completely by them and their own board of directors. Option 2: We set up a translator in Cold bay to get our signal over there. This is the option that we would have to make a move right now, which we do have the funding for. Another radio station is willing to sell us their permit right now. Luke would like this to be further discussed at the strategic planning meeting. Jack asked if we could handle this long term and what our return would be. Luke would like to see budgets and details for this project. Jack would like to see the pros/cons of this and would this be something to present to our membership? The board would like to see more information on this topic. Luke moves to revisit the Cold Bay Translator at next meeting. Dan seconded. All in favor. Motion passed.

1. New Business
2. Board Orientation/Strategic Planning:

The board is required every three years to have board orientation. This would entail the board getting together, with a guest speaker/presenter or doing strategic planning. Austin talked to the Vice President of the Foraker Group and they are willing to do video teleconferencing with us. (Luke said the Borough Building could be made available to us as they have the set up for video teleconferencing). The fee for this would be $100 an hour plus a $100 reinstatement fee to the Foraker Group. This is planned for the first two weeks in May. Austin and Shalene will communicate with board members via email to work on a set date that all could be available.

1. Public Comment & Discussion

No public comment or discussion.

1. Next Meeting

Next meeting set for Tuesday, August 2, 2012.

1. Adjourn

Dan made motion to adjourn meeting at 6:46 PM on Thursday, April 5, 2012 at the KSDP Radio Station Office. Marta seconded. All in favor. Motion passed.

Minutes submitted by: Shalene Chebetnoy-J, Administrative Assistant

Minutes reviewed by: Austin Roof, General Manager

**Title:** General Manager **Signature:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:**\_\_\_\_\_\_\_\_\_\_

Austin Roof