

KVNF Board of Directors Meeting
19 January 2004
Bill Heddles Recreation Center, Delta

Board members present: Felix Belmont, Paul Douglas, Dennis Grunkemeyer, Cynthia Hines, Sally Kane, Adam Silverstein, Wayne Wiitanen, Hal Wiseman

Board members absent: Brian Cambria, Mike Chamness

Staff present: Philip Hassinger

No representatives of the public

A quorum being present, Board President Sally Kane called the meeting to order at 6:45 pm and read the long form of the KVNF Mission Statement.

Douglas moved and Silverstein seconded that the minutes of the November 17, 2003 meeting be approved as distributed. Passed unanimously.

The agenda as written was approved (copy attached).

KVNF was contacted by Neil Black, Paonia Building Official, indicating that a special review is required because of a change of use of the property at 233 Grand Ave. Kane responded to Black's letter saying in essence that KVNF did not yet own the building, and should KVNF become the owner that appropriate procedures would be followed. A copy of Black's and Kane's correspondence are attached. In addition Kane authorized Elisa Greco to represent KVNF before the Hotchkiss Memorial Hall Board (copy attached).

General Manager Philip Hassinger presented the Manager's report (attached). Material for the Board's article in the KVNF newsletter was requested. A letter report by engineer Jon Banks to Operations Chief Jeff Reynolds summarized the activity of the Engineering Committee. The letter is attached. Hassinger described the PTFP grant cycle and was instructed by the Board to try to go for the whole amount needed for equipment for the new studios. Wiitanen volunteered to help Hassinger with details.

Hines discussed the Treasurer's report (attached). She indicated the future directions of Finance Committee work with respect to the station's financial and accounting infrastructure. The need for a Capital Campaign development person was discussed. Hassinger presented two resolutions for Board action. Silverstein moved and Douglas seconded the following motion:

That the Board of KVNF resolves to open a checking account titled Capital Campaign Checking Account with the Paonia State Bank. The signers on the account will be Philip A. Hassinger, Cynthia Hines, and Wayne Wiitanen. Checks for under \$200 will require one of the above signatures, and for \$200 and over two signatures will be required.

Motion passed unanimously.

Hines moved and Douglas seconded the following motion:

That the Board of KVNF resolves to set the following pay ranges for KVNF employees for 2004:

Manager: \$25,000 to \$35,000 annually
Membership Director/Events Coordinator: \$9.00 to \$13.00 per hour
Development Director: \$9.00 to \$13.00 per hour
Operations Chief: \$9.00 to \$13.00 per hour
Office Manager: \$6.50 to \$10.00 per hour
Underwriting Director: \$6.00 to \$9.00 per hour plus commission
Volunteer Coordinator: \$7.00 to \$11.00 per hour
Music Librarian: \$7.00 to \$11.00 per hour

Motion passed : 7 in favor, 1 abstention

The Engineering Committee report was the letter from Jon Banks to Jeff Reynolds mentioned earlier. Hassinger added that the Waterdog facility effort has been abandoned because of numerous problems that have become too expensive to solve.

Kane reported on the efforts of the Capital Campaign Committee. About \$28,000 in donations are already in the bank with another \$52,000 pledged. The primary goals of the Capital Campaign Committee are: bringing in major donors, and bringing the Board up to speed so that it can continue the campaign. Kane provided a draft of a plan of action for the Capital Campaign. She solicits input from the Board on this draft. A copy of the draft is attached.

Simon Bialobroda updated the floor plan for the new facility. This is the end of his *pro bono* involvement with KVNF. In lieu of some remuneration for this current revision Bialobroda will be offered some underwriting. The Board discussed the necessity of hiring an architect. The Building Committee is to prepare a recommendation to the Board.

Silverstein moved and Hines second that the Board go into executive session to discuss personnel issues. The Board went into executive session at 8:25 pm. Douglas moved and Hines second that the Board close its executive session which it did at 8:35 pm. Wiitanen moved and Wiseman seconded that Hassinger's salary for FY 2004 be set at \$30,000. Passed unanimously. Hassinger thanked the Board for its consideration.

Hiring a Capital Campaign coordinator was discussed. The coordinator would be hired by the Board as a contractor. A good job description is needed. Kane will provide a preliminary draft

and solicits input from the Board. Coordinator must develop protocols for fund raising and keep good documentation of activities. It is hoped that the coordinator can be hired by February 1, 2004.

Kane reminded the committee chairs of their responsibilities. A report of meetings should be prepared and distributed.

Next Board meeting will be at 10 AM on February 17th at 233 Grand Ave. This will be a work session.

Wiitanen moved and Silverstein seconded a motion to adjourn. The meeting was adjourned at 9:10 PM.

Respectfully submitted,

Wayne Wiitanen, Secretary