

**Nevada City Community Broadcast Group  
Board of Directors Meeting**

Nevada County Supt. Of Schools Meeting Rooms  
112 Nevada City Highway, at Ridge Road  
Nevada City, California

**KVMR Mission Statement**

A vibrant community is well informed and involved, embraces diversity, respectfully shares opinions and fosters economic and social justice. KVMR builds community by bringing people together to celebrate the music of the world and give voice to the community.

**Minutes - Monday, April 28, 2008**

**BOD Present:** Anne Mason, Bob Holderness, David Levin [Ex Officio], Don Kewman, Jeff Briggs, Joey Jordan, Lee Osborne, Margie Determan, Michael Young, Tony Spinetta

**BOD Absent:** Dan Wall, Joshua Lichterman

**Guests:** None Present

**Also Present:** Vonnie Steffle, Board Scribe

**1. Opening**

1.1 Call to Order. The meeting was called to order by Joey at 6:30 p.m.

1.2 Establish Quorum. A quorum was established.

1.3 Review and Approve Agenda. The agenda was approved (Lee moved motion, Michael seconded) with an Agenda error corrected (May meeting date changed from 5/2/08 to 5/19/08).

1.4 Approve Minutes. The April minutes were approved (Jeff moved motion, Lee seconded) as submitted by Josh who was thanked for his excellent work as the Temporary Board Scribe.

1.5 Accept Committee Reports. The Committee Reports were approved as submitted (Lee moved, Anthony seconded).

**2. Welcome Guests**

2.1 Invitation to Address the Board. None present.

**3. President's Report.**

3.1 **KVMR Capital Campaign Plan.** Copies of the "Confidential Report for BOD Members Only" were distributed to those present with the requests that the report be reviewed carefully by all BOD, not copied, and that the reports be returned to Joey at the May meeting where any questions or concerns will be discussed followed by a vote to accept the plan. BOD members were thanked for their commitment to and expected participation in the Capital Campaign.

**4. Review Action Items.** Actions items were reviewed.

**5. General Manager's Report.** David reported that the National Federation of Community Broadcasters (NFCB) extended congratulations to KVMR for "doing it right." That was the assessment made regarding KVMR's membership program during a workshop at the recent NFCB Conference. Mike Thornton (News Director) has resigned and will leave KVMR towards the end of March. The need for a goal of KVMR's News Department to be as good as our music was identified. Appreciation was expressed for Brian Compton's excellent leadership of Phase 1 for the recent Broadcasting Class with the need for Board appreciation communicated to both Brian as well as class participants. Plans for the 30<sup>th</sup> KVMR anniversary event on July 11<sup>th</sup> and 12<sup>th</sup> were discussed with BOD participation encouraged.

**6. Board Committee Reports**

6.1 **Station Development Committee.** Committee will meet and submit a report next month.

6.2 **Financial Review Committee.** Don reported that membership will be less than anticipated and underwriting may be as well. Estimated year end short is projected at \$28K and further adjustments in expenses will be made with a bigger challenge anticipated next year. Need to change procedures and Bylaws reflecting direct deposit for employees noted with the suggestion that the process should be implemented prior to writing the policy so that it may be figured out and then accurately presented. The need for a separate bank account and budget for the Capital Campaign fund was noted with funds to be kept in safe short term CDs with no bank holding more than \$100K.

6.3 **Board Development Committee.** No report.

6.4 **Fundraising Committee.** No report.

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6.5 Ad Hoc Building Committee. No Report

**Miscellaneous.**

- Anthony is working with Susan on 30<sup>th</sup> Anniversary marketing efforts and will work with Susan and David on the KVMR Marketing Plan.
- Margie reported that there was a drop off in the percent of completed pledges this year compared to last year.
- Vonnie will provide additional clerical support to David and the BOD.

**7. Next Board Meeting: May 19, 2008**

**8. Motion to Adjourn.** Lee made a motion to adjourn at 8:05 p.m. with a second from Anne.

**ACTION ITEMS – TO BE COMPLETED WITH RESULTS DISCUSSED AT APRIL MEETING**

- Anthony will do some research at KVIE to ensure moving forward with the current video provider is an appropriate decision vis-à-vis the competitors.
- Bob to check in with Mercy Hospital and other organizations to learn what they are paying for collateral expenses in their current fund raising campaigns.
- David to check with a friend for information on the company proposed to create the video, research recent successful campaigns in this region at a similar dollar level and what they paid for collateral expenses and if appropriate obtain bids from any potential companies.
- David to send Lee the memo about how his staff input might be integrated into the Strategic Plan.
- David to send a list of next General Meeting dates out in June's packet
- Don to review the CC Plan and make a written report and recommendation as to the next steps which will be discussed at the May 19<sup>th</sup> BOD meeting. (Don will be absent at the May BOD meeting.)
- Joey to arrange a meeting for Don with Fund Development so Don has all the info including asking about alternative vendors and specific date the monthly fee becomes payable.
- Joey to ask a Fund Development representative to be present at the next BOD meeting to answer questions related to their proposed plan.
- At June 11<sup>th</sup> General Meeting make a presentation to the new Broadcasters who completed recent training.
- David to include a list of the next General Meeting dates in the June BOD packet.

**CURRENT ACTIONS ITEMS – IN PROCESS**

- Margie needs a BOD name tag. [4/28/08]
- At June 11<sup>th</sup> General Meeting make a presentation to the new Broadcasters who completed recent training. [4/28/08]
- Set up new checking account for the Capital Campaign. (4/28/08)
- Limit Capital Campaign money to \$100K per bank in short term CDs. (4/28/08)
- Modify Bylaws to reflect direct deposit process after implementation. (4/18/08)
- Review of all KVMR policy changes by staff, BOD, and attorney (where appropriate).
- BOD to review BOD Liability Insurance Policy after it has been reviewed by counsel.
- Strategic Plan to include commitment/plan to bring Truckee's reception to an appropriate level.
- Lee to consolidate 2<sup>nd</sup> installment of the Strategic Plan and send revised version to BOD members for review prior to the April meeting. [3/08]
- BOD members to think in terms of people they know who would make excellent KVMR Capital Campaign Stewards and share this Information with Joey.
- Review of all KVMR policy changes by staff, BOD, and attorney (where appropriate).