

Aleutian Peninsula Broadcasting, Inc.

KSDP Radio PO Box 328 Sand Point, Alaska 99661 Phone/Fax: 907.383.5737

Quarterly Meeting of the Board of Directors

KSDP Offices, Sand Point City Hall

Tuesday, February 3, 2004 6 p.m.

MINUTES

Call to Order

The meeting was called to order at 6:12 p.m.

Roll Call

Directors Present : Nora Newman, Wayne Hodges (WHodges), Edi Hodges

Ex-Officio Present : Brian Koral

Public Present : none

Approval of the Agenda

Newman moved to approve the agenda as presented. WHodges seconded and the motion passed without objection.

Approval of the Minutes

Regular Quarterly Business Meeting – November 11, 2003

Hodges moved to approve the minutes as presented. Newman seconded and the motion carried without objection.

Old Business

Automation System Update

Koral updated the Board on the progress of the automation system purchase. The station has changed from its original purchase of an RDS Phantom to an OMT MediaTouch based on its features and its current use at other Alaska public radio stations. The system is awaiting a music library and then will be ready to deliver. Koral is working out training arrangements with OMT and will keep the Board informed of the progress.

Amended FY2004 Budget & Review of Budget Progress

Koral presented the Board with an amended FY04 budget for approval. Changes highlighted were upgrades to the existing Jones Radio agreement, the creation of a summer internship fund and updates on revenue.

MOTION : WHodges moved to adopt the FY04 budget, as amended. Newman seconded. Discussion followed and the motion was approved unanimously and changes will take effect immediately.

New Business

KSDP Policy Manual Update

The Board reviewed the Policy Manual presented as a deliverable from the AAPBS regional administrative training session. The Board discussed the need to have policies on the books to protect the station from various charges and problems that could arise. The existing KSDP Policy Manual has been totally incorporated in the new document.

MOTION : WHodges moved to adopt the document as the new KSDP Policy Manual; thereby rescinding the existing manual. Newman seconded. Discussion followed and the motion was approved unanimously.

Transmitter Remote Control Replacement

Koral led discussion regarding the need to replace the existing remote control unit for the KSDP transmitter. The existing unit has begun to fail and FCC regulations require the ability to monitor and control the transmitter. Koral presented a quote from SCMS to replace the existing unit and make various upgrades to the remote control system. The equipment package is quoted at \$1,771.78 plus shipping.

MOTION : Newman moved to approve the replacement of the remote control system. WHodges seconded. Discussion followed regarding installation and the motion was approved unanimously.

FY2004/2005 Strategic Upgrade Plan

The Board reviewed a plan by Koral to invest surplus FY03/FY04/FY05 funds in the physical plant and technology owned by KSDP. Phase I of the plan calls for replacing the existing transmitter building, installing a new transmitter, upgrading the audio processing equipment and relocating the STL receiver dish. Phase II calls for installing a new studio. The \$18,220 portion of the plan calls for a new audio console, new CD players, audio processing equipment, a digital telephone interface and other equipment to prepare the station for the transition to digital broadcasting. Phase III involves a renovation of KSDP's existing office/studio space. The station is seeking grant funding to supplement its own operating budget surplus to fund the various phases. The Board approved, in concept, the direction of the upgrade plan and will make initial equipment approvals for Phases I and II at its April regular meeting.

Membership Drive 2004 Member Rates

The Board reviewed various printed materials for the upcoming 2004 Membership Drive. A membership postcard has been created and initial contact letters have been drafted. The Board will be asked to assist the drive by providing names of friends, relatives and contacts that they would write letters to. Koral reviewed the station premiums that will be offered and recommended that the Board approve rates of \$35/individual, \$70/family, \$100/corporate/fishing vessel.

MOTION : WHodges moved to set 2004 membership rates at \$35/individual, \$70/family and \$100/corporate/fishing vessel. Newman seconded. Discussion followed and the motion was approved unanimously.

Rasmuson Foundation Equipment Grant Request

Modified Jones Radio Service Agreement through January 31, 2009

Koral presented the Board with a modified Jones Radio Service Agreement to carry the station through January 2009 with music, copy and library service. The rate changes reflect the cost of a music library to be installed on the new automation system.

MOTION : WHodges moved to approve the modified agreement as presented. Newman seconded. Discussion followed and the motion was approved unanimously.

Summer 2004 Student Internship Program

The Board reviewed a proposal from management to create a summer internship program at KSDP. The station will make positions available to two local youth and to one non-local college student. \$5,000 of station funding has been partnered with a \$1,000 Alaska Broadcasters Association grant to create a fund to pay these interns. Koral requested that the Board approve an exemption to the nepotism policy as outlined on page 26 of the KSDP Policy Manual. An application will be created for local youth interested in the program and the program will be marketed to the high school and local businesses.

MOTION : Newman moved to approve the Internship Program and waive the nepotism rules as requested. WHodges seconded. Discussion followed and the motion was approved unanimously.

Acceptance of FY2004Q2 Financial Statements

MOTION : WHodges moved to accept the Financial Statements from FY2004Q2 as presented. Newman seconded and the motion carried without objection.

Report from the General Manager

A formal report was presented to the Board and is included in the meeting minutes.

Public Comments & Discussion**Next Meeting**

Tuesday, April 6, 2004 at 6 p.m.

Adjourn

The meeting adjourned at 7:24 p.m.