

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 Broadcast Center, Sand Point City Hall

Tuesday, October 5, 2004 - 6 p.m.

MINUTES

Call to Order

The meeting was called to order at 6:08 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 – June 29, 2004

Special Meeting Minutes – July 9, 2004

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

Old Business

Studio Renovation & Production Facility Installation

Koral updated the Board on progress of the renovation and equipment installation. The production suite and broadcast studios are now back up and on-line. Broadcasting has been returned to the studio for just over one week. Configuration continues on the automation system and that should be up and running shortly. Renovations came in on or close to budget and final numbers will be available for the January meeting.

Transmitter Site Improvement

The Board reviewed the progress at the site. Koral informed the Board that the fencing has been installed in line with requirements for protection of the antenna site. Cost for the fencing came in at close to \$5,500. Hodges asked about signage for the site and that is on order.

Membership Drive Results

Koral provided the Board with an update on the July member drive. More than \$1,300 was taken in as a part of the membership drive. Almost all pledges were made through the mail-out that was done. More membership events are planned including continuous on-air mentions.

Corporate Credit Card

The Board discussed the need, last discussed in January of 2003, for a Corporate Credit Card. Koral presented information on the Bank of America Alaska Airlines Business Credit Card.

MOTION : WHodges moved to approve Aleutian Peninsula Broadcasting, Inc.'s application to Bank of America for a corporate credit card with the cardholder being Brian E. Koral. Newman seconded and the motion passed unanimously.

New Business

FY2004Q3 Financial Statements

FY2004Q4 Financial Statements

The Board reviewed the financial statements as presented by the Finance Manager.

MOTION : Newman moved to accept the statements as presented, WHodges seconded and it was approved unanimously.

FY2005 Budget Progress

Koral updated the Board on the budget progress during the first quarter of FY05. Koral noted that current cash reserves are lower than normal due to abnormal spending during the first quarter of the year however reserves still exceed \$15,000 and the first round of grant payments, totaling nearly \$90,000, are expected soon.

Policy Manual Revisions – Effective Jan. 1, 2005

The Board reviewed the existing corporate policy manual and discussed suggested revisions as presented by Koral. The modifications deal mostly with housekeeping issues, including formally defining corporate property, defining corporate security procedures and grammatical revisions. New policy initiatives include full-time exempt employee “flex” or “comp” time and establishing a no-tolerance policy for unlawful activities occurring on station property.

MOTION : WHodges moved to approve the proposed policy manual revisions to take effect January 1, 2005. Newman seconded and the motion was approved unanimously.

Approval of 2005 Station Calendar

Koral presented the proposed 2005 KSDP calendar for the Board to review. There was some discussion regarding the station observing Martin Luther King, Jr. day. It has been added to the 2005 calendar and will be observed.

MOTION : Newman moved to adopt the 2005 KSDP calendar. WHodges seconded and the motion carried unanimously.

Approval of APBI Christmas card

The Board discussed sending a corporate Christmas card and agreed that it would be a nice gesture to members and friends. Koral will arrange the mailing list and order cards.

General Manager Contract

The Board reviewed the existing contract with General Manager Brian E. Koral that runs through November 30, 2005 and the terms of the past contracts with Koral. The terms of the current contract renewal seem out of balance with the previous two renewal periods. Discussion followed.

MOTION : WHodges moved to modify the terms of the General Manager’s contract to reflect a salary increase of \$1.70/hour to be split among vacation and salary increase. Newman seconded and the motion carried unanimously. The contract will be modified to include a salary of \$47,170.56 plus health benefits and 38 days of leave.

Report from the General Manager

Leave Request – October 11-21

Leave Request – December 20-January 7

MOTION : Newman moved to approve the leave requests as presented. WHodges seconded. Motion carried.

Public Comments & Discussion

Next Meeting

The Board will meet on Tuesday, January 11, 2005 at 6 p.m.

Adjournment

The Board adjourned at 7:35 p.m.