

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, July 9, 2002 6 p.m.

Minutes

Call to Order

The meeting was called to order at 6:23 p.m.

Roll Call

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

Ex-Officio Present : Brian Koral

Public Present :

Approval of the Agenda

Koral requested that the agenda be modified to include "General Manager's Contract" under Future Business. With no objection, WHodges moved to approve the agenda, seconded by Newman and the motion was approved unanimously.

Approval of the Minutes

The Board reviewed the minutes from the Quarterly Meeting of April 9, 2002 and the Special Meeting of May 2, 2002. Newman moved to accept the minutes as presented. The motion was seconded by Miller and approved without objection.

Old Business

none

New Business

Review of FY02 Final Financial Statement

Koral presented the Board with a Final Financial Statement from FY2002. The statement outlined sources of revenue, expenses and overall totals. For FY2002, KSDP posted a loss of \$ 9,716.19. Factors included lower than expected interest revenue, membership revenue and higher spending.

Approval of revised FY03 budget

Koral presented a revised version of the FY2003 budget. The revisions are mainly due to an increase in CPB funding. The budget is balanced at \$ 94,320 in secured funds with an additional \$12,953 in unsecured funds. A copy of the approved budget is included in the minutes.

ACTION : WHodges moved to approve the FY2003 budget as revised. Miller seconded and the motion carried unanimously.

Approval of September 2002 APBC/NAB Radio Show trip

Koral discussed with the Board upcoming conferences in September 2002. First being the annual APBC non-budget meeting and second being the NAB Radio show in Seattle.

Both conferences were included in the FY03 budget and will require Koral to be out of the office a total of six (6) business days.

ACTION : Newman motioned to approve attendance at both the APBC and NAB conferences. WHodges seconded and the motion carried unanimously.

Approval of Engineering Visit

Koral asked the Board to officially approve the upcoming Engineering visit as a part of the AAPBS regional engineering plan.

ACTION : Miller motioned to approve the request as presented and was seconded by Newman. The motion carried unanimously.

KSDP Website Management

The Board reviewed the current and past versions of the KSDP website. In addition, Koral presented the Board with a proposed version that he has created. Discussion focused on the current contract with Ronald Schoedel to provide web support. Koral suggested that the Board make the final payment of \$ 1,100 to Schoedel under the contract and then authorize Koral to take over management of the site locally. Discussion centered on whether or not to pay for services that the Board felt were not up to expectations. Concern was also raised as to whether or not the Board ever had reviewed and approved a three (3) year contract. It was agreed that in the future all contracts should be reviewed by the entire Board before being signed by any Board member.

ACTION : Newman moved to authorize payment and endorse a letter drafted by Koral to Schoedel explaining the Board's decision. A copy of the letter is included in the minutes. WHodges seconded the motion and it was approved unanimously.

KSDP Finance Manager

Koral presented the Board with a letter drafted to Joanna McCallum, current KSDP accountant, and a memorandum drafted to Lisa Green, current Finance Manager for KYUK in Bethel. Koral recommended that the Board consider contracting with Green since she has extensive experience working with KYUK's financial management and since she is willing to set a contracted dollar amount. The annual amount of the contract would be \$ 3,000 which works out to between \$ 25 and \$ 35 per hour for her service. Green would take over accounting work effective FY03 and McCallum would continue working to complete FY02 APBC paperwork.

ACTION : Newman moved to authorize the contracting of Lisa Green as KSDP's Finance Manager and to endorse a letter drafted by Koral to McCallum explaining the Board's decision. A copy of the letter is included in the minutes. WHodges seconded the motion and it was approved unanimously.

Board of Director Positions

Koral raised concern over not officially knowing Board positions, other than President. Hodges suggested that the Board hold its annual officer elections for President, Vice President and Secretary/Treasurer at its next meeting. The Board concurred and asked Koral to prepare nomination packets to be distributed to the Board as soon as possible. Each Board member will be asked to nominate one person for each office and then ballots will be prepared for the October meeting.

Future Business

20th Anniversary Celebration (March 3, 2003)

Koral discussed with the Board potential plans for the KSDP 20th Anniversary celebration. He also presented the Board with a modified KSDP logo showcasing the 20th anniversary. It was agreed that any celebration should be planned for summer 2003. The Board will provide additional input at its next meeting.

General Manager's Contract

The Board discussed the need to begin work on a new contract offer for the General Manager. A committee was established, consisting of Curtis, Hodges and Newman, to negotiate and prepare a contract offer for Board ratification at its October meeting. All Board members are welcome to participate in the committee's meeting, but the three established members must be present to constitute a quorum for the committee.

Report from the General Manager

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

Koral requested that, in conjunction with the September 2002 conferences approved earlier in the meeting, that he be allowed to use four (4) leave days from September 3 - September 6.

ACTION : Miller moved to approve the Leave Request as submitted. The motion was seconded by WHodges and approved unanimously.

Executive Session

General Manager 6-month Evaluation

The Board entered Executive Session to complete the six-month probationary review of the General Manager's performance.

The Board exited Executive Session and reviewed its evaluation with Koral. It was decided that Koral's probationary period has ended and a wage increase was recommended as a part of a future contract. Koral agreed with the evaluation and, along with Hodges, signed a copy to be placed in his personnel file.

Public Comments & Discussion

None

Next Meeting

The Board's Contract Committee is tentatively scheduled to meet on Tuesday, September 17 at 6 p.m. in the offices of KSDP radio.

The Board will meet on Tuesday, October 8 at 6 p.m. in the offices of KSDP radio.

Adjourn

The meeting was adjourned at 7:30 p.m.