

# 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, August 9, 2005 - 6 p.m.

### **MINUTES**

#### **Call to Order**

The meeting was called to order at 6:01 p.m.

#### **Roll Call**

Directors Present : Nora Newman, Edi Hodges. Wayne Hodges (WHodges) arrived at 6:15 p.m.

Staff : Brian Koral

Public Present : none

#### **Approval of the Agenda**

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

#### **Approval of the Minutes**

Regular Quarterly Business Meeting – May 24, 2005

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

#### **Old Business**

##### **FY2005 Budget Progress**

Koral updated the Board on the preliminary figures for the completed FY2005 budget year. Corporate revenue totaled \$268,373 and expenses totaled \$260,681. It was noted that those numbers will be finalized in the coming weeks by the Finance Manager. Station revenue and expenses were in line with year-long expectations and the station ended the FY in a strong financial position.

##### **Engineering Visit – Summer 2005**

Koral updated the Board on the July visit of KSDP Engineer-in-Residence Art White and the progress made during his visit. Several pieces of new equipment were installed and technical fine-tuning was completed. There are still several projects that are on-going and discussions are already underway for a visit during summer 2006. Koral stressed the importance of relationships like this one and the value the station receives from such partnerships. Koral recommended that the station offer Mr. White a \$1,000 honorarium for his work, noting that such funding was budgeted, and there was no objection.

##### **Website Upgrade/Webcasting**

The Board discussed the project to update the KSDP website. Koral reported that work continues on a new design concept for the site. Webcasting still faces some bandwidth issues that are being worked on through various options.

#### **New Business**

##### **FY2005Q4 Financial Statements**

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

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

### Board of Directors Letter of Inquiry – Tina Anderson

The Board reviewed a Letter of Inquiry received for an open seat on the Board of Directors. Board members also reviewed a document title “Review of Letters of Inquiry for open seats on the Aleutian Peninsula Broadcasting, Inc. Board of Directors” as prepared by the General Manager of KSDP. It was noted that neither the document nor the General Manager would make a recommendation on action that the Board should take. The Board expressed encouragement that there was interest in serving.

**ACTION :** Hodges moved to accept the Letter of Inquiry from Tina Anderson and seat Anderson at the next meeting of the Board. Newman seconded and it was approved unanimously.

### Board of Directors Letter of Inquiry – Karen Montoya

The Board reviewed a Letter of Inquiry received for an open seat on the Board of Directors. Board members also reviewed a document title “Review of Letters of Inquiry for open seats on the Aleutian Peninsula Broadcasting, Inc. Board of Directors” as prepared by the General Manager of KSDP. It was noted that neither the document nor the General Manager would make a recommendation on action that the Board should take. The Board expressed encouragement that there was interest in serving.

**ACTION :** No action was taken as the Letter of Inquiry was found to be ineligible for service on the Board.

### NAB Radio Show

Koral updated the Board on the upcoming NAB Radio Show in Philadelphia, PA. This is the annual broadcasting convention held by the National Association of Broadcasters and is the largest annual radio convention nationwide. Funds were budgeted for this trip in the FY2006 budget and the convention is September 20-23.

### Corporation for Public Broadcast Grant Review Process

The Corporation for Public Broadcasting has been working to review its Community Service Grant (CSG) program. Koral participated in a teleconference Monday reviewing the progress. KSDP will move from a Level 0 station to a Level A station and will receive an anticipated annual grant of \$175,000. It was noted that in FY2002, KSDP received less than \$48,000 as a part of the CSG program. CPB is also instituting new audience service requirements but Level A stations will be exempt from those requirements.

### APBI Audit Agreement

The Board reviewed an agreement for audit services from Karen Foster, CPA. Foster has been recruited by Finance Manager Lisa Green to complete a CPB require audit for FYs 2005, 2006, 2007. Koral noted that the agreement can be modified if CPB audit requirements are changed.

**ACTION :** WHodges moved to authorize the General Manager to sign the agreement on behalf of the corporation. Newman seconded and it was approved unanimously.

### General Manager Contract

Board members reviewed the existing contract with KSDP General Manager Brian Koral and a request from Koral to take an educational leave from Sand Point. Discussion focused on the ability of Koral to maintain representation and programming duties while on leave and how the station would function locally. By bringing a News Director on board this fall, the station would continue to be staffed daily and new station technology will allow for remote monitoring, control and programming. The Board reviewed terms of the existing contract, potential terms of a new contract with no such leave and proposed terms of a contract to include 4 months of educational leave. Koral will be taking courses related to accounting and personnel/business management which Board members noted will benefit the station. Discussion followed regarding reduction in salary and leave time and on the exact terms of a contract. The contract will be written to include a salary of \$47,000 plus health benefits and 25 days of leave. It was noted that the terms call for a salary reduction from CY2005 and a reduction, by 13 business days, in leave time. It was also noted that Koral will be promoted to President & General Manager of KSDP effective December 1, 2005; similar titles are held by several General Managers statewide and the title will not impact corporate governance.

**ACTION :** WHodges moved to approve a one-year contract with Brian Koral beginning December 1, 2005 to serve as the President & General Manager of KSDP while providing four months of educational leave. Newman seconded and the motion carried unanimously. A contract will be drafted and signed before October 1, 2005.

#### **Alaska Broadcaster's Association/APBC November Conference**

Koral updated the Board on the upcoming ABA/APBC joint conference in Anchorage, AK. This is the annual statewide broadcasting convention held by the Alaska Broadcaster's Association and the Alaska Public Broadcasting Commission. It provides a unique opportunity for broadcasters in Alaska to come together and learn about issues facing all broadcasters in the state. Funds were budgeted for this trip in the FY2006 budget, APBC funds the airfare costs and the convention will be in early November.

#### **APBI Facilities and Equipment Grant Programs**

The Board discussed funding available through Alaska Public Broadcasting, Inc. to upgrade facilities and equipment. Discussion focused on the potential of installing power backup facilities at the McCurdy-Farrens Transmitter Site to provide emergency broadcasting abilities. Up to \$75,000 for facilities and \$25,000 for equipment is available for each station in the first round of funding. KSDP will prepare a grant request to address power issues at the transmitter site and to install additional broadcast positions at key emergency locations.

#### **Report from the General Manager**

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

Leave Request – September 26 through October 3 (*6 business days*)

#### **Public Comments & Discussion**

#### **Next Meeting**

Tuesday, November 8, 2005 – 6 p.m. – APBI Conference Center

#### **Adjourn**

The meeting adjourned at 7:08 p.m.