

## **Bisbee Radio Project Board Minutes**

**February 17, 2022 – 7 PM BRP Office  
2 Copper Queen Plaza, Suite 204**

### **Call to Order: 7:10 PM**

Attendance:

Michael Brown

Joni Giacomino

Jill Maxwell

Suzanne Walsh

Absent: Tom Heck

Sandy Tilcock, Business Manager

Approval of 1/20/22 Minutes

### **Call to the Public:**

James Mahoney presented the board with a list of Volunteer Opportunities and asked about the whereabouts of or how to recover documents on a thumb drive given to the previous Station Manager. We also discussed contacting Amanda at KXCI about expanding our coverage with a repeater. (Agenda item below)

Patricia Worth asked the board to install an overhead light in the studio. Motion by Joni Giacomino to purchase pendant light with long cord so it can be operated from the programmer chair. Seconded by Suzanne Walsh. The motion carried unanimously. Patricia also asked about FCC Rules regarding Green Pharmacies as underwriters. Sandy to contact AZ Broadcasters Association for info.

### **Board Business:**

- **Formalize Sandy's title to Business Manager – Call to Action**  
Motion by Jill Maxwell, seconded by Joni Giacomino to approve. Motion carried unanimously.
- **Develop Budget**  
Sandy ASAP
- **2015 Strategic Plan**  
Review and revise for 2022.

### **Business Manager Report:**

- All items requested have been purchased for the second studio. Wiring begins 2/18/22.
- Sandy is updating the Website with the new logo

- Filed form for FCC Inspection – date not set yet.
- Distribution of our income:
  - Membership 18%
  - Donations/Gifts 12%
  - Underwriting 22%
  - Grants 17%
  - Swag 2%
  - Interest\*\* 29%

\*\*Interest paid quarterly at 5.25% from Royale Land Contract.
- Takeaways from a webinar on grants for small non-profits:
  - Develop necessary documents so they can be accessed efficiently.
  - Develop a team of grant writers and assign specific duties.  
Patrick Tilcock is currently assisting Sandy with grants
- Computer Maintenance:
  - Sandy requested a RAM upgrade for the office desktop. She will take it to the Apple store in Tucson to have installed. Motion by Michael Brown, seconded by Suzanne Walsh, to approve. Motion carried unanimously.
  - Sandy requested using Backblaze for unlimited data backup at \$70/yr. She is familiar with their procedure and gave a good review of the service. Motion by Michael Brown to approve, seconded by Joni Giacomino. Motion carried unanimously.

### **Station Manager Hire:**

- Begin defining criteria for Station Manager and additional employees.
- Discussed the community's interest in these jobs.
- Schedule work session.

### **Expanding our transmission coverage: What is required?**

- Contact Amanda @ KXCI about repeater.

### **Gathering of Programmers to meet the Board**

- Plan/invite for Thursday, March 3<sup>rd</sup>.
- Recognize Programmers with a shout out on Facebook or on-air.
- Cross training
- Volunteer opportunities

### **Schedule next meeting:**

March 24, 2022 – 6:30 PM KBRP Offices

**Adjourn:** 8:35 PM

Respectfully submitted,  
Jill Maxwell, Secretary  
3/8/22