

Bisbee Radio Project Board Minutes

August 12, 2021, 5:30 PM, at the Mercantile building, 2 Main St., Suite 204

Call to order: 5:32 PM

Attendance: Mark Parsons, Joni Giacomino, Paul Tompkins, Patrick Tilcock, Kirk Reynolds. Station Director Mark Moran, Business Manager Sandy Tilcock,

Approval of 7.22 minutes: Approved electronically on 8.5.21

Call to the public: No members of the public were present.

Board Business:

- **Use of bodkbrp email account: Clarification**

Some board members have had some difficulty with this email account. we will return to using individual email accounts for board business for the present and table any further discussion of this issue.

- **Reviewing Office Manager duties and hours: Discussion and possible action.**

- Sandy shared a summary of the duties and responsibilities she currently performs. Paul moved to increase the allowed hours for the Office Manager/Business Manager to 20 hours per week or 80 hours in a 4-week pay period. Joni seconded the motion, and the motion carried with 4 of 5 members present voting aye. Secretary Patrick Tilcock abstained.

- **Written policy regarding adherence to FCC rules and regulations.**

Station Director notes that the FCC is very strict regarding acceptable language in broadcast programming. Failure to attend to standards can result in license termination. Careful monitoring of song lyrics is necessary. For all programmers, a first violation of standards will result in a written warning; a second violation will result in termination of the individual's permission to broadcast. Mark Moran introduced a motion to adopt that rule. Paul second; motion carried unanimously

- **Associated Press news service (the wire service is \$275/monthly and the audio service is an additional \$260 or thereabouts. Discussion and possible action**

Station Director Mark Moran propose the purchase of AP news service. The value of the wire service is that it would provide a daily summary of local/regional

news on the air. The additional audio service is not essential. The Board is favorably disposed to purchasing the AP wire service; Mark Moran will explore with the AP rep whether we might get a discount as a small LP station. When a firm cost is determined, the Board will vote on the expenditure electronically.

- **Proposal to put Kirk Reynolds in charge of on-air promotion of local content (i.e. interviews, local artist performances, etc.) Involved in writing, editing, organizing, and scheduling content. Discussion and possible action**

Kirk indicates willingness to work on above needs without being designated as “in charge” of said activities. Paul moves to appoint him, Joni 2nd; motion carried unanimously.

- **Use and content of website, service agreement with webmaster: Discussion and possible action**

Website needs updating and restructuring. Station also needs to streamling the website Webmaster is willing to continue services, but she has moved to Tucson. A local website specialist is available and familiar with the platform used. Joni moved to discontinue current webmaster agreement and seek local services. Paul 2nd; passed unanimously

- **On-air Membership drive. When, how, who. Content. Scripts, Goals, Messaging. Training for broadcasters. Discussion and possible action**

Station Director suggests a 5-7 day membership drive in October, and seeking donation matches from local businesses. Mark M will provide recorded messages and guidelines for on-air pitching. The board tabled further consideration of scheduling, etc.

- **Developing a tag line for KBRP**

A number oi ideas have been circulated via e-mail. Board will contemplate options and discuss at next board meeting.

- **Setting a date for Station Open House**

Board settled on Thursday, September 23 at 5:30. Delegation of responsibilities will be discussed via e-mail. A purchase of a pair of speakers for the gallery outside the station was authorized, not to exceed \$100. This will allow the public to hear broadcast content. Kirk will follow up on this.

- **Financial report:** Attached.
- **Discussion and possible action on e-mail accounts and Google Biz account.**
Tabled; Paul will bring additional information to the Board.
- **Program committee reboot**
Active volunteers are needed. Recruiting will take place along with membership drive.
- **News letter and other mailings: Discussion and possible action**

Nancy Potenza is preparing a newsletter for members. Board approved \$140 for mailing expenses.
- **Update on inventory and new equipment**
Inventory is nearly complete. Paul is preparing a list with assigned values. Board will assure that the station's insurance is sufficient to cover its property.
- **Next Board Meeting Scheduled:** Thursday September 16 at 5:30 PM
- **Adjourn:** Joni moved for adjournment; Patrick 2nd; unanimous assent. Meeting adjourned at 7:19 PM.

Financial Report: August 12, 2021

Bank Balance as of August 12, 2021 **\$115,125.44**

Expenses: 07/01/21 – 08/12/21
(Does not include basic operating expenses)

PC Laptop	\$781.45
Zoom Recorder Equipment for offsite broadcasting	\$707.98
Subcontract:	
Moran (2 weeks)	\$1,634.40
Tilcock (4 weeks)	\$800.00
Mini-Splits	<u>\$4,077.75</u>
Total	\$8,001.58

Income: 07/01/21 - 08/12/2021

Membership_PayPal_June 2021	\$269.64
Underwriting	\$810.00
Membership_check or cash	\$96.10
Donations	\$1,603.90
Membership_PayPal_July 2021	\$336.90
Total	\$3,116.54