

# Bisbee Radio Project Board Minutes

September 30, 2021, 5:30 PM, via ZOOM

**Call to order: 5:38 PM; A Quorum was present.**

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

Approval of 9.6 minutes: Approved electronically 9.20.21

Approval of 9.16 minutes: Approved electronically 9.20.21

**Call to the public:** No members of the public attended.

## **Board Business:**

- **Station Director Report/update**

SD is still seeking volunteers to help with the news editorial process, addressing the need to streamline the flow of news content to the broadcast schedule.

Kudos to Nancy P for using the “News Pitch” form. This form is in Google Docs and available for use by anyone with a potential news story.

An Arizona Broadcasting Commission grant would provide funding for an intern to help with news programming. Mark M will work with Sandy to assure application is completed.

We now have an automated Dropbox system allowing SD to insert interviews and other content into the broadcast schedule remotely.

BRP’s networking with the CQ Library promises to be productive. We can add items to the Library calendar of events.

We are strengthening our partnership with the Herald Review, hope to establish a consistent news feed from that organization.

SD indicates he learned much from meeting with programmers, will continue these meetings on a regular basis.

- **Business Manager Report**

Sandy emailed a Profit & Loss Statement to the Board. It is attached below, Sandy will answer any questions.

Working on establishing a safe and simple payment method for memberships and merch.

Developing the Underwriting Team, planning a training session for team members.

Streaming capacity is at 37, and this is sufficient for now.

Sandy will work with Stephanie Peavey on preparing application for a Sparklight grant for technical upgrades to broadcast studio and production room.

We will have membership forms available in a wall tray at the station, along with a locking mailbox for membership payments.

Thanks to Steve Yoder for assembling a basic tool kit for the station.

- **Review of plan for membership drive**

Will conduct “quiet drive” the week of October 18. Duration to be determined. Mark will provide ten scripts.

Paul will include information on quiet drive in a letter to lapsed members by October 8.

- **Election Committee report**

Will use fillable form PDF's for election.

Board candidates' statements will be posted on website.

- **Report from Bylaws Committee**

Proposed changes have been sent to Board for review. Committee is open to any questions. We hope to vote on changes at next Board meeting.

- **Paul Tompkins resignation from Board effective 11.1.21**

Board is grateful to Paul for his years of service on the Board and the many hours of volunteer work he has provided.

Paul indicates he will see the election to completion, record the physical inventory in electronic form, complete upgrades to computers, and needed repairs to the space.

- **Budget for Station Image rollout.**

Kirk is developing an itemized budget for merchandise, bumper stickers, banners, etc. and will present to the Board in a meeting or via email soon.

- **Next Board Meeting Scheduled:** Thursday, 10.14.21, 5:30 PM via ZOOM
- **Adjourn: 6:40 PM**

Respectfully submitted,

Patrick Tilcock, Secretary

# Bisbee Radio Project

## Profit and Loss YTD Comparison

September 2021

	TOTAL	
	SEP 2021	JAN - SEP, 2021 (YTD)
<b>Income</b>		
Gifts and Donations		1,833.90
Grants Received		6,000.00
Interest Income	2,952.75	7,663.13
KBRP Underwriting	680.00	4,620.00
Membership Dues		350.00
KBRP Membership - check/cash	180.00	516.10
KBRP Membership - Paypal	320.00	2,635.00
<b>Total Membership Dues</b>	<b>500.00</b>	<b>3,501.10</b>
Merchandise	25.00	393.00
Streaming	25.00	50.00
Uncategorized Income	635.33	1,523.26
<b>Total Income</b>	<b>\$4,818.08</b>	<b>\$25,584.39</b>
<b>GROSS PROFIT</b>	<b>\$4,818.08</b>	<b>\$25,584.39</b>
<b>Expenses</b>		
Advertising & Marketing		492.77
Bank Charges & Fees	20.52	145.00
Building Expense		
Rent & Lease	800.00	5,160.11
Repairs & Maintenance		
Move to CC	43.80	5,470.69
<b>Total Repairs &amp; Maintenance</b>	<b>43.80</b>	<b>5,470.69</b>
Security Expense		140.94
Utilities	227.84	4,551.73
<b>Total Building Expense</b>	<b>1,071.64</b>	<b>15,323.47</b>
<b>General Admin Expenses</b>		
Dues & subscriptions	70.00	715.00
Insurance		2,652.10
Legal & Professional Services		30.00
Office Supplies & Software	33.30	839.17
Other Business Expenses	22.23	2,327.72
Paypal charges and fees	15.22	40.09
Printer lease	695.10	3,605.79
Shipping, Freight & Delivery		118.00
Taxes & Licenses	28.00	56.00
<b>Total General Admin Expenses</b>	<b>863.85</b>	<b>10,383.87</b>

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## Profit and Loss YTD Comparison

September 2021

	TOTAL	
	SEP 2021	JAN - SEP, 2021 (YTD)
KBRP Production Expense		
Music License Fees		910.00
Other Production Expenses	101.42	10,016.02
<b>Total KBRP Production Expense</b>	<b>101.42</b>	<b>10,926.02</b>
Payroll and Related Taxes		
Contractors	6,003.20	15,019.80
Other Taxes and Penalties		28.00
<b>Total Payroll and Related Taxes</b>	<b>6,003.20</b>	<b>15,047.80</b>
Uncategorized Expense		-60.77
<b>Total Expenses</b>	<b>\$8,060.63</b>	<b>\$52,258.16</b>
NET OPERATING INCOME	<b>\$ -3,242.55</b>	<b>\$ -26,673.77</b>
Other Expenses		
Loss on sale of Royale		370,574.06
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$370,574.06</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$ -370,574.06</b>
NET INCOME	<b>\$ -3,242.55</b>	<b>\$ -397,247.83</b>