**Bisbee Radio Project Board Minutes**

December 29, 2021, 7:00 PM, at the BRP Office, 2 Copper Queen Plaza, Suite 204

**Call to order: 7:04 PM**

Attendance: Mark Parsons, Joni Giacomino, Paul Tompkins, Patrick Tilcock, Kirk Reynolds, Harry Wolters, Business Manager Sandy Tilcock, new Board members Jill Maxwell, Suzanne Walsh, Michael Brown. Absent: Tom Heck

Approval of 11.17 and 12.8 minutes: Approved electronically as of 12.19.21

**Call to the public:**

**Board Business:**

* **Introductions and Welcome new Board Members!** New board will be seated and select officers at the next meeting.
* **Confirming departure of Mark Moran as contracted provider**

Mark’s Memorandum of Understanding was allowed to expire as of 12.26.21. He was instrumental in generating local news and public affairs content. This remains an item to pursue and develop in the future; it has been a feature of KBRP programming in the past. Board notes that leadership is needed in the areas of: technical support, budget, long-range planning and membership. Outgoing Board members are willing to provide support and consulting on charting direction in these areas.

* **Business Manager Report/Briefing**
	+ Allocation for equipping secondary studio: $4500 was approved via email. These funds will come from the station’s general fund and will be offset by a $9000 grant from the Arizona Arts Commission which may be applied to the Business Manager’s wages.
	+ **Resolution of Royale dish sanitizer:** BRP submitted a letter to Ecolab early in 2020 requesting to end the lease on this device since the building was being sold. No response was received, and the building was sold later in the year with the understanding that there was no leased equipment. Business Manager received a bill for back payments in December 2021. A local representative investigated and assured BRP that Ecolab was a fault in this matter and no further payments would be required. More recently another bill was received. Rather than pursuing legal measures, Business Manager proposes a $5000 payment to current owner of the Royale building to resolve the issue. Joni moved to authorize this payment; Paul seconded; Motion carried unanimously.
	+ **Underwriting Team:** A moderate increase in underwriting rates was instituted for 2022. Currently there are 14 business underwriters, and team is seeking to increase this.
* **Next Board Meeting Scheduled:** January 20, 2022 at 7:00 PM with new members seated.
* **Adjourn: 7:47 PM**

Respectfully submitted,

Patrick Tilcock, Secretary