Bisbee Radio Project Board Minutes

December 8, 2021, 6:30 PM, at the BRP Office, 2 Copper Queen Plaza, Suite 204

**Call to order:**

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

Approval of 11.17 minutes: Pending

**Call to the public:** None

**Board Business:**

* **Station Director Report/update**
  + Program Committee has added news spots at 6:30 AM and 5:30 PM Tuesday and Thursday
  + Library interviews continue on Fridays
  + Pet Podcast may be added to schedule
  + Editors’ Round Table is pending
  + Code of Ethics not yet approved by the Board
  + Herald-Review partnership is ongoing
  + Please use Pitch Form for news leads
  + Considering local arts and food shows
  + Programmers’ Handbook revision is nearly done
* **Business Manager Report** 
  + No major expenses this month
  + Royale buyer paid $1000 penalty for late September mortgage payment, per agreement
  + BRP was approved for a $9000 grant from AZ Arts Commission. Payout during January-April; Report in August.
  + Sparklight grant still pending
  + A $3000 Arizona Broadcaster grant awarded previously; may be used for intern
  + Underwriters packet has been updated. Team will do regular check-ins with current underwriters. A Special Event rate is offered for announcements at $50/week. There is now a centralized spreadsheet for underwriter accounts.
  + Business manager will have basic technical training with Chris S.

**Branding and merchandise: Information, discussion and possible action.**

* + Kirk presented an itemized budget for promotional materials and window display materials (see attached) totaling $1705
  + Joni moved to approve this expenditure; Kirk 2nd; motion carried unanimously
* **Setting regular days for Board meetings: Discussion and possible action**
  + Brief discussion; Joni moved to establish the 3rd Thursday of each calendar month as meeting day. Time TBD in consultation with incoming Board members. Kirk 2nd; motion passed unanimously.
* **Funding for a Programmers’ and volunteers’ gathering: Discussion and possible action**
  + After a brief discussion, Joni moved that the Board allocate $200 for a gathering for volunteers and programmers. Kirk 2nd; motion carried unanimously.
* **Consideration of a Motion to enter Executive Session for the following matter:** 
  + **Review of Mark Moran’s MOU as Station Director**
    - Joni moved for Executive Session, Kirk, 2nd; With unanimous consent, Executive Session started at 7:09 PM.

**Regular Session resumed at 8:27 PM**

* **Consideration and possible action on Station Director employment**
  + Joni moved to table a decision on extending an offer of continuing employment to Mark Moran, allowing the Board to consider the option of a provisional 3-month contract with specified benchmarks, decision to be made on or before 12.26.21. Patrick 2nd; Motion carried unanimously.
* **Next Board Meeting Scheduled: 1.20.22, time TBD with input from new board members**
* **Adjourn: 8:45 PM**

Respectfully Submitted,

Patrick Tilcock, Secretary

BRP Board of Directors

Addendum:

Budget Proposal for Station Promotional Materials

The following numbers are from The Gloo Factory in Tucson with whom KBRP has worked before. The numbers are approximate.

500 Custom Cut Bumper Stickers @ 0.60each = $300.00

100 T-shirts ($25/color to set up screens =$125.00) at $7.00 each = $700.00

(Sizes and colors TBD – thinking Black and one other color,

perhaps light blue and Med, Lrg, XL & XXL)

Banners

2'x4' - 2 at $45 each = $90.00 (1 for the awning and another for general use or at a ball game etc.)

3'X6' 3 at $70 each = $ 210.00 (1 to face out of the large display window, 1 to face inside the building from the display and 1 to use at events)

**Estimated total = $1300.00**

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Budget Proposal for (Basic) Station Window Display

(doesn't include banners)

Corrugated Polymer: 7 pieces @ $26.00/ea = $175.00

Yellow ribbon 7.5 yds @ $9.00/yrd = 68.00

4-1’’ X 2” X 8’ wood strips @ $3.00/ea = $12.00

Paint, staples, LEDs, misc $150.00

E**stimated total = $405.00**