

## **Bisbee Radio Project Board Meeting Agenda 2-17-2021**

### **5:30 PM on Zoom**

Meeting was called to order at 5:34 PM. Attending: Joni Giacomino, Sandy Tilcock, Paul Tompkins, Mark Parsons, Stephen Nunn. Volunteer scribe: Patrick Tilcock

**Call to the public** Community members attending: James Mahoney, Harry Wolters.

**Report on approval of January minutes** Paul reported that the January minutes have been approved electronically.

**Report on search for new location** The location search committee (Joni, Stephen, programmer Chris Sawyer) explored an available space on Brewery Gulch. The location is desirable but the condition and configuration of space are problematic. The Mercantile/Convention Center space (upstairs office suite near the elevator) remains an option, and has many advantages. Rent would be \$700/mo + \$100 for internet service. This rate would apply for one year, then increase closer to current commercial rates. Plan: Stephen, Mark, Sandy and James will develop a set of questions for manager of the property Rob Page, meet with him Tuesday 2.23, and report back to the Board for possible action on this space.

**Report from hiring Committee.** The Committee developed a preliminary job description and salary range for the Station Manager position. This information will be distributed electronically. Paul moved that KBRP join NFRB in the interest of networking and recruiting. Joni seconded and the motion passed unanimously. Paul moved that \$500 be allocated to advertise the opening for Station Manager more widely. Joni seconded and the motion passed unanimously.

**Treasurers report (if needed)** Following the sale of the building, the station's outstanding debts have been paid, including PRX. Sandy is working on closing the Vivint account. Treasurer's report follows:

### **Treasurer's Report: 02/17/2021**

Current Bank Balance: \$120,722.07

Grant Deposit: \$ 6,000.00

Underwriting deposits: \$ 1,770.00

PRX Debt Payoff: \$ 7.076.00

Cancelled Vivint:  
payment is \$70.47 monthly

Photocopier lease: Leasing agreement is with TFS Leasing not Toshiba. If we discontinue payment they will send us to collections. We need to contact Toshiba to determine buy out but

it will most likely be in the amount we owe to TFS Leasing. We will fulfill our lease Nov 23, 2022 for a total of 63 months. We have about 21 months left.

Insurance policy changed to reflect change in our situation. We financed a portion of our premium and make monthly payments. Due to the change of our situation the insurance company reduced our total premium by \$2,754, approximately 25% of our original premium. I have yet to hear from the finance company but it is possible that we are paid up through the end of our contract and we might even get a small refund.

I will have everything recorded and done for the 2019 books and will be able to provide a P&L for 2019 in March.

**ZOOM and other IT issues** Notifications and links appear to be working. Paul will continue to manage the ZOOM account for now. Paul will create a G-mail account dedicated to personnel to simplify recruiting and hiring. Sandy moved that all e-mails in station inbox older than 6 months be deleted. Joni seconded; passed by voice vote.

**Sandy's proposal (see attached)**

Joni moved to accept the Office Manager description as written and to hire Sandy on a contract basis once she has left the Board, Paul seconded and the motion passed by voice vote. Joni moved, and Paul seconded the motion to set the Office Manager compensation at \$20/hour. Motion carried. When this change goes into effect, Paul agrees to serve as Treasurer. This will leave the Board with two vacancies. The Board will consider an application from Patrick Tilcock to join and serve as Secretary. Harry Wolters, a founder, broadcaster and former manager of the station, was encouraged to apply for Board membership. He will consider this and respond at a later date.

The meeting was adjourned at 6:42 PM. Next meeting is set for 3.17.21, with the option of an *ad hoc* meeting regarding space rental TBA.

Respectfully submitted,  
Patrick Tilcock, scribe

**KBRP Office Manager Description and proposal by Sandy Tilcock**

Organize and maintain office paperwork

- ! Financial reports
- ! Contracts
- ! insurance documents

Retrieve phone messages and respond as necessary

Retrieve mail 3 times weekly, sort and respond as necessary

Check e-mail daily and respond as necessary

Maintain QuickBooks entries

Manage A/R, A/P, and payroll system when the station has salaried staff

Maintain underwriting and psa logs

Date and store DJ playlists so as to be easily accessible

Sort old paperwork for storage and date for disposal as appropriate

**Proposal:**

- ! I leave the board and be hired temporarily (subcontractor) for 10 hrs/ week to perform above duties
- ! When a Station Manager is hired, I will assist in their orientation
- ! The Station Manager will have the authority to conduct a search for a permanent Office Manager
- ! In the interim, I will continue to support the board Treasurer in fulfilling their responsibilities, including setting up a payroll system and assuring that the station's accounting is well-organized and transparent
- ! My contract work for the station will end when a permanent Office Manager is hired and trained