

Bisbee Radio Project Board, Inc. Agenda

December 22, 2022, 6:00 PM, BRP Office, 2 Copper Queen Plaza, Suite 204

Call to order: 6:03 pm

Attendance: Michael Brown Rob Shipley Suzanne Walsh
 Kirk Reynolds Joni Giacomino
 Sandy Tilcock, Administrative Manager

Approval of November 21, 2022 minutes: Approved by e-mail

Chicken Committee Presentation: The chicken committee (membership 3) would like to partner with KBRP and assist in promotion of KBRP at events, etc. They dress as chickens and go around town at night and at festivals. One of the chickens attended the Mariachi Festival, carrying a basket of KBRP bling, handing it out and accepting small donations.

Call to the public: None

Board Business:

Business Manager Report: An end of year report will be written which covers financial, membership, donations, FCC review (EAS), underwriting, etc. This will be sent out to all members.

Saturday Market: We don't always make a lot of money but it is an opportunity to engage with the public and share the latest about KBRP.

Old PCs and Monitors: Paul Tompkins and I have been going through all the old PCs, boxes of mouses, monitors, etc that we have been moving around and not using. Paul evaluated the equipment, held out what he thought we might use, etc. We would like to offer the remainder of the items to the programmers (free). After 10 days we will recycle what is left.

Michael Brown moved that we do so and Joni Giacomino seconded it. Passed Unanimously.

Reprice CDs: They are currently \$15 for Vol 1 and \$18 for Vol 2. Few people are purchasing. Therefore I propose we reprice the CDs at \$10 for each volume. Rob Shipley moved to change the price and Joni Giacomino seconded it. Passed unanimously.

Arizona Broadcasters Association PEP Announcements: postpone to Jan meeting: Sandy Tilcock will meet with Steve Yoder to discuss and report back.

Mardi Gras Festival: Kirk & Rob

KBRP's Mardi Gras Festival will be February 11, 1-5 pm. It will be at the Jonquil Motel where we will be able to serve alcohol. Working with the food truck Po' Boys to Geaux to provide New Orleans food fare such as Jambalaya. They are looking for a bakery to provide small king cakes to sell. Many things to work out such as event insurance. There will be no ticket sales but suggested donation for entry. To get things rolling Sandy Tilcock moved and Joni Giacomino seconded that we allocate \$500 for early expenses. Passed unanimously. A special board meeting that will be devoted to further planning for the Mardi Gras event has been scheduled for Thursday, Jan 5, 6pm.

Review & vote on proposal for Paul Tompkins 3 month MOU (see attached):
Action required Sandy Tilcock moved and Joni Giacomino seconded that we proceed with the MOU. Passed unanimously.

Scheduling of next general board meeting: Thursday, Jan 19, 6 pm.

Adjourn: 7:02 pm

Paul Tompkins: Administrative Assistant: 10 hrs/week @ \$15/hr,
Three month agreement
Report to administrative Manager

Duties

Assist with board elections

Membership

- Assist in keeping records current
- Send out renewal notices monthly
- Assist in planning and putting on membership drives
- Planning of annual membership meeting after board elections

Underwriting

- Assist in maintaining current records, writing of scripts and sales

Volunteers

- Develop a volunteer database based on person's interests, etc.

Newsletter: Every 6-8 weeks

- Solicit articles
- Put together newsletter in Constant Contact, send out, monitor responses and bounced e-mails.
- Determine how KBRP can best use Constant Contact in Social Media output

Provide technical support with regards to office software and computers

Assist with maintaining the offices

Other duties as assigned