

**Nevada City Community Broadcast Group  
Board of Directors Meeting**  
Nevada County Supt. Of Schools Meeting Rooms  
112 Nevada City Highway, at Ridge Road  
Nevada City, California

**Monday, September 25, 2006  
6:30 p.m.**

**AGENDA**

- 1. Opening**
  - 1.1. Call to Order
  - 1.2. Establish Quorum
  - 1.3. Review and Approve Agenda
  - 1.4. Approve Minutes
  - 1.5. Accept Committee Reports
- 2. Welcome Guests**
  - 2.1. Invitation to Address the Board  
*(Welcome guests. Please be direct and clear. Please keep your comments to less than five minutes. Tonight, expect that the Board will listen and seek clarity that we understand your remarks.)*
- 3. President's Report**
- 4. Seating & Electing New Board Members**
  - 4.1. Seating
    - 4.1.1. Anne Mason; Jim Lewis
  - 4.2. Electing
    - 4.2.1. Meet the Candidates (Josh Lichterman, Jeff Briggs, Ed Martin, Joey Jordan)
    - 4.2.2. Executive Session
      - 4.2.2.1. Discussion
      - 4.2.2.2. Balloting
    - 4.2.3. Announce Results
    - 4.2.4. Nomination of Board Officers for FY06/07
- 5. Committee Reports**
  - 5.1. General Manager's Report
    - 5.1.1. Monthly Activities Q&A
  - 5.2. Board Committee Reports
    - 5.2.1. Station Development Committee (none)
    - 5.2.2. Financial Review Committee
    - 5.2.3. Board Development Committee
    - 5.2.4. Fundraising Committee
      - 5.2.4.1. Endowment (501(c)3 discussion)
- 6. Recognize Board Service of Bob Wright**
- 7. Executive Session:** None scheduled
- 8. Next Board Meeting: October 30th, 2006**
- 9. Motion to Adjourn**

**Nevada City Community Broadcast Group**  
**Minutes of the Board of Directors Meeting**  
Nevada County Supt. Of Schools Meeting Rooms  
112 Nevada City Highway, at Ridge Road  
Nevada City, California  
**Monday, September 25, 2006**

**1. Opening**

- 1.1. Call to Order at 6:30PM
- 1.2. Establish Quorum – directors in attendance: Martin, Wall, Kewman, Sharp, Jordan, Wright, Readle, Tofanelli, Graham, Levin.
- 1.3. Review and Approve Agenda - Wall moved/Sharp 2<sup>nd</sup> d/ Unanimous.
- 1.4. Approve Minutes – as corrected - Wall/Sharp/Unanimous.
- 1.5. Accept Committee Reports – Wall/Sharp/Unanimous.

**2. Welcome Guests**

*2.1.1.1. Guests in attendance were recently Volunteer Elected board members Jim Lewis and Anne Mason.*

**3. President's Report:**

- 3.1.1. -Don Kewman and the FRC have performed their duties in exemplary fashion, meeting regularly; consistently providing their meeting minutes for posting to the web, reports to the Board, remaining active and engaged in the duties of the committee.
- 3.1.2. -The other committees have become less active and engaged and this must be remedied for effective management of the Nevada City Community Broadcast Group. All board members are reminded that a great part of their commitment to this group is ACTIVE participation on board committees.
- 3.1.3. -At the October 30 BOD meeting each chair will pitch their committee and engage the enthusiasm and participation of the directors.

4. **4. By-laws Correction:** The attached bylaws correction was moved by Wall and 2<sup>nd</sup> d by Wright and voted unanimously. The need for this amendment was to correspond the recent bylaws Article 4 change to the actual board roster for continuity as to the seats, election dates and actual time served by our board of directors' members.

**5. Election of New Board Members**

- 5.1.1. 5.1 **Anne** Mason will be seated to seat number 9 and Jim Lewis will be seated to seat number 1. It was moved by Martin and 2<sup>nd</sup> d by Kewman and voted unanimously that Anne Mason and Jim Lewis will be seated as of this meeting to fulfill the remainder term of the vacant seats #9 and #1 which they have been elected to.
- 5.1.2. 5.2.1 Candidates Briggs, Lichterman, Martin and Jordan spoke to the directors.
- 5.1.3. 5.2.2 Executive session ensued: Discussion and balloting took place.
- 5.1.4. The prevailing candidates are: seat 10-Lichterman, seat 11-Briggs, seat 12-Jordan. Please refer to the October 2006 Board of Directors Roster (when completed) for the final details of directors/seats/terms of office.
- 5.1.5. Nominations for board officer positions are: President – Jordan, Vice President – Lewis and Briggs, Treasurer – Kewman, Secretary – Tofanelli.

**6. Committee Reports**

- 6.1. Please refer to GM's published report.
- 6.1.1. 6.2.1 SDC had no report as its chair the VP resigned in August.
  - 6.1.2. 6.2.2 FRC Kewman/Wright/Unanimous that BOD allows GM to use an additional \$30,000.00 from contingent reserves to enhance cash flow for the payment of pre-festival costs for the Celtic Festival.
    - 6.1.2.1.1. The balance statement reflects a negative cash flow for the end of this fiscal year but final numbers have not been tallied as of this statement.
    - 6.1.2.1.2. The Amy Goodman event will take place at a 1,200 seats Sacramento venue—given that there is a maximum audience, the event could garner revenues of \$10-12,000.00. The station is arranging for busses to travel from NC to the event. Costs for travel will be charged at \$10-15.00 per seat.
    - 6.1.2.1.3. It was questioned to and ascertained from the GM that we have no commitments at this time for obligations to a Celtic Festival next year. Some discussion ensued about time frames to get up and organized for next year's festival. SDC will discuss and determine for directors review "how events fit into our overall plan".
  - 6.1.3. 6.2.3 BDC-- Please refer to posted report as corrected.
  - 6.1.4. 6.2.4 Fundraising committee is ferreting out the benefits and liabilities of NCCBC owning a building and other substantial assets and how to protect the same from liability. A 501c3 entity was looked into but realized that it doesn't substantially protect the assets from legal liability. Legal council saw no value to pursuing a 501c3 entity at this time. Directors charged director Readle to consult with counsel for not more than a cost of \$500.00 to clarify positions. Perhaps a simple liability insurance policy would be sufficient protection. It was also recommended that we seek guidance from local nonprofits that have substantial assets (Hospice) as to how they have structured their protection from legal liability. Wall/Readle/Unanimous to suspend further action on seeking 501c3 status until Readle reports back to the board and other groups have been queried about their methods.
7. **Sadly** we say adieu to Bob Wright and present him with a plaque commemorating his superior service to NCCBG while on the board.

**Adjourned** at 9:50PM.

Bylaws Amendment                      Article 4 Section 2.B.2 and Section 2.C.2

History...at the beginning of this election season, it was uncovered that there was a conflict regarding seat numbers and the dates by which those seats are elected between the October 2005 board roster and the bylaws amendment dated 9/25/05. At that time the solution seemed to be to amend the roster to conform to the bylaws amendment and those changes were ratified by the board at the June 26, 2006 Board Meeting. The purpose tonight is twofold.

1. Board to vote to rescind the approval of the new roster as approved on June 26, 2006 and return the roster to that which is dated October 2005.
2. Board to approve a bylaws amendment as follows:

Amend bylaws Article 4 Section 2.B.2 to read:

- Year 1 (2006, 2009, 2012, etc.) seat #9.
- Year 2 (2007, 2010, 2013, etc.) seats #1 & 2.
- Year 3 (2008, 2011, 2014, etc.) seat #5.

Amend bylaws Article 4 Section 2.C.2 to read:

Year 1 (2006, 2009, 2012, etc.) seats #10, 11 & 12.

Year 2 (2007, 2010, 2013, etc.) seats #3 & 4.

Year 2 (2008, 2011, 2014, etc.) seats #6, 7 & 8.

This, herewith, respectfully submitted for board approval, September 25, 2006.

Jeannie Tofanelli

Secretary of the Board of Directors

Chair of the Board Development Committee



## **Monthly Activities Report**

KVMR-FM, Nevada City  
401 Spring Street  
Nevada City, CA 95959

### **For Presentation to:**

The Nevada City Community Broadcast Group  
Nevada County Superintendent of Schools, Conference Rooms  
112 Ridge Road, at Nevada City Highway, Nevada City  
September 25, 2006

### **Prepared By:**

David Levin, General Manager  
and KVMR's Staff

## **General**

- ❑ Through the efforts of KVMR legal counsel, we now have the green light from KOED's legal counsel to commence discussions on some new ways to resolve our transmission problems in Sacramento. The goal now is to resolve this issue without further FCC action.
- ❑ GM met with NCTV ED to discuss potential collaborations that will enhance visibility and cross-promote both entities.
- ❑ GM participated in a media panel and gave a presentation about KVMR to the Nevada County Community Leadership Institute.
- ❑ KVMR and the Nevada County media leadership group who participated in the 40<sup>th</sup> Annual Constitution Day Parade were awarded a first place Mayor's Choice award ribbon for their entry in the festivities.

## **Programming**

### **Program Committee**

- ❑ The PC has made some preliminary recommendations to the PD and GM on proposed schedule changes. The PD and GM have held discussions on the changes and are in the process of responding. A number of the changes involve the Sunday schedule.
- ❑ The PC has received one further resignation. Kathryn Smith will leave the alternate Sunday 7-9 a.m. music variety assignment.
- ❑ After the schedule process is completed, the next PC meetings will involve implementation of other committee goals (including interview workshop and guidelines), program achievement awards, and preparation for another peer review and evaluation of shows and broadcasters.

- ❑ No eligible broadcasters were nominated for the broadcaster-elected PC seat in time for the September general meeting. The PC will recruit from broadcaster ranks for an interim member to replace Larry Hilberg, who has agreed to sit on the committee until a successor is found. An election will likely be held at the March, 2007 general meeting when another seat (Angel Bojorquez) will also be up for election.

#### Training Class

- ❑ Six class members have been certified, with more expected in coming weeks.

#### News Department

- ❑ The News Department is in the process of hiring a PT Reporter/Producer.
- ❑ KVMR will be providing live coverage of two upcoming voter forums from the Center for the Arts
- ❑ On September 21, KVMR provided a special, lecture/call in program on Islam, with Imam Azeez from the Salam Center in Sacramento.
- ❑ ND will be attending the Bioneers Conference in October and creating programming for KVMR as well as national distribution.
- ❑ ND is working on a special report about a local musical group that traveled to Pakistan recently, where the female member of the band became the first woman, in six-hundred years, to participate in a music festival.

#### Music Department

- ❑ MD is purchasing a LP to CD converter, which will ease storage problems in the Music Library. Eventually, this converter may be replaced by a computerized system. The LP culling process will end when the new equipment is obtained and remaining LPs can be converted to CD format.
- ❑ Bluegrass CD culling has been completed in the Library; country and blues are next. Pop/rock is ongoing.
- ❑ Library additions purchased in August are being processed into Music Library. Some music funds may be used for audio CDs to store LPs.
- ❑ A call for new volunteers in the department received greater response than needed. All will be trained and scheduled, as appropriate. Volunteers spend more than four-hundred hours per month working in the Music Department.
- ❑ The MD has been provided with a new computer, replacing an old and obsolete one. Given that many more labels are submitting promotional copies of music only via download, MD will now be able to capture additional music for station library.
- ❑ About 80% of broadcasters complied with premium suggestion list deadline for the October membership drive. There still is a learning curve for this deadline.

#### Live Remote Broadcasts

- ❑ KVMR's live August broadcast of the Trailer Park Troubadours was our first-ever from Rough and Ready. Antsy McClain made a spirited pitch for KVMR's importance at broadcast's end.
- ❑ All major performance acts for the Celtic Festival have agreed to KVMR's first-ever live broadcast of their sets. Wesley Robertson is main producer of event, with Eric Rice producing all engineering. Pre-recorded interviews with festival artists will supplement the live music broadcasts. Broadcast will begin at 10 a.m. each day from the Nevada County Fairgrounds on Sept. 30/Oct. 1.

- ❑ KVMR will broadcast Indigenous People's Day from the Miner's Foundry on Monday, October 9, with live broadcasts of panels, speeches and performances involving area tribal leaders and artists.
- ❑ KVMR will record Democracy Now host Amy Goodman's talk in Sacramento on Saturday, October 7 for rebroadcast during the station's subsequent membership drive.

#### Emergency Planning

- ❑ PD has been involved with GM and CE in evaluating emergency needs for station. Major areas for PD involvement are:
  - Communication to all broadcasters—how to notify staff of any station emergency
  - Communication of evacuation techniques and alternatives
  - Identification of key equipment to be removed if time available
  - Emergency Contact lists compiled and displayed in appropriate places
  - Training in use of fire extinguishers
  - Identification of alternative broadcast facility (with GM and CE) if KVMR building cannot be used

## Development

#### Membership

- ❑ Membership Revenues (10/01/05 through 08/30/06) = \$378,869.65
- ❑ October, 2005 "The Future Is Now" drive - Of the 836 donors and \$90,146 in pledges, 785 donors have paid a total of \$83,420 at 92.5%
- ❑ February, 2006 Winter "People Powered" drive - Of the 825 donors and \$96,141 in pledges, 789 donors have paid a total of \$87,794 at 91.3%
- ❑ May, 2006 Spring "People Powered" drive - Of the 871 donors and \$97,176 in pledges, 820 donors have paid for a total of \$85,310 at 87.7%
- ❑ August, 2006 Mini drive - Of the 262 donors and \$26,211 in pledges, 198 donors have paid a total of \$20,811 at 79%
- ❑ Prospect letter was sent in August; have received 9 responses totaling \$505
- ❑ Lapsed member letter has not been sent. Expect it to go out before the October drive

#### Underwriting

- ❑ August Underwriting Sales:
  - \$26,548 in total sales (cash and trade)
  - \$25,048 in cash
  - \$1,500 in trade
- ❑ UC indicates that August is the second highest month ever in sales.
- ❑ A review of KVMR's year-to-date income/expense statement shows that, as a whole, the Underwriting department has reached 96% of net revenue forecast, with a shortfall of less than \$7,000. Next month, UC will provide a more detailed analysis of year-to-year comparative figures.
- ❑ Kudos to Jilline Henderson, who this month finished the last of the data entry for the 2006 Listener Survey, with the completion of the comments section. A copy of the report was provided to KVMR's Board President and GM.

#### Grants

- ❑ Work will commence on the Truckee Tahoe Community Foundation youth radio symposium during the first quarter of KVMR's new fiscal year. The DD and GM will meet by phone with a grants consultant in mid-October to shape a grant seeking strategy and work plan.
- ❑ The GM, DD and ND will meet to discuss application process for an Innovative News Delivery Award containing a cash component of \$10,000. The grant program is offered by the Knight Foundation. Entry deadline is February, 2007.

#### Events

- ❑ KVMR will host an October 7 Amy Goodman lecture and book signing at Sacramento City College. This event could net \$5K-\$8K.
- ❑ Joe Craven and Way Out West is scheduled to perform at the Miner's Foundry November 17. This event is expected to net about \$3,500.

#### Major Donors

- ❑ A Major Donor Appreciation party took place on September 9 and provided the opportunity for KVMR to express heartfelt wishes to the folks who provide large gifts to the station.

### **Volunteers**

- ❑ The department recruited volunteers and oversaw outreach operations at the Nevada County Fair.
- ❑ The department recruited volunteers and organized hospitality for mini pledge Drive.
- ❑ VD attended one day Excel training.
- ❑ VD, GM and KVMR Board Secretary created voting volunteer policy and procedures for broadcast and non-broadcast volunteers.
- ❑ The department produced September general meeting.
- ❑ Volunteer department helped administer Board elections; ran CSH (Community Service Hours) reports for all broadcasters and tracked voter eligibility.
- ❑ The department recruited volunteers for Greatest Hits party and helped with preparations.
- ❑ Volunteer Department acted as liaison between front desk volunteers and Empire Events regarding Celtic Festival ticket sales.
- ❑ VD organized KVMR contingent to participate in Constitution Day Parade; conceived and organized Freedom of Speech essay contest.

#### **Engineering**

##### Equipment

- ❑ Interference problems with the Truckee translator were significantly averted by a call to the interfering station causing the problem. It now appears that the interaction of a new translator for a commercial station on the same channel caused the interference.
- ❑ The power supply for the back-up transmitter is expected to be placed in service this week.

- ❑ The digital signal failure which caused four unplanned outages has been traced to a manufacturing defect in a wiring harness used to carry the signal in the studio. It has been replaced.
- ❑ The production room now has a recording PC and it is now significantly easier to make promos for on-air use. The procedure for moving sound files to the on-air computer has been simplified as well. Curtains for sound control are being installed.
- ❑ The DVD player in the broadcast studio now has its own input and no longer shares with the guest input.
- ❑ Ferrellgas inspected the propane tank for the backup generator on Banner Mountain and declared it up to code.

#### Events

- ❑ The Trailer Park Troubadours remote broadcast was a technical success.
- ❑ Planning is underway for the first-ever live broadcast of the Celtic festival.

#### Production

- ❑ KVMR's production studio and ISDN facilities were employed by Capital Public Radio to send some local folks voices to a talk show about B&Bs.

#### **Future Board Meetings**

The following dates have been reserved at the Nevada County Supt. of Schools Conference Rooms. All Board Meetings begin at 6:30 p.m.

- September 25
- October 30
- November 27
- December 18 (third Monday, to avoid Christmas Day).

#### **2007 Board Meetings**

- January 29
- February 26
- March 26
- April 30
- May 21
- June 25
- July 30
- August 27
- September 24
- October 29
- November 26
- December 17