

# San Miguel Educational Fund (SMEF) Board Meeting

## FINAL MINUTES

Monday, September 19, 2016, 5:15-7:20 PM

**Board Members Present:** Amy Peters, President; Kathleen Erie, Treasurer; Shauna Palmer, Secretary; Jim Berkowitz, Director; & Mark Izard (Mark I.), Director; Tom McGlade, Director.

**Absent:** Mark Dollard (Mark D.), Vice President.

### Call to Order

Amy opened the meeting at 5:20 p.m., with 6 of 7 Board members present (a quorum), in a public meeting room within the Wilkinson Public Library in Telluride, Colorado.

### 5:15 – 5:29 Public Comment

None.

### 5:29 – 5:30 Approve August Minutes

Brief discussion of Revised Draft Minutes of August 22, 2016, incorporating changes requested via email.

MOTION by Tom to approve the minutes as amended. SECONDED by Mark I. PASSED 6-0.

### 5:30 – 5:45 Staff Reports

Amy tabled discussion of staff reports until staff members are present.

Mark I.: Received feedback that donors at the recent celebration event at the historic transfer building were unclear that their donations were not going to KOTO. \$225 in pay from KOTO to his band, Reverse Cowboy, is being donated to KOTO, to be credited to his "New Orleans Road Show" DJ show. He, along with other Event Committee members [Mark D., Tom, Geoff] will talk to Kate at Telluride Arts about the celebration's financial arrangements, and also clarify such venue-sharing arrangements in advance of our upcoming Halloween weekend party.

*Staff member Corey Beaton arrived at the meeting.*

*Staff member Geoff Hanson arrived at the meeting.*

Geoff: Explained arrangements of KOTO's participation along with Telluride Art's event already scheduled at the transfer building (a last opportunity at a unique venue), primarily as a celebration of a successful fundraising season.

### September Board Report from Cory Beaton, Music Director, Assistant Station General Manager

Cory discussed:

\*His recent signing of a contract with a different company, for upgraded web access speed (from 64 to 128).

\*A \$200 donation threshold for issuing a letter to a donor.

\*In reply to Jim: DJ participation during the recent fundraising campaign was somewhat better; some still decline to participate.

Board Report, Development Director, September 18, 2016 [showing our summer fundraising total of over \$67,000]

Geoff asked for Board approval for his proposed new program, Telluride Cares (in conjunction with the Telluride Foundation), to coordinate/link up volunteers with local people and non-profits in need of help not otherwise readily available (more detail in a 9-16-16 email addressed to Amy, "Subject: Report Forthcoming...Telluride Cares overview"). Amy and others asked Geoff to further address the logistics of his taking on organizing the new program.

Ben's Report, September 19, 2016, including Check Register 9-16-2016

Board Report, 9/14/16, KOTO News, from Cara Pallone

### 6:50 – 7:00 Membership Committees email Blasts

Work has started on digital outreach via email blasts; discussed with Board (with Corey still present): Some concern exists that DJs aren't going to read the information/participate. Suggestion to invite DJs' input as part of Silver Tongue Award competition during fundraising campaign & email them the preliminary strategic plan.



Geoff: KOTO will need a sizeable advertising budget for all our fundraising/outreach, probably \$4,000.

#### **6:10 – 6:25 By-laws Committee: Plan of Action**

Brief discussion on process (outlined in current By-Laws) for amending By-laws. Kathleen, Mark I. and Shauna will be preparing a draft for Board consideration in October (and member consideration of approval by ballot).

Kathleen: Why not amend our By-laws so that someone must be a KOTO member *before* deemed qualified to become a Director, instead of the current clause granting membership automatically (possibly without making *any* contribution) when someone becomes a Director? Board consensus to include such a proposed amendment in.

#### **6:25 – 6:35 SMEF Election: Plan of Action**

Brief discussion on process (outlined in current By-Laws) for election of Directors and annual meeting.

Deadlines for By-Laws amendment & Director of election processes coming up soon; submittal deadlines in Oct., notices, ballot mailing in November, annual meeting in early December.

#### **5:45 – 6:00 August Financials, 2017 Budget Worksheet**

Accountant Ben Kalman, along with Treasurer Kathleen, presented the August financials:

\*Financials are looking better this year; as of this point in the budget year, we're in the hole only \$15,158, compared to \$63,574 at this time last year,

\*Steve Gumble/Blues & Brews paid KOTO staff \$1,000 toward live streaming efforts (a first for this additional listener service).

Amy's "2017 Budget Work Sheet" outlining a potential \$350,000 annual budget, along w/ some suggestions, was presented and briefly discussed.

#### **6:00 – 6:10 Amy Peters: Updates – Auditors, CPB**

Kathleen: We must make sure to put CPB grant reporting timelines in our 2017 calendars; it may also be time to consider hiring a grant administrator because of recent changes to the grant reporting requirements.

Amy: Kathleen has received a proposal from another auditing firm for next year's audit, for Board consideration soon. Our current auditors' price reflects their stated experience in this type of public radio operation.

#### **6:35- 6:50 Financial Sustainability Committee: Plan of Action**

Tabled (per committee decision, according to Amy) any action on a Patron Advisory party and any initial wave of capital campaign planning until 2017.

#### **7:00 – 7:10 Claimant Application**

Amy announced that a former, long-time Telluride resident who passed away some time ago has evidently remembered KOTO in his and his widow's estate. Note: After the legal paperwork KOTO has received has been processed and any funds from an insurance policy have been received, pertinent details including his name and the name of his widow (who also passed away, recently) will be announced, along with our great appreciation to them both.

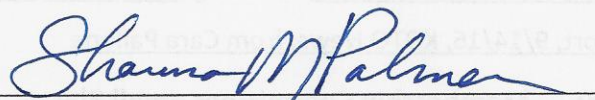
Amy: Be thinking about the best use of this anticipated inheritance for KOTO, relevant to pending budget discussions.

#### **7:10 – 7:20 Priority Repairs**

Amy: Staff is being asked to list their priorities for repairs to the KOTO building, as part of the 2017 budgeting process; walls/mold/cleaning/drywall repair are significant projects previously identified and are a priority.

#### **MEETING ADJOURNED**

Amy adjourned the meeting at 7:45 p.m.



Submitted by Shauna Palmer, Secretary

Approved via emails 10/17 - 10/27, 2016