

Bisbee Radio Project, Inc.  
Board of Directors Meeting  
Thursday, November 8, 2018  
Bisbee Royale

- 1.) The meeting was called to order by President Mahoney at 6:20 PM
- 2.) Present: Jim Mahoney, Patricia Worth, Stephen Yoder,  
Nancy Potenza, Paul Tompkins  
Absent: James Lacey (excused)
- 3.) President Mahoney read the mission statement of the Bisbee Radio Project.
- 4.) Approval of minutes from previous Board Meeting: The minutes were sent out on October 25th and posted to the Board's files on Google Drive. The notice was sent to the board members at BODkbrp@gmail.com. But apparently no one checked that address as everyone denied getting the minutes. Secretary Yoder will resend them tomorrow using the Board members' personal email addresses.
- 5.) Call to the public: nothing other than what was already on the agenda.

The Board went into Executive Session to discuss the possible hiring of Becky Reyes as Entertainment and Marketing Director for the Bisbee Royale. After much discussion, Becky was asked to join the Board to finalize the details of a possible agreement.

The Board then exited Executive Session and reconvened the regular meeting.

President Mahoney made a motion that "The Bisbee Radio Project, Inc. contract with Becky Reyes to serve as Entertainment and Marketing Director according to her Bisbee Royale Venue Management Proposal for an initial period of six months beginning Monday November 12. Compensation will be \$200.00 per week with a commission on profits after event expenses of 20% calculated each month. There will be a 3-month performance review." The motion was seconded. Brief discussion followed about the nature of the performance review. The motion passed unanimously.

- 6.) President's report: Pres. Mahoney "took a pass" on making a report.
- 7.) Treasurer's report: Patricia Worth passed around copies of the latest profit and loss report.
- 8.) State of the Station report: Mahoney went over the latest Interim Station Manager job description. No station problems have been reported.
- 9.) Committee Reports:

Finance: A Finance Committee meeting was scheduled for 1:30, Tuesday November 13. Following discussion about utility costs and such, Becky said she would attend the Finance Committee meeting to get a better understanding of the corporation's finances.

Fund Drive: Mahoney asked how much money was made on the last Fund Drive. Patricia didn't have an exact number but estimated that it was around \$3000.00. Harry Wolters donated \$50/DJ to the KBRP coffers.

Volunteers: Kay Lynn Cummins, volunteer coordinator has set up a signupgenius.com site for scheduling volunteers. We will put a link to the site as soon as she gives us a little write-up about it.

Elections: Ben reported that we have 5 candidates for Board positions. One potential candidate was turned away because she was under the impression that she had to live within 10 miles of Bisbee. As it happens, that is not a requirement even though the question is asked on the on-line application. The applicant only lives in Bisbee part of the year. It was decided that the ballots would be counted on Thursday, December 20 in the Blue Mule Cafe at 6:00 PM. The Board applicants are: James Mahoney, Paul Tompkins, Patricia Worth, Chuck Alton, Kurt Towler. Ben says he needs volunteers to help get the mailing together. Paul will contact Kay Lynn about volunteers.

Goar Park Lunches: Mahoney reviewed the proposed Memorandum of Understanding between BRP and GPL. Suggested language was proposed to be added to the MOU to include which equipment and facilities are available for use and during what hours. Much discussion followed regarding how much we should charge GPL to use the facility. We also discussed whether or not the Blue Mule should be available for serving meals as well as food preparation. We came to at least a tentative agreement that we charge GPL \$1000/month for use/utilities and \$250/month for equipment upkeep and replacement. Mahoney will refine the MOU regarding charges and restrictions on use and we will meet with GPL on Friday 11/16/2018 at 10:00 AM.

Programming: A meeting has been set for Sunday, November 25 at 1:00 PM. DJs will be encouraged to attend.

IT: Paul reported on something happening with the Windows computers in the office getting the wrong IP address for the printer. He assumes that *someone* is doing it. Discussion followed. He also reported that the next computer that should be replaced is the one on light/sound balcony.

## 9.) Old Business

Building Security: Steve Yoder reported on his meeting with the Vivint technician. The system is now up and running although several pieces are missing: 4 "glass break" detectors are gone, 4 key fobs are missing, and 2 door sensors as well. Doors have been replaced, and the glass break sensors look a lot like smoke detectors and may have been inadvertently replaced with smoke detectors during routine maintenance.

The key fobs are probably in some former board member or employees' junk drawers. The features and limitations of the system were discussed. We also discussed replacing the keypad on the Blue Mule exterior door.

Mahoney reported on the listener survey. So far we've only received about 20 responses. We decided to send another reminder out to members and listeners and then shut the survey down at the end of the year.

Yoder moved that we allocate \$200 as a retainer for Bridget Shanahan for maintenance of our website as-needed. She would then charge us at her regular hourly rate of \$25/hour against the retainer. The motion was seconded. Discussion included the need to have Bridget record hours charged-for via email so that we can keep track of our expenditures. Motion passed unanimously.

Nancy Potenza reported on Square. A problem arose when it became evident that Square requires an actual person be attached to the account rather than just a business. Because our organization has a rotating group of directors, there's really no logical person to assign "ownership" of the account to. Paul volunteered to talk to Sloane Bouchever for his recommendation on a credit/debit card system since that's the business he was in.

#### 10.)New Business:

Farmer's Market: Patricia reported that someone has been setting their personal items for sale on the KBRP table. She also said that the change bag has come up short on two occasions. Discussion followed about proper procedures. It was also determined that we need to contact Kay Lynn about volunteer staffing for the Farmer's Market. After much discussion it was decided that the merchandise tote and money will be delivered to Yoder's house and picked up there as well.

We talked about the possibility of destroying the single-color-printed shirts because the printing quality is so poor. We ultimately decided to sell them for \$10 vs. \$20 for the new two-color-printed shirts.

The meeting was adjourned at around 9:40 PM.