

Bisbee Radio Project, Inc.
Board of Directors Meeting
October 16, 2018
6:00 PM at the Bisbee Royale

1.) The meeting was called to order by President Mahoney at 6:11 PM

2.) Roll call:

Present: James Mahoney, Patricia Worth, Stephen Yoder,
Nancy Potenza, Paul Tompkins, James Lacey

Absent: none

3.) President Mahoney read the Mission Statement of the Bisbee Radio Project, Inc.

4.) Because no one had read the minutes from the previous Board meeting (9/25/2018), no additions or corrections were submitted. It was decided that board members could read the minutes and submit their corrections, if any, on-line.

5.) Call to the public:

Joy Walden: Reported that she felt it was imperative that someone be designated to maintain the underwriter scripts and the disclaimer books in the studio so that what goes over the air is up-to-date. She also expressed her wish to see a community calendar be added to the broadcast schedule. **This is to be added to the agenda for discussion at the next Program Committee meeting.**

6.) President's report:

A.) President Mahoney talked to Cathy Rivers at KXCI (Tucson) about getting a list of people that they were recruiting/interviewing for a station director position. They suggested that we needed to go over our station director position requirements as well as being very specific in our description of our compensation package.

B.) President Mahoney reported that he had talked to a Ms. Coy with the Internal Revenue Service. Ms. Coy said that she was recommending that all of our penalties be dropped and that we should be receiving a letter to that effect within a week.

C.) Secretary Yoder will fill out the Change of Officer/Director/Shareholder forms and submit them to the Arizona Corporation Commission. He will also fill out the annual report and then send it to President Mahoney for his signature.

D.) President Mahoney stated his intention to go to Phoenix or (hopefully) Tucson

to have a face-to-face meeting with representatives of the Arizona Department of Liquor Licenses and Control to find out exactly what it is that they need in our application for a change of agent since they rejected our previous submission.

7.) Treasurer's Report:

A.) Treasurer Worth reported that she has been having ongoing problems with Washington Federal Bank locking her out of online access to our account.

B.) We currently have \$14,301 in the Bisbee Blues Festival account and \$4,571 in the Bisbee Radio Project account.

C.) Reported that she would like to consolidate both accounts into one and also to move our business from Washington Federal to Western Bank

It was moved and seconded that the BRP Treasurer move our bank accounts from Washington Federal to Western Bank. PASSED

It was moved and seconded that all monies in the Bisbee Blues Festival account be moved into the Bisbee Radio Project account. PASSED

D.) Using Shopkeep vs. Square for processing credit/debit card transactions. Shopkeep costs \$70/month while we don't yet know what the charges are for Square.

It was moved and seconded to designate Nancy Potenza to set up a Square account for the Bisbee Radio Project. PASSED

E.) Patricia reported that we are being audited on wages and worker's compensation. Patricia requested that Mahoney accompany her to visit with Farmer's Insurance to find out what exactly is going on.

8.) State of the Station:

A.) I was directed to contact Bridget Shanahan to work out some sort of retainer system for ongoing website maintenance.

B.) Paul Tompkins brought up the need for us to hire a new interim Station Director asap. He suggested we approach either Bob Anderson or Andrew Nelson as possible candidates. It should be stressed that this position is part-time only and only covers operation of the radio station, not the Royale. To keep costs in control, any overtime should be paid as compensatory time off only. The tenure of the position would be through the end of January 2019 as he feels that it's important that hiring of a more permanent station director be left to the next elected Board of Directors. President Mahoney said he would refine the job description and get it out. Joy Walden offered to work with Mahoney on writing up a job recruitment script that can be read on the air.

9.) Committee Reports:

A.) Finance: Next meeting will be on either October 23, 24, or 25.

B.) Fund Drive: Joy Walden reported on progress on the CD Release Party (Oct. 27). She also reported that the Fall Fund Drive officially kicked off on October 19 on Noah's B-Train program. She said she would need 8-12 volunteers for the party as well as more for manning the phones during the fund drive. She was directed to contact Volunteer Coordinator, Kay Lynn Cummins.

C.) Program: Steve Yoder reported that the Program committee members were dissatisfied with the way that the most recent new committee members were assigned. While they have no problem with who was assigned, they do have a problem with the fact that no paper or electronic applications were submitted prior to Board approval in spite of the fact that the Program Committee had specifically asked for these. They asked that, in the future, the Board respect their wishes to have potential committee members go through specific steps: submit a written application to the committee, the committee then reviews the application, interviews the prospect and then sends their recommendations on to the Board who can then make the final assignment or not, as they see fit. Next meeting has not yet been scheduled.

D.) Underwriters: Patricia Worth reported that at least one unauthorized person has been soliciting underwriters and claiming to represent the station. Bartering for underwriting (as has apparently been done in the past) was discussed. The fact that the station needs money to pay the bills more than it needs a pound of coffee a week or food for the annual party, etc. led the Board, with one opposing voice, to stand firm that underwriting is to be paid for with money and not goods/services. We currently have only 5 up-to-date paid underwriters.

E.) IT: Paul Tompkins reported on a laptop computer that Patricia Worth donated to the station. He also discussed the need for security in the form of individual computer user accounts that are password protected.

F.) Royale: Apparently the final financial details for the contract with Gene Taylor had not yet been finalized at the time of this meeting although the show is scheduled for this Saturday. It was suggested that he be offered 50% of the door as well as all stage tips.

Future events (other than weekly movies):

December 2: Tucson Teachers

December 8: Bisbee Massacre (James Lacey) This is a proposed fund-raising party with all funds going to the operation and maintenance of the Bisbee Royale. James "Jet" Lacey to plan and coordinate this event.

December 21: KBRP Membership party

December 31: Dylan Charles performance

February 2: Science Cafe (University of Arizona)

March 2: Mardi Gras Party (Patricia Worth)

March 15-17 and 22-23: Theater: Death of The Maiden. We have been offered the bar plus \$250 per night. Sound technician to be paid by theater company. Details need to be worked out regarding access to the building before the shows to build sets, etc.

10.) Old Business:

A.) Security: Patricia reported that most of the new keys she had made for the liquor locker are nowhere to be found. We discussed changing the lock and being very careful where any new keys go. General key security was discussed.

Steve Yoder reported that he had not yet contacted Vivint to get the building security system back up and running since his previous failed attempts to get a passcode.

B.) Liquor License: Mahoney restated his intent to physically visit an Arizona Liquor Board office to try to get good information about what is lacking in our agent application. We have had some difficulty with our renters being unable to obtain special event liquor licenses because we don't have a current agent.

C.) Listener Survey: Mahoney reported on the results of the survey so far.

At this point the Board went in to Executive Session to discuss personnel issues.

Following Executive Session. the Board returned to Old Business:

D.) Goar Park Lunches: Although GPL has reported that they are expecting grants to cover the cost of using the walk-in refrigerator, none of that money has been paid to BRP yet. GPL has been directed to get their stuff out of the walk-in so we can shut it down as it costs way too much to operate. So far they have not done so. The decision was made to tell GPL that we will give them one week to get their stuff out and then we will turn it off. Paul Tompkins volunteered to talk to Dan Maldonado about items we discussed in Executive Session. However, no hard date/time was set for delivering the walk-in ultimatum.

11.) Schedule for the next Board meeting: Thursday, November 8 at La Ramada restaurant at 4:00 PM

Meeting was adjourned at 10:32 PM.

Respectfully submitted,

Stephen Yoder
Secretary

