



Jackson Petito <jackson@kbut.org>

KBUT BOD Minutes 3/20/2024

1 message

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Cc: KBUT board <board@kbut.org>

Thu, Mar 21, 2024 at 9:49 AM

KBUT BOD MEETING 3/20/2024

Dave Colucci - Pres
TJ McIntyre - Treasurer
Dan Bostick - Secretary
Jackson Petito - Exec. Dir.
Chris Coady
Mike Loperfido
Laura Silva
Dylan McKnight
Shane Hewitt
JC Barber

Called to Order: 6:12**Review of last meetings minutes**
All in favor**Financial Review:**

TJ: I didn't get to Feb financials until today. Everything with an * is preliminary. Fund Drive will put us back on budget. Gross profit is \$30k, was budgeted to be \$7k. Cash position and performance has been on track. Development should classify donor vs. major donor. The net income for the year is down \$7k, not bad but puts out feet back on the ground. Major Donors is a big gap, as well as capital gains and youth programming. Jackson did you say we were not going to do another major donor drive?

Jackson: Next summer the idea is to have a gala or something like that. Youth programming is one underwriter and is up for renewal.

TJ: Year to date gross profit is \$20k ahead of budget. That's after giving up about \$25K in Feb. Underwriting cash in Feb. Total Expenses total income is \$7k. Let's have another meeting in March. With more money to raise were in a good position now.

Dave: I want to flip the schedule. Let's do committees now.

Development Committee Report: \$91K raised in the pled drive. Overall feeling was that is was fun. Testament to the Development dept. and drove the whole program. The Mardi Gras, Live Broadcast, the Drive was ll really good vibe. Development will run the DJ meetings. Grants update MetRec \$50k grant is looking good.

Underwriting update: It was a good meeting. Development dept is killing it. There had been previously a disconnect between Finance (Budget) and Development (revenue). We are now on track with the budget. We have \$160K budgeted for Pledge Drives (70K+70K-20K). There's an ambiguity between major donors and pledge drive. Now we take the extra money we have and put it toward the major donor to make up some difference. We all need to be on the same page with the budget looking forward to meet our goals. Event used to not be connected to Development but we do them to raise money too. Prior to this Events were totally separate. So when we ask Tyler about Disco Inferno he would defer to the Events department. We need Development to have a fiscal eye on events so we can coordinate with the budget for ALL money we intend to raise. Events is under Development as of July 1 when we lose our Events Director. Now we can ask Tyler how may tickets we are selling and coordinate. Operationally Events is not Development but from a revenue standpoint they are connected. The 80's party, we're slipping this in. It's not in the plan but Laura wants to run it. She has good reasons and the Board has agreed. Development need a cost and also Laura we need you to run it. Laura can you meet with the Development crew and do a small P&L estimate for this Event? In reality Events are under Development because they raise money. Moving forward it should flow this way. Jackson can you talk to Tyler about this?

Jackson: I would probably give some kind of raise to Courtney because a lot of work for this will land on her shoulders. Events should always have been under Development. We are ramping into that and it will be fully changed July 1.

Laura: There's a lot of back office stuff, poster, ticket sales, general coordination needed.

Dave: Courtney is acquiring more responsibility and needs to be compensated. The contractor money we have budgeted can be used but when she gets her next review we'll need evaluate whether she is properly paid. Development is asking Events to assign a point person for all events - the Maestro.

Laura: I was kind of that for the Mardi Gras event but not officially. I talked to the Police and Fire Dept. the band, the Theatre, etc.

Dave: So when there's an issue like the town has to call and talk to someone we need to have that officially in place for each event.

Laura: Right now KT is still employeeed. So do we ask Courtney to do this?

Jackson: She know it's coming.

Dave: The contractor money gets approved by Jackson, next year we look at those payments and review her performance and decide how to compensate her. Then it will be officially her job. I'm glad we're on track for budget. I feel very comfortable how its going.

Jackson: There's things we don't want volunteers like anything with money. We can use the contractor money to hire some position temporarily.

Personnel Committee

Chris: Main topic was the Attendance app. He's going to get staff going April 1. They are already signed up. One slight concern was that some people might not want it on their phone.

Jackson: It doesn't have to be on the phone, you can do it on your work computer.

Chris: Can you do corrections in case people forget to clock in or out?

Jackson: Staff can change the times after but I have to approve the changes.

Chris: Data and reporting is generated by Jackson?

Jackson: I can generate reports weekly / monthly and send them out to be reviewed.

Chris: Jackson approved bonuses for over-performing pledge drive

Jackson: I wanted some bonuses to go out the Monday after. Probably more to come after Disco Inferno.

Chris: It might act as an incentive for the next time around.

Laura: What numbers is this bonus based on? Can we setup tiers for the rewards?

Dave: We talked about a goal setting threshold.

Jackson: My favorite thing about that is the amounts are pre-approved. But this time I just wanted to recommend how awesome everyone did.

Chris: We talked about Jackson using an HR consultant. We talked about adding a line item to the budget for this as we have a need. What ca we do to improve our HR?

Dave: The one thing in Jackson's review we talked about was Jackson need to have help with HR.

Jackson: She knows all the labor law and has the consultancy already running.

Chris: personnel committee agreed that it would be good to have easier access to this resource.

TJ: It would be great to have someone on the board with HR experience. Are we members of a public radio org that can help.

Jackson: NFCB Nat'l Federation of Community Broadcasters offers resources

TJ: For profit businesses are members of Western States Human Resources and you can get answers within a day or two to most questions.

Dave: I look forward to seeing her invoice so we can evaluate this. We talked about maybe underwriting trades. Jackson you're encouraged to approach that. Do you think we should add an HR line in the budget - professional fees.

Jackson: I'm fine with how it is now, and the accountants don't like adding new lines in this budget year.

TJ: We have a misc. professional fees line already.

Jackson: But if it were added next year it would encourage me to use it

Chris: Personnel committee currently meets as needed, otherwise at least quarterly.

Dave: That quarterly meeting was specifically to go over attendance with the new app.

Chris: We discussed how the old fridge might become a beer fridge.

Jackson: It's an honor system take one give one.

Dave: Any problem and the fridge is gone.

Laura: I don't like another thing that the staff has to take care of and I don't want to promote drinking. Kids are also in the studio.

JC: maybe beer fridge is the wrong terms, Drinks fridge is better.

Dave: it should be in the middle room not in the studio. If we have any issue it's going to go away.

Dave: I forgot about underwriting when we spoke about Development. Tyler mentioned he was potentially holding off on raising fees. We budgeted for raised fee and I recommended he raise fees in June.

Dylan: Do we know how much?

Dave: No not yet.

Tech Comm:

Dan: Dave had an idea for a new live music performance streaming and recording studio that is portable. I'm going to draft a design and quote for the next Tech Committee meeting.

Sunlight ridge transmitter will move to the new Met Rec building in the Spring when the road clears.

Jackson has setup the new Connecteam app for tracking staff hours. Will be in use April 1.

Main item is the new Printer contract \$111.13 a month for 60 months includes paper, toner, service. etc.

Laura: How much do we print now?

Jackson: All the flyers for events, meetings, etc.

Dave: I move that we approve this contract for a new printer as proposed by Tech Comm.

All in favor

Dave: Now we can move on. All committees have been assigned.

Events:

LLL,JC,SO,ML,DM

Development:
LLL,DC,ML, DM

Finance:
TJ,DC,DB

Tech:
DB,SO,JC

Personnel:
TJ,CC,DC,JC,DM

Dave: We are required to publicize our board meetings. Committee meetings are defined by CPB by having a Quorum (5 or more) and should be scheduled at least 7 days ahead. We should keep committee under 5 people and schedule them ad hoc. We don't need to publicize them. The purpose is to work out nitty gritty business. From now on Jackson will publicize the meeting times on the website 8 days ahead. Tyler brought this requirement to our attention. Tyler went to a public radio convention and found out this info. Chairperson is responsible for scheduling and reporting to the Board.

Mike: I'm on some committees I didn't volunteer for. How did that happen?

Dave: I did that, I randomly assigned some people to committees.

TJ: Can we schedule meetings more in advance?

Laura: Let's schedule them tonight?

Jackson: It might be difficult to get the schedules tonight but do it this month.

Dave: The Comm meetings should be in the off (even) months when we don't have Board meetings. Let's assign committee chairs now.

Chairpersons Assigned

Finance; TJ

Development: Dave

Tech: Dan

Events: Mikey

Personnel: Chris

Dave: Office Nominations
I nominate TJ for Treasurer

I motion TJ to be Treasurer
All In Favor

Secretary: Motion to make Dan Secretary
All in favor

VP: I motion to make Laura VP
All in favor

Laura: I motion to make Dave President
Dan Second
All in favor

Exec Director Report

Jackson: We already sold \$29K in presale. Budget was ambitious because capacity was doubled. We have 750 tickets available for sale. Sold 489 of 650 full price \$50 each. 9 days away. We're going to make our budget number.

Dave: What's the Call to Action?

Jackson: Please sign up for a volunteer shift. A Board member as a volunteer is better than other volunteers. Especially the late night clean up crew.

JC: I happen to have a full merch facility available

Everyone: yay!

Grove Migration: I asked other stations, all of them said it's too expensive at \$50. I wouldn't do it at \$25k. It's possible we can get a grant that we need to use it for something like this. Tech committee will investigate hiring another option to redo the site and implement APIs.

Shane: We did figure out of there is a subscription fee?

Jackson: I don't know. This is just for the migration.

Dave: I love that we are looking out for our budget.

Jackson: There's a new DJ chair, fridge and now printer. These are visible signs I wanted to purchase after we did so well in the pledge drive.

TJ: On the Disco, is there one person in charge of the Disco?

Jackson: Yes, it's KT and she's currently under budget. We purposely made expense budgets high conservatively so we could hopefully come in under budget.

Dave: Inflation of 10% is a bottom line increase we should plan for.

Jackson: That's my whole report

Dave: Fish fry, I had a conversation with Andrew. The band at Mardis Gras wants to play Fish fry. We budgeted more for it and we are looking to expand. We'll have a live band. When we're going forward with events we should keep increased budgets in mind. Fish Fry will be a transitional event. We won't have KT. It's an opportunity to utilize Development and Courtney in particular. Andrew brought up the Kampout and he's going to miss the crawfish boil. Could we do a Fall Crawfish Boil, maybe invite pickers? Fall is a new Fiscal Year so it could be added.

Jackson: you can't pick them out of Blue Mesa and sell them it not legal

Dave: I think we're done. Any questions?

TJ: The graphic design has been awesome.

Dave: please email Keitha (sp?) our appreciation.

TJ: the quality of the merch itself could be better though

JC: Send me the art files next time. I'll look into.

Motion to adjourn:

All in favor

Adjourned 7:44 pm