

**Minutes of April 17, 2013 Meeting of Kekahu Foundation Board of Directors**

Meeting called to order at 6:35 PM at the Kapaa Neighborhood Center.

Board members present: Steve Thatcher, Lynn McNutt, and Maren Orion. Mahelani Sylva and Healani Waiwaiole arrived later. CAB members: Fred Dente, and Mickey Sussman. Public: Marj Dente, Luanne Varholick.

- Quorum is not present, so we cannot conduct official business...however we can begin the meeting, just cannot accept minutes or vote on anything.

Public Input

- Fred Dente: feels that there are problems with communication at the station. We all need to know what the job descriptions of the staff members are. Board of Directors needs to make sure that staff members know their jobs and do them. There are misunderstandings amongst the volunteers about what the responsibilities of each staff member are.
- Marj Dente: at present we have 4 employees at KKCR:
  - Dean Rogers –manager full time,
  - Erik Coopersmith- part time-development director,
  - Faith Harding- volunteer coordinator, part time
  - Tina Bartlett- office assistant, few hours/weekJobs descriptions are in existence.
- Steve comments: As Board President, Steve hopes to have regular conversations and meetings with staff members to deal with any problems that may come up. Steve strives to do his job as Board President without micro managing the GM.

Committee Reports:

At our last meeting, there had been a suggestion for each Committee chair to compose a radio spot about their committee and reach out for more volunteers. Since the last meeting, there has been some email discussion about whether this is necessary for all of the committees, or just some. Maren comments...These on air spots would serve to get more volunteers to participate in the committee. This could be good for some committees, and not so good for others.

Finance Committee: no report

Personnel Committee: Faith has been hired and begun working since the last meeting in January. Steve plans to sit down with Dean and go over job descriptions for each staff person. We know there already are descriptions for Dean and Faith's jobs.

Election Committee: no report

Programming Committee: no report...Carl away

Outreach Committee: Maren reports on phone meeting with Mahelani about prioritizing actions of O+D committee. Mahelani wants to concentrate on outreach and including underrepresented populations of the island to participate in the station with encouraging the development of programming from these groups (Filipino, Japanese, Samoan and more).

Maren will focus on fundraising events for the station, concerts, dinner concerts, etc...and is putting out feelers for this. She will produce a radio spot, which will air after the upcoming pledge drive to encourage more members of this committee and begin planning for some events, which will hopefully boost our income.

Lynn has volunteered her lovely yard as a venue for a party for volunteers or major donors or underwriters.

Maren reports that Mahelani is facing some major health problems and may not be able to take on much work for KKCR at this time. The Board wishes Mahelani a speedy recovery and good health

Governance Committee: Carl is off island...no report. Marj mentions that she volunteered to be on the Governance Committee and her name was left off of that list in the January minutes. That needs to be corrected before the minutes are accepted.

General Manager's Report: none.

Mahelani Sylva and Healani Waiwai`ole arrive so we now have a quorum.

#### Old Business

- Carl had said he would look for the Kekahu Corporate Seal, but is off island and has not found it yet. Hopefully, it will be located before the next meeting.
- Oahu Broadcast...Don Mussel has had Steve sign several forms for the paperwork to be in place for this broadcasting to be initiated.... Status pending.

#### New Business

- Discussion of Board Responsibilities: We still don't have much of a discussion on this topic. Mahelani wonders when will be our Board Retreat.... suggests renting a Kokee cabin...no definite plans for this are made...it's still just out there for people to think about.
- Advertising vs. Underwriting: There needs to be some sort of standard set for underwriting messages as to their length and the charges for them. Also some maximum amount of time at the top of the hour used for these messages. Steve has spoken with Erik about this, and has some questions about the way this is being handled. Steve will continue to pursue this with Erik...all underwriters should get the same deal.
- FCC Checklist: Lynn sent around email copies of the FCC checklist for community stations. Infractions could make us responsible for a fine or we could lose our license. All KKCR staff, Board members and volunteers must be familiar with these rules. She suggests using the mandatory pre-pledge drive meetings to refresh everyone's understanding of these rules and procedures.
- Discussion turns to poor attendance of the pre-pledge drive meetings. Faith is new to the station, Dean is off island, and Faith has had to take over and didn't know to stress that these meetings were MANDATORY. Steve suggests making a youtube video that could instruct volunteer programmers about Membership Drive rules and procedures. Having this available to all would allow everyone to "be on the same page" at drive time.

- Lynne says we need a Programming Director to make sure logs are filled out and up to date and that Programs flow into each other and there is not an abrupt change between shows.... also that programmers are instructed in ways to create shows that flow in the same way.
- We also need a donor database...this used to be...should be the development director's responsibility. Tracey has been doing this as a volunteer for the past drive.
- Mahelani mentions that as we add new staff, programmers need to know what the responsibilities of the new staff member are.
- Lynn says...even if staff is "bare bones" there are certain jobs that must be done...fill our logs reports, etc... and that tasks must be prioritized. Right now a lot of responsibility is on Dean and Faith. We need to prioritize what needs to be done and direct them as to what is.
- Steve is planning on frequent meetings with Dean.

CAB Report (Mickey Sussman):

- The last meeting was very productive, with a lot of ideas.
- Louanne Varholick and Jim Kelly have expressed interest in joining the CAB.
- Jim is interested in hearing more intelligent discussions on the radio...no picking sides...we are an educational organization...not leftist, as far as our mission states.
- Some in the community feel that we are 'anti-business" Folks comment that this is because we don't give businesses special privileges.
- Louanne has jumped right in and already attended volunteer meeting, and helped with station cleaning and painting.
- CAB Recommendations:
  - More PSA's for BoD and CAB meetings...should be aired regularly and often leading up to the meeting.
  - Things need to be prioritized and regulated...the Board needs to give Dean direction in this matter.
  - Concern that station archives are possibly not being kept up...the archiving machine must never be turned off... are we complying with FCC regs?
- CAB appreciates all that Steve is doing to keep on top of things.
- Outreach and Development.... Now is the time to reach out to other communities that are not represented...we should make this a priority, the time is now.
- Programming needs to be shaken up...many folks are not happy about the latest programming changes. Comments about this should be directed to Dean directly so that he knows about ties things first hand.
- Rick Cooper wishes to lead a workshop (mainly for talk show hosts) possibly in May.
- All programmers need to know the correct way to pronounce Hawaiian words. Maren suggests making a sheet that could be given to all programmers detailing the way vowels are pronounced. Healani says she will ask Josh to get this together. Proper pronunciation should be part of all programmers' training.

- Bottom line...if someone has an issue with the station they should be directed to speak, write or send an email to the GM (Dean). Issues should be reported, noted and logged and acted on.
- Look into fundraising events and encourage major donors to help the station.
- Next CAB meeting will be 9/11/13.
- Discussion begins about programmer training. Many feel that programmers are not properly trained. They must be aware that community service is the ultimate role of the radio, In case of emergency, water or power outages, that should be broadcast every 15 minutes. Do new programmers receive proper training?
- Steve suggests creating a video that could be put on youtube for all programmers to review station operations and protocol.

### Miscellaneous Items

- Mahelani wonders when we will have our Board Retreat. Nothing has happened with it...Mahelani will work on a proposal for this.
- Steve mentions that he would like all Board members to be more connected in the months between meetings. All board members please read and answer all Kekahu Foundation emails.
- Now that Mahelani Sylva and Healani Waiwai`ole have arrived, we can approve the minutes of the last meeting. Board votes to approve the minutes with the addition of Marj Dente's name on the Governance Committee. Mahelani/Healani moved/seconded...all in favor and minutes approved as amended.<sup>1</sup>

### Public Input

- Comments from Mickey Sussman:
  - Recently, some programmers received "special treatment" and many programmers were shuffled around in what seemed to be a disrespectful way. Steve answers...the GM has the right to fill slots as he sees fit. Mickey feels if someone leaves the station for a long time, they need to resubmit a request and plan for a show just like a new person coming to the station must do. Feels that Dean did not do a good job with the switch and proper protocol was not followed.
  - Discussion follow about if there is a conflict between the station manager and a volunteer, where should the volunteer go for resolution. Answer: there is a conflict resolution process outlined in handbook.
  - The Programming Committee is not functioning at the present time. So people should give the GM any feedback about programming.
  - Next item...Hymeni `o Hawai`i: The Hawaiian community loves and respects this show...but some of the shows are full of preaching which could threaten our FCC license. Dean needs to remind the programmers not to preach and pray on the air. Mahelani mentions that there is a preacher that comes on sometimes and whips things up and that should not happen...she would speak with Andrew and Louis about this.

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<sup>1</sup> Note: this change was rescinded at the July 17, 2013 Board meeting, as Marj Dente was no longer a Board member and therefore should not included in the list of Board member assignments.

- Comments from Marj Dente:
  - Marj feels that there should be a personnel committee review of Dean's job.
  - She mentions that CAB report should be submitted in writing to Chairman of Board before the Board meeting.
  - There should be more announcements on the air of the CAB meetings, the upcoming CAB show in April and the Board meetings.
  - Remote programming should be publicized and utilized.
  - There have not been any classes on use of the remote broadcasting equipment or other training classes, which are sorely needed.
  - There needs to be a better system for collecting and filing data at the station. Should that be the development director's job?
  - Pertaining to a recent article in the Garden Island Newspaper about a Filipino Community Center which is being designed...perhaps we should suggest they include a remote station for KKCR shows. Mahelani agrees and says she has been trying to contact some Filipino community leaders to get that community more involved with KKCR. She would like (Dean?) to send an official letter with our intent or suggestion to have a remote station there. There is a Filipino club at KCC that could get involved with the station at the college. Mahelani will contact someone at the mayor's office concerning whom to contact about the proposed Filipino Community Center. Maren questions this idea since there is already a remote broadcasting station across the street from the proposed Filipino Community Center at KCC.
  - An issue of unfinished business between KKCR and KCC concerning their remote station was raised. Lynn will contact someone at KCC to ensure that any issues are properly finalized.
  - Rick Cooper is willing to give a workshop in May to help mainly talk show hosts and the Programming Committee. Carl (chair of this committee) is away until June and we don't know if the meeting can happen without him...Mahelani will contact Carl and see if we can go ahead with the workshop without him.
- Comments from Luanne Varholick:
  - All KKCR teams must work together.
  - Dean created conflict with programming changes.
  - Who can a person with a problem with Dean go to for resolution? Is it the Board?
- Marj suggests everyone review the Strategic Plan and see what has been accomplished and what is relevant and what is not.

Meeting adjourned at 9 pm.

Next meeting: July 17, 6:30 pm, location TBA.

Submitted by Maren Orion. (Revised/corrected 5/08/13 ST)