

**Minutes of October 16, 2013 Meeting of Kekahu Foundation Board of Directors**

1. Call to Order: The meeting was called to order at 6:45 pm at All Saints Church in Kapaa. In attendance: Kekahu Foundation Board members Steve Thatcher (Chair), Carl Imparato, Lyn McNutt and Maren Orion; KKCR General Manager Dean Rogers; and guests Fred Dente, Marj Dente and Mickey Sussman.
2. Approval of Agenda: The agenda was approved with the addition of Item 8(d) (Recruiting New Board Members) at Lyn's request.
3. Approve Minutes of July 17, 2013 Board Meeting: Moved/seconded (Maren/Lyn) and approved without changes.
4. Member and Public Input: Mickey Sussman said that based on feedback he has received, he believes that there has been inadequate communication by the General Manager in the past, unhappiness among some of the programmers, and that more will be demanded of the General Manager in the future. He said that he would discuss this further during the CAB report.
5. President's Comments: Steve noted that there is lots to be done, but that there are no fires burning and no wolf at the door.
6. Committee Updates
  - (a) Finance Committee: Carl reported that he had not yet received the accountant's report for the end of fiscal year 2013, but that based on his review of the previous quarters' reports, he does not suspect any problems. The creation of the FY2014 budget is behind schedule, but Dean agreed to have a draft ready for review by the Finance Committee by October 30. The Finance Committee will meet on November 13 at 5:30 pm at All Saints Church in Kapaa to review the proposed budget and FY2014 goals. Lyn volunteered to join the Finance Committee. Marj will also participate.
  - (b) Personnel Committee: Steve reported that he has had several meetings with Dean over the past months and that Dean's annual review will take place after the upcoming pledge drive.
  - (c) Election Committee: Carl reported on the proposed schedule for conducting the Fall 2013 Board of Directors election process. He will provide updated application forms and public service announcements to Dean, who will arrange for recording the PSAs. Carl, Dean and Laura Christine will work to make sure that the web page (that is used by members to indicate whether or not they desire that an election be conducted) is working correctly. Marj noted that Joshua's, Lyn's and Mahelani's terms, as well as Carl's and Steve's one-year extensions of their previous terms, will expire at the end of this year.
  - (d) Programming Committee: Carl acknowledged that there have been major delays in initiating this Committee's work due to his many absences from Kauai during 2013. He noted that it is very important that the Committee's membership and work be handled carefully, as the Committee is expected to address a number of sensitive issues and it will be important to avoid misunderstandings. He also noted that staff resources will be needed to successfully implement recommendations on a day-to-day basis. Lyn noted that she has ideas to

contribute regarding better structuring of programs. Steve observed that there is a need to raise the bar on KKCR's programming now that Honolulu Public Radio is available on much of Kauai. Lyn, Marj and Fred all expressed interest in helping out on the Committee. Carl agreed to make best efforts to work with Dean over the next few months to find members for the Committee and to conduct an initial meeting of the group. He will also draft an announcement explaining the role and goals of the Committee, to dispel any misinformation and rumors.

During the discussion, questions were raised as to what should be the relative priority (in light of limited resources) of staffing a Music Director position versus the Volunteer Coordinator and Program Director positions. It was agreed that this prioritization is a matter that should be addressed as part of the FY2014 budgeting and goals process.

- (e) Outreach & Development Committee: Maren reported that the Kalihiwai staff/programmer gathering that she coordinated last month was small but successful and that she would like to see more of these team-building events. Lyn agreed that fostering more camaraderie is important and suggested that an event at the Church of the Pacific might be considered.
- (f) Governance Committee: Steve asked all Board members to look over the Strategic Plan and provide input to Lyn and Marj regarding what should be done to continue its implementation, as well as what needs to be added or changed.
- (g) General Manager's Report: Dean handed out and reviewed a copy of his report.
  - Work continues to move forward on operational improvements. KKR is operating at full power at the studio, Crater Hill and Moloa'a; the Anahola site is operational (but not yet complete), and new equipment at Mt. Kahili and Franklin Tower will deal with interference and reception problems. Structural repairs have also been completed at Mt. Kahili, and the broadcast console fader assemblies at the studio have been replaced.
  - As to staffing: Faith is no longer a staff member, Ken Jannelli has been hired (part-time) as Music Coordinator, and Laura Christine has joined the staff as a part-time temporary administrative assistant.
  - The pledge/membership/fundraising drive is scheduled for November 1-10. Its fundraising goal is \$65,000.
  - The Larry Rivera and Mike Young "Talk Story" CDs are in production; in addition, a CD of "Best of" interviews/songs with local artists and a CD of "Best of" Kauai Live are being prepared.
  - It was clarified again that the Crosby/Nash concert was not produced or sponsored by KKCR; rather KKCR was simply one of the non-profits that was selected to be a beneficiary of the concert by the concert's sponsors. (KKCR received \$5,100 and had no expenses.) Unfortunately, there were initially some on-air miscommunications regarding sponsorship. The Board reaffirmed that as a matter of policy neither KKCR nor the Kekahu Foundation will sponsor concerts or other events that have political or policy objectives.

## 7. Old Business

- (a) Location of Corporate Seal: Fred indicated that he might have a lead on the location of the Corporate Seal and will follow up.

(b) Strategic Plan Review: This item was addressed under 6(f) above.

8. New Business:

(a) Grant Policy: Lyn expressed her concerns regarding the manner in which the HCF grant application process was handled. She proposed a formalized process for the future. Board members should read the handouts that she provided and be prepared to discuss this matter at the next Board meeting.

(b) Review of Underwriting Rates, Commission Structures and Tracking: Steve plans to reviews these matters with Dean. Lyn also asked that it is important to have a process to ensure that underwriting logs are maintained in order to ensure that underwriting mentions actually take place. Other questions raised were: what should be the maximum length of underwriting announcements; and whether the current 3-times-per-day limit on the number of times any announcement can be made should be changed.

(c) Collaboration with KCC Student Journalism Club: Carol Bain and the Ka Leo KCC group are interested in creating a program. They will be asked to work with Dean on this.

(d) Recruiting New Board Members: Steve reported that he has recorded a PSA soliciting interest, and encouraged all Board members to give thought to finding potential candidates. Finding candidates with minority backgrounds is also a high priority.

9. CAB Report: Mickey summarized the recommendations that were made at least week's CAB meeting (they have not yet been formalized):

- Give priority to PSAs for CAB and the Board.
- Give priority to ensuring that programs are archived.
- Perform more outreach to other cultures (Tongan, Filipino, etc.).
- Move forward with the new programming guidelines.
- Consider sponsoring a workshop on the pronunciation of Hawaiian words and names.
- Form a Concert Committee to address any proposals for concerts sponsored by KKCR or for which KKCR is a beneficiary.

10. Member and Public Input:

- Marj raised the following questions and suggestions:
  - What is the status of the ADA facilities at the station? (Dean replied that he is meeting this week with a contractor to level the ground for a new concrete pad to provide better wheelchair access to the station.)
  - Is Tina still a staff member? (Answer: No, but she is hired on a temporary basis from time-to-time as needed.)
  - KKCR should issue press releases, even for sold-out concerts, out of respect for the artists.
  - Prior to her departure, Faith was making good progress in getting people to volunteer for work. This needs to keep happening. (There was no

disagreement on that point. It was also noted that some people may be disappointed with Faith's departure, they are not in a position to understand all of the issues that were involved; and that the matter was handled using proper procedures.)

- Sending out ballots for the (possible) Board election in December might not be a good idea. (Response: the timing can be reconsidered after it is determined whether or not the membership indicates sufficient interest in having an election this year.)
- Why were King Zor's and Tina B's Friday afternoon programs moved to make way for Michelle Rundgren's program? (Response: it is the prerogative of the GM - who is also the Program Director at this time - to make such decisions as he/she sees fit.)
- The Personnel Committee should adopt a policy of performing employee exit interviews.
- *Airwaves* should be produced again, in the interest of building more cohesiveness in the KKCR ohana.
- Lyn stated that people miss the Community Calendar. She offered to help with the editing of the calendar if it is reinstated.
- Fred expressed his disappointment with Faith's departure from KKCR. He also noted that the information about the Crosby/Nash concert was very confusing and that many people did not receive tickets as promised. He felt that even if the concert was not sponsored by KKCR, the confusion reflected badly on KKCR, as the problem was that some of the programmer announced that tickets would be available through KKCR. He believe that the Board should create a Concert Committee to possibly prevent future mishaps.

10. Next Meeting: It was moved/seconded (Maren/Lyn) and approved that the upcoming annual meeting of the Board of Directors be moved from this November to next January. (Date and location to be determined.)

11. Adjournment: The meeting was adjourned at 9:53 pm.

Respectfully submitted by Carl Imparato (Secretary)