*The KAFM Board of Directors meets the second Thursday of every month. Board meetings are open to the public, and we encourage listeners and community members to attend.*

Board Members Present: Ginger Mitchell, Vice President; Paula DeGroat, Secretary; Cliff Sprinkle, Treasurer; Barbara Butler; Laureen Cantwell; Jenn Clark; Harry Griff; Marsha Kosteva,

Absent: Joe Gudorf, President;

Others: Ramona Winkeller, Executive Director; Travis Reed, volunteer

**1**. **Call to Order**: 5:35 pm, KAFM Radio Room, Vice President, Ginger Mitchell

                                      No change to agenda

**2. Approval of Minutes**: September 14, 2017 Board Meeting Minutes.

Call for any changes or corrections to the minutes.  Laureen clarified that she had not been a member of the CAB; she had just attended in the past to present her Community Affairs show.  It was moved and seconded to approve the minutes as modified.   Approved unanimously.

**3.       Financial Overview/Draft Q2-EMC Report:**

Cliff discussed the draft Q2-EMC report he and Joe had reviewed/prepared.  They reviewed the standard items and files are in good order.  Their comments have been shared with Ramona, and once her response is incorporated, the report will be finalized and sent to the full board to review before the next meeting.

Cliff also reviewed a comparative spreadsheet that Joe had prepared from the draft September 2017 financials.  A more complete review will be made upon completion of the revised accrual financials at the November retreat.

On that note, the cash-v-accrual discussion was reopened as Ramona had not been in attendance at the previous meeting.  While the cash basis is an "easier" method for the staff/director on a monthly basis, and the accrual process delays the monthly reports, the Board is still in agreement to have the monthly reports prepared on an accrual basis.  This aligns with the audit and tax reporting needs, as well as CPB; the hope being fewer surprises as the year winds down.  The financial reports shared with the Board need to be consistent and accurate. Cash basis information can be included and tracked in the monthly ED report. The 2018 budget will be prepared on the accrual basis to alleviate the current years’ issue of tracking.

The tax return, Form 990 is still in process with an extended due date in November. It was noted and discussed that while the information is provided to Ramona as soon as possible to complete the CPB report, that report also usually needs to be extended which delays receipt of the grant funds. The hope is to tighten this up in the future to avoid the continual extension process.

**4. Executive Director’s Report – September:**

Ramona reviewed the highlights and updates from the written summary she prepared. Items of note included:

Zombie Prom/Dance of the Dead October 21st. Experiment this year with live bands versus DJ. Face painting “sugar skull” as well as Zombie makeup will be available at the station before the event at Mesa Theater. GJ Sentinel is doing a spread on the face painting for Out & About.

Art Auction sponsors are already coming on board.

Classic Film Series, 2nd film – Invasion of the Body Snatchers. Betty is doing a great job with matching cartoons to the era of the film, and including a brief introduction on the history of each film.

Gearing up for the Fall Drive – early pledges over $2000. GiftWorks information has been updated in SalesForce for implementation of Click & Pledge.

New dates to note: Fund Drive Nov 1st-8th; Volunteer/Programmer meeting Oct 17th; UW mixer/end-of-drive celebration November 8th; CAB Nov 14th.

Radio Room schedule busy; concerts around drive, film series, Salon. Always looking for new events – possible Fat Tuesday party.

**5. 2018 Budget Discussion/Leveraging Volunteers:**

In Joe’s absence, this item was tabled. Plans are to discuss at least a draft budget at the November meeting during the retreat, time permitting. There is the potential of needing a separate meeting for final approval.

**6. Reduction of Debt Discussion:**

In Joe’s absence, this item was also tabled. The Finance Committee has been tasked to present options on the topic at the retreat. More information at that time.

**7**.   **Goals/Planning Session & Committee Reports**:

Ginger discussed the work she & Joe have put toward planning the off-site agenda. The hope was to make it “on-site”, and hold the meeting in the Radio Room, but due to an event that evening, we will meet at Barb’s law office.

Various agenda items have been proposed, and assignments made for presentations. We will review the prior SWOT, Goals & Objectives, and do a quick update as to where we stand on accomplishments.

Discussion followed regarding long-term planning versus a year-at-a-time. The annual meeting does consider multi-year outcomes, based on the building blocks of the annual activities. It has been just recently that the organization has stabilized to the point of being able to think beyond the current year. The concept of “small wins” toward the big goal can give momentum to progress; don’t want to set ourselves up to fail. Being able to get out of the weeds and look at what is realistic from a “birds-eye view” is one of the objectives; not only programmatically but financially as well. (note refinance/balloon payment/ renegotiation/staff resources).

All these concepts, ideas, and more will be explored at the retreat.

**8. New Business:**

Travis Reed spoke to the Board regarding the impact he sees for the station at Radio Room events. The various concerts, special programs and now the Film Series all bring new people to the venue, and new revenues. People giving out positive energy as they are experiencing joy. It was suggested the station should be soliciting members at each event, and the Board should promote Radio Room functions as much as possible.

It was shared & discussed that this opportunity is being explored. Each event has potential to develop new members, partners, etc. Good information to include in our retreat discussions.

**9. Adjournment**:

Meeting adjourned at 7:06 pm

Respectfully Submitted

Paula DeGroat

Board Secretary