

KUOW Puget Sound Public Radio
STRATEGIC PLANNING COMMITTEE
August 26, 2016 MEETING
12:00 p.m. – 1:30 p.m.

APPROVED MINUTES

Upon notice duly given, the **STRATEGIC PLANNING COMMITTEE** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) meeting was held at KUOW’s Office in the Marconi Conference Room on August 26, 2016 at 12:00 PM.

PRESENT: Mark Ashida (Co-Chair), Haeryung Shin (co-Chair), Judy Endejan (Board Chair), Indranil Ghosh, and Wier Harman and Caryn Mathes (President & CEO)

ABSENT: Shauna Causey

ALSO ATTENDING (STAFF): Fieta Robinson (Executive Assistant & Board Liaison)

I. Meeting Called to Order

Co-Chairs Haeryung Shin and Mark Ashida welcomed the Committee members and called the meeting to order at 12:08 pm.

II. Approval of Minutes

Ms. Shin called for the approval of the minutes of the March 18, 2016 Strategic Planning Meeting and of the April 25, 2016 Joint Finance & Audit and Strategic Planning Committee Meeting. With no objections or changes, a motion was duly made and seconded; the Committee approved the minutes as presented.

III. Co-Chairs Report

No Report.

IV. President’s Report

Ms. Mathes gave an update on FY17 Station Operating Plan and Q1 progress. Steve Havas, consultant, is working on KPI’s to share with the full Board.

The Committee discussed the open senior level positions and timeline for fulfilment.

Ms. Mathes discussed the FY17 Revenue Goals. There is a 32% budgeted increase from FY16 Actual to F17 Budget. The Committee discussed the plan to meet these goals. The Committee concurred that hiring of the Major Gift Officer (MGO) positions is crucial.

The Committee asked how the Board can assist with meeting the fiscal goals. There was a discussion around fundraising tools and training for Directors at the next Board meeting.

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V. Digital Platform Update

The Committee was provided a copy of the RFP published on the UW portal for the website redesign and digital upgrade which outlined KUOW's timeline, goals and deliverables. Management, with the assistance of a contract grant writer, is in the process of reviewing grant prospects.

VI. Board of Directors' Business Plan

Ms. Mathes provided a discussion outline for the Board of Directors' Operational Plan to support the KUOW Business Plan. The committee discussed the purpose, strategic goals, format, and training for Board Directors.

VII. Future Committee Meeting Dates

Co-chairs will work with Management to set future meetings.

VIII. Adjournment

There being no further business, Ms. Shin adjourned the Strategic Planning Committee meeting at 1:34 PM.

Respectfully Submitted by
Mark Ashida, Co-Chair
Approved on 10/25/2016

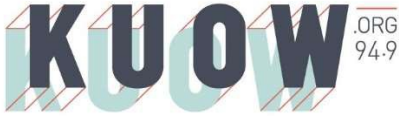
APPROVED MINUTES

PUGET SOUND PUBLIC RADIO

STRATEGIC PLANNING COMMITTEE

WEDNESDAY, FEBRUARY 1, 2017

8:30 AM – 10:00 AM



Upon notice duly given, the STRATEGIC PLANNING COMMITTEE (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) meeting was on February 1, 2017 at 8:30 AM at 4518 University Way NE, Suite 310, Seattle WA 98105.

PRESENT: Mark Ashida (Chair), Indranil Ghosh, Hanson Hosein, Andy McGovern, Haeryung Shin (Board Chair), and Caryn Mathes (President & CEO)

CONFERENCING IN: Shauna Causey, Nicholas Patrick and Wier Harman

ALSO ATTENDING (STAFF): Fieta Robinson (Executive Assistant & Board Liaison)

I. Meeting Called to Order

Chair, Mark Ashida welcomed the Committee members and called the meeting to order at 8:42 AM.

II. Conflict of Interests

There were no conflict of interests.

III. Approval of Minutes

Mr. Ashida called for the approval of the minutes of the October 25, 2016 Closed Strategic Planning Meeting. Indranil Ghosh motioned to approve, Mr. Ashida seconded; with two abstentions and no objections or changes, the Committee approved the minutes as presented.

IV. Review of the SPC Purpose Statement & Work Plan

Mr. Ashida reviewed the Committee’s purpose statement and goals. The Committee discussed their work plan and responsibilities for measuring the progress on the strategic business plan against the KPI’s to date. A review of the FY17 goals and an evaluation of the strategic plan will be completed at the next committee meeting to determine if revision or modification is necessary.

V. President’s Report

Ms. Mathes provided a copy of the C-suite recruitment tracker and gave an update on the status of each position. Mr. Ashida spoke about the prioritizing the VP/AGM position and Ms. Shin provided the Committee input on the position as relates to succession planning. The Committee discussed the process, timeline and expectations for filling the open positions, and approved the hiring of a search firm to assist in the recruitment of all C-suite positions.

The Committee discussed the SBP and layout for the presentation to the Committee at the next meeting. Ms. Mathes will provide a snap shot of the FY17 progress, YE forecast, an industry update and recommendations from the senior management team.

VI. Performance Metrics Discussion

APPROVED MINUTES

PUGET SOUND PUBLIC RADIO

STRATEGIC PLANNING COMMITTEE

WEDNESDAY, FEBRUARY 1, 2017

8:30 AM – 10:00 AM



The Committee discussed the President & GM's Performance Metrics and progress against goals. Ms. Mathes provided a draft copy of a proposed dashboard to replace the performance metric document. Members agreed that a high-level dashboard to track the performance of the strategic operating plan is preferred.

Ms. Mathes reported that audience and web/digital visitors' numbers are up; average weekly pages/visit is at 1.34 and growing. January 2017 YTD Actual/Committed and Projected Revenue is at 93% of annual goal. The overall the progress of the FY17 SBP goals vs YTD is on track.

VII. Board and Committee Communication

The Committee discussed options for streamlining board and committee communications. Andy McGovern will work with Ms. Robinson and KUOW IT Department to investigate OneDrive or a group site that allows push notifications.

There was a brief discussion on notifications of KUOW events and opportunities to participate. The Committee requested a wider group discussion on best methods to keep Directors informed on KUOW sponsored events. Ms. Mathes informed the Committee that most events are listed in the monthly CE e-letter.

VIII. Future Committee Meeting Dates

Thursday, April 7, 2017

Thursday, May 11, 2017 - Joint Meeting with Finance and Audit Committee

Wednesday, October 4, 2017

IX. Adjournment

There being no further business, Mr. Ashida adjourned the Strategic Planning Committee meeting at 10:01 AM.

Respectfully Submitted by
Mark Ashida, Chair
Fieta Robinson, Board Liaison
Approved on 04.07.17



APPROVED– MEETING MINUTES
PUGET SOUND PUBLIC RADIO
STRATEGIC PLANNING COMMITTEE
FRIDAY, APRIL 7, 2017
8:30 AM – 10:00 AM

Upon notice duly given, the **STRATEGIC PLANNING COMMITTEE** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) meeting was on April 7, 2017 at 8:30 AM at 4518 University Way NE, Suite 310, Seattle WA 98105.

PRESENT: Mark Ashida (Chair), Hanson Hosein, Andy McGovern, Shauna Causey and Caryn Mathes (President & CEO)

CONFERENCING IN: Nicholas Patrick, and Weir Harman

ABSENT: Haeryung Shin (Board Chair) and Indranil Ghosh

ALSO ATTENDING (STAFF): Fieta Robinson (Executive Assistant & Board Liaison)

I. Meeting Called to Order

Chair, Mark Ashida welcomed the Committee members and called the meeting to order at 8:40 AM.

II. Conflict of Interests

There were no conflict of interests.

III. Approval of Minutes

Mr. Ashida called for the approval of the minutes of the February 1, 2017 Strategic Planning Meeting. Mr. Hosein motioned to approve, Ms. Causey seconded; with no objections or changes, the Committee approved the minutes as presented.

IV. Review of the SBP FY17 Goals and Initiatives

Ms. Mathes presented a progress update on the FY17 Strategic Business Plan initiatives; and provided an update on C-suite recruitment. The presentation included SBP first year goals status year to date, recommended changes / revised focus, FY18 initiatives and an industry update. Ms. Mathes outlined the responsibilities shifting to the c-suite leadership when hired and onboard. The Committee discussed timeline and expectations for filling the open positions. Mr. Ashida suggested the AGM title, role and responsibilities be assessed by management. The Committee agreed to provide the c-suite roles and responsibilities information to Executive Committee and then to the full Board.

V. Future Committee Meeting Dates

Thursday, May 11, 2017 - Joint Meeting with Finance and Audit Committee
 Wednesday, October 4, 2017

VI. Adjournment

There being no further business, Mr. Ashida adjourned the Strategic Planning Committee meeting at 10:02 AM.

Respectfully Submitted by
 Mark Ashida, Chair
 Fieta Robinson, Board Liaison

APPROVED MEETING MINUTES

**PUGET SOUND PUBLIC RADIO
MAY 11, 2017
JOINT COMMITTEE MEETING
FINANCE & AUDIT AND STRATEGIC PLANNING
8:30 a.m. - 10:30 a.m.**

Upon notice duly given, the JOINT MEETING of the **FINANCE & AUDIT and STRATEGIC PLANNING COMMITTEES** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) meeting was held at on May 11, 2017 at 8:30 AM.

PRESENT: Jon Schorr (Chair), Steve Hill, Haeryung Shin (Board Chair), Caryn Mathes (President & GM), Mark Ashida (SPC Chair), Andy McGovern, Hanson Hosein and Shauna Causey.

CONFERENCING IN: Randy Hodgins and Nicholas Patrick

ABSENT: Susan Queary and Maryfrances Lignana

ALSO ATTENDING (STAFF): Janice McKenna and Fieta Robinson (Executive Assistant & Board Liaison)

I. Meeting Called to Order

Chair Jon Schorr welcomed the Committee members and called the meeting to order at 8:40 am.

II. Conflict of Interests

There were no conflicts of interests.

III. Approval of Minutes

Mr. Schorr tabled the approval of the minutes of the February 7, 2017 Finance & Audit Committee Meeting until the next Committee meeting.

IV. FY17 Strategic Business Plan Update and FY18 Proposed Budget

Ms. Mathes presented an FY17 SBP Update on KUOW’s first year initiatives and goals. She reported that the station met its content, community engagement and digital goals for the year; and FY17 Revenue Projection at an amount 28% higher than FY16 Actual.

Ms. Mathes provided a budget proposal for three scenarios for Committee review. The Joint Committee discussed the proposed FY18 initiatives, budget and revenue projections. The Committee requested that management present a slightly modified budget that includes projected outcomes for FY18 initiatives outlining ROI. A second meeting will be schedule to review the changes.

V. Adjournment

There being no further business, Mr. Schorr adjourned the Finance & Audit Committee meeting at 10:37 AM. *The Next Committee meeting* is a joint meeting with the Strategic Planning Committee.

Respectfully Submitted by
Jon Schorr, Chair
Fieta Robinson, Board Liaison

FINAL MEETING MINUTES

PUGET SOUND PUBLIC RADIO

June 12, 2017

JOINT COMMITTEE MEETING

FINANCE & AUDIT AND STRATEGIC PLANNING

3:00 PM – 5:00 PM

Upon notice duly given, the JOINT MEETING of the **FINANCE & AUDIT and STRATEGIC PLANNING COMMITTEES** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) meeting was held at on June 12, 2017 @ 3:00 PM.

PRESENT: Jon Schorr (Chair), Steve Hill, Haeryung Shin (Board Chair), Caryn Mathes (President & GM), Mark Ashida (SPC Chair), Randy Hodgins, Hanson Hosein and Shauna Causey.

CONFERENCING IN: Andy McGovern

ABSENT: Nicholas Patrick, Weir Harman, Indranil Ghosh, Susan Queary and Maryfrances Lignana

ALSO ATTENDING (STAFF): Janice McKenna and Fieta Robinson (Executive Assistant & Board Liaison)

I. Meeting Called to Order

Chair Jon Schorr welcomed the Committee members and called the meeting to order at 3:06 PM.

II. Conflict of Interests

There were no conflicts of interests.

III. Approval of Minutes

Mr. Schorr called for the approval of the minutes of the Joint Committee meeting with SPC on May 11, 2017 and Finance & Audit Committee Meeting on February 7, 2017. With no objections, the Committee approved the minutes as presented.

IV. FY17 Strategic Business Plan Update and FY18 Proposed Budget

Ms. Mathes presented an FY17 SBP Update on KUOW’s first year initiatives and goals. She provided a revised 5-year forecast that included projected outcomes for FY18 initiatives and impact on FY19.

The Joint Committee discussed the proposed FY18 initiatives, budget and revenue projections. The Committee recommended that the FY18 Strategic Plan Initiatives, Operating and Capital Budgets be presented to the Executive Committee to move forward for full board approval.

V. Adjournment

There being no further business, Mr. Schorr adjourned the Finance & Audit Committee meeting at 4:45 PM.

Respectfully Submitted by
Jon Schorr, Chair
Fieta Robinson, Board Liaison