



Puget Sound Public Radio
 EXECUTIVE Committee Meeting
 Thursday, February 11, 2021
 4:30 PM – 6:00 PM

Please register in advance for this meeting using link below:

<https://washington.zoom.us/meeting/register/tJYldOigrDktEtKJModjXcOvKlsfGt8fFGPm>

After registering, you will receive a confirmation email containing information about joining the meeting.

Meeting Objectives

- Get current on committee work
- Advance Board Recruitment, RET Representation, CEO Annual Review and Correct Executive Committee Membership
- Set the Agenda for Full Board Meeting on February 25th

Specific Questions We Will Address

- *What is the optimal approach to board recruitment?*
- *How do we envision the 2021 Board Retreat?*
- *What is the best way for the board to continue connecting with KUOW's racial equity work?*

AGENDA

4:30 -4:35 PM	<ol style="list-style-type: none"> Welcome, Check-In and Call to Order Meeting Objectives Invitation to Disclose Possible Conflicts of Interests Invitation for Additional Topics 			Heidi de Laubenfels
	ACTION	5. Approval of the September 10, 2020 – EXEC Meeting Minutes	Exhibit 1	
4:35 - 5:20 PM	6. Committee Updates			
(15 min)	A. Governance Committee Update (4:35-4:50)		Exhibit 2a	David Landau
ACTION	<ul style="list-style-type: none"> ➤ Approval of Resolution of Composition and Re-appointment of Executive Committee ➤ 2021 COI Reminder ➤ Governance Recruitment Subcommittee Update ➤ Initial Board Retreat Planning Update 		Exhibit 2b	Connie Kravas (?) David Landau
(10 min)	B. Development Committee Update (4:50– 5:00)		Exhibit 3	Filiz Efe McKinney
	<ul style="list-style-type: none"> ➤ UW Foundation Update ➤ Development Snapshots ➤ Board Engagement Opportunities 			
(10 min)	C. Finance Committee & FISC Update (5:00 – 5:10)		Exhibit 4a-b	Sharon Kioko & Christopher Jay
	<ul style="list-style-type: none"> ➤ PPP Loan Update ➤ 2020 Year-End Investment Portfolio Review 		Exhibit 4c	
(10 min)	D. Strategic Planning Committee Update (5:10-5:20)		Exhibit 5a-b	Andy McGovern
	<ul style="list-style-type: none"> ➤ Update on Brainstorming Session on Retreat Planning <ul style="list-style-type: none"> - Present on Interactive Technique for Brainstorming 			
5:20- 5:35 PM	7. Station Business			Caryn Mathes
	<ul style="list-style-type: none"> ➤ FY 2021 YTD Financials <ul style="list-style-type: none"> • Cash Flow Navigation 		Exhibit 6	

An Executive Session can be called at any time during the meeting based on the following criteria: To consider matters relating to individual employees, proprietary information, litigation, and other matters requiring the confidential advice of counsel, commercial or financial information obtained from a person on a privileged or confidential basis, or the purchase of property of services whenever the premature exposure of such purchase would compromise the business interests of any such organizations.



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- Dashboard Report
- Racial Equity Team Update Fieta Robinson & Ian Warner

5:35-5:55 PM 8. EXEC Committee Business

- | | | | |
|---------------|---|-----------|---------------------------------|
| ACTION | ➤ February 25 Board Meeting Agenda | Exhibit 7 | Heidi de Laubenfels |
| | - Audience Survey Presentation | | |
| | - Overview on the Gallup Survey (?) | | |
| | ➤ Board Liaison to the Racial Equity Team | | Ian Warner |
| | ➤ Initial Planning of CEO Annual Evaluation | | Christopher Jay & Andy McGovern |
| | ➤ UW Foundation Successor | | Heidi De Laubenfels |
| | ➤ Other Business | | |

5:55- 6:00 PM 9. Executive Session Heidi de Laubenfels

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6:00 PM 10. Adjourn Heidi de Laubenfels

Next Board Committee Meetings

- March**
 Tuesday, March 9: Governance Committee
 Wednesday, March 17: Development Committee
 Monday, March 22: Strategic Planning Committee -Deep Dive
- April**
 Tuesday, April 6: Governance Committee
 Tuesday, April 13: Finance & Audit Committee
 Thursday, April 22: Finance, Investment Subcommittee (FISC)
 Thursday, April 22: Executive Committee

PSPR Full Board Meetings

- February**
 Thursday, February 24: Board of Directors, 4:30 – 6:30 PM
- April**
 Thursday, April 29: Board of Directors, 4:30 – 6:30 PM

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APPROVED MEETING MINUTES

KUOW Puget Sound Public Radio

EXECUTIVE COMMITTEE

THURSDAY, FEBRUARY 11, 2021

4:30 PM – 6:00 PM

Upon notice duly given, the **EXECUTIVE COMMITTEE** (the "Committee") of the KUOW, Puget Sound Public Radio (PSPR) meeting was held virtually on February 11, 2021, via Zoom.

PRESENT: Heidi de Laubenfels (Chair), Christopher Jay (Vice-Chair), Andy McGovern (Secretary), Sharon Kioko (Treasurer), Caryn Mathes (President), David Landau, Connie Kravas, Irwin Goverman, Filiz Efe McKinney, Randy Hodgins, Ian Warner, and Jon Schorr

ABSENT: Mark Ashida (IPC) and Virginia Anderson

ALSO ATTENDING: Janice McKenna, Fieta Robinson, and Ryleigh Brimhall

I. Meeting Called to Order & Announcements

Chair Heidi de Laubenfels welcomed the Committee members. The meeting was called to order at 4:34 PM. There were no Conflicts of Interest. Ms. de Laubenfels welcomed additional topics to the agenda.

II. Approval of Minutes

Ms. de Laubenfels then called for the approval of the Minutes of the November 4, 2020, Executive Committee meeting. David Landau moved to approve, Jon Schorr seconded; the motion was carried, the Committee approved the minutes as presented.

III. Committee Business

Governance Committee

Ms. de Laubenfels called for the Approval of the Resolution of Composition and Re-appointment of the Executive Committee. A motion was duly made by Randy Hodgins and seconded by Irwin Goverman. With no objections, the motion was approved to move to the Full Board Meeting.

Mr. Landau reminded the Committee to fill out the 2021 Conflict of Interest Form. Mr. Landau provided a brief update on the initial Board retreat planning. Ms. Kravas spoke on her current plan and goals for the Board Recruitment Subcommittee.

Development Committee

Ms. McKinney provided a brief update on the Development Committee, including Development Snapshots and how the Board can engage with event sponsorship.

Finance & FISC Update

Ms. McKenna updated the Committee on the progress of the PPP loan application. Mr. Jay discussed the 4th Quarter Investment Report provided by Bernstein. KUOW's endowment fund was up by 8% at the end of 2020.

Strategic Planning Committee (SPC)

Mr. McGovern mentioned the current status of the Strategic Impact Framework. He provided a distillation of the Strategic Planning Committee brainstorming for the board retreat and explained the specific technique used for the brainstorming.

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IV. Station Report

YTD Financials & Cash Flow

Ms. Mathes presented the YTD financials and cash flow. She highlighted that Major Gifts was at 159% of their monthly goal, and email subscription was at 142% of their monthly goal. KUOW ended December 2020 strong with KUOW's net from operations at positive \$1.6M before depreciation.

Racial Equity Team & Liaison Update

Mr. Warner had stepped into the Board liaison role, representing the Board on KUOW's Racial Equity Team. Ms. Robinson updated the committee on the Racial Equity Team's progress, including the election of six new members and details of the REDI plan.

V. Executive Committee

Ms. de Laubenfels highlighted the general timeline of the CEO/President annual review process and confirmed the topics on the full Board meeting agenda on Feb. 25.

VI. Executive Session

With no further business, Ms. de Laubenfels adjourned the meeting and called for an Executive Session at 5:58 PM.

VII. Adjournment

With no further business, Ms. de Laubenfels adjourned the Executive Session at 6:03 PM.

Respectfully Submitted by
Heidi de Laubenfels, Chair
Fieta Robinson, Board Liaison