

KBOO Foundation Board Meeting

20 SE 8th Ave., Portland Or 97214

12/23/19, 6:00-8:30 PM

Attending: KatMeow Garcia, Ruba Leech, Emma Lugo, Shaheed Haamid, Theresa Mitchell, Laurie Mercier, Sarah Farahat (by phone), Marvin Raines (by phone)

Minute-taker: Laurie

1 Call to Order /Introductions

2 Approval of November meeting minutes

Motion to approve Nov 25 minutes, seconded, all approved

3 Approval of Agenda (consent agenda)

4 Committee Reports

Finance: Theresa summarized report from Gene Bradley, also posted on KBOO website (Finance Committee, December meeting minutes). On track to meet goals, due primarily to less money being spent on expenses than budgeted. Enough cash on hand to pay bills. Additional funds needed to meet target= \$85,405

Nominating: committee needs to meet to revise promo and application form with new matrix in mind by new year. Station management can then record and begin airing promos. Committee needs to take steps to implement recent board decision to prioritize PoC to fill board vacancies. Theresa will contact Marvin to meet, KatMeow will share info from previous service on committee.

Programing: discussed how POC caucus recommendations can be implemented.

Development: no meeting today, in transition with new development director.

Personnel: Zale reminded board about bylaw provision passed Sept 2018 to notify members of meetings either by text or email; so nominating committee needs to make sure that in spring this gets on ballot (board failed to do so last year).

Committee working on draft HR employee manual. Station co-manager emphasized that HR manual should come from management in order to clearly separate lines btw mgmt., staff, and board to protect staff. Discussion.

Appointment of Shaheed to personnel committee (moved, seconded, approved).

Engineering: Arthur reported that air room has complicated wiring, has made more expensive to diagnose.

Executive Officer's Report: Jenna Yokoyama, Interim Co-Station Manager, reported the following (full report to be posted?): Tom Lane hired as development director, right now part-time. Very promising. Engineering did deep clean of air room. Jenna led meeting on internet security protocol. Co-managers continuing to work with union to repair and smooth relations. Have had to rekey staff offices for security. HVAC annual maintenance.

Finances: Not sure if can meet budgetary goals; waiting for final Give Guide, end of year appeals. May have to cut two-part time positions, data coordinator. Holiday drive came in under budget; trying to compel programmers, as required, to volunteer more hours for pledge drives, to help relieve staff. Book/record sale, estimate net \$4200, a success. MacRae and her committee did great job organizing. Lots of hours, including many donated hours by MacRae and other staff. Had good relationship w/Jupiter Hotel (donated space).

Jenna reminded Board to show up at public events; important for strategic planning to help court major donors.

We need to figure out how to lessen work load for station mgrs.: right now, Celeste & Jenna working 40-60 hours week each (though both share a position at 20 hours each). May be unreasonable to fill station mgr position by June. Lots of work yet to be done and also important to stabilize station, get on sound financial footing. Board expressed support for co-managers and designated as agenda item for next board mtg to discuss extending term of interim station co-mgrs.

5 Old Board Business

Strategic Planning Committee: Need new plan, current expires 2020. Discussion of process. Zale provided some history of past SP committees: some staff, some board, some volunteers; are there funds to hire consultation group (no)? Perhaps meet once a month, work group, until write a plan for strategic goals. Have community meetings for input and buy-in and decide on wording for goals. What do we want to see? Write up.

6 New Board Business

Focus on **Board Fundraising \$12K:** Discussion. Set ad hoc **fundraising planning meeting Tues Jan 21 6:00 pm, place TBA.**

Theresa recommends that we add to next agenda discussion of expanding KBOO visibility (to help with fundraising).

KatMeow requested to **change date next board meeting**, discussion, consensus to schedule **Tues Jan 28**, 6-8 pm (Sarah is checking on potential conflict; KatMeow will post and notify; Zale marked on KBOO calendar)

7 Public participation: Janet praised work of staff, management, board; Arthur echoed, noted that many see light at end of tunnel, KBOO on upswing. General agreement that public turnout at meeting disappointing—members and community need to turn out to monthly board meetings to observe what going on, participate, and make sure that board adheres to bylaws and doing its job.

6 Executive Session: Motion to go into exec session to discuss personnel and finance matters (seconded, approved).

Jenna reminded that station mgr should always be included in exec session mtg.

Motion to end close session; seconded, approved

Motion to adjourn; seconded, approved (8:20 pm)

Note: The next board meeting is to be held on **Tues Jan 28**, 2020, 6-8 pm (instead of Mon Jan 27)