

January, 2020
KBOO Foundation Board Agenda
Via Zoom Meeting: <https://zoom.us/j/466500368>
6:00PM-8:00 PM

1 Call to Order /Introduction 5min

- [Review Abbreviated House Rules](#) & KBOO Mission
- Laurie facilitating, notes: Jessica, timekeeper: Brian, stack:
- Introductions
- Matt- insurance agent is visiting to give presentation
- Attending: KatMeow, Ruba, Emma, Alyssa, Shaheed, Brian, Laurie, Steph, Jessica
- 7:00 late arrival, Layla
- Absent: Karla, Marvin

2 Approval of Agenda 1min

Motion to approve: Jessica Second: Ruba, Unanimous Approval

3 Approval of [December meeting minutes](#) 1min

Motion to approve: Shaheed Second: Ruba Unanimous Approval

4 Insurance agent Matt, would like to present 15mins

Property and liability insurance agent. Property coverage, specialized property too including towers and other radio equipment, crime coverage of theft of money or materials, general liability coverage, libel or slander coverage, employee benefit error coverage, auto liability coverage beyond a personal policy, added umbrella to cover claims up to \$3 million.

- FCC is increasing the thresholds of what they can fine for- increased to up to \$4,000,000 total
- \$1,806= annual cost of current policy.
- \$3,128 annual policy would cover this new FCC fine level.

Directors and Officers policy- HR related coverage,

Looking at quotes for a cyber policy

Questions: does the board need to vote on the policy increase? No. This is informational. Station managers have made the decision to buy the appropriate policy so we are no longer underinsured.

5 Committee & Station Manager Reports

Station Manager Report

10min

Celeste will send a written report; working on building issues ie electrical panel in admin office, water leakage, \$1000 water bill, building is closed, but clean. [Free fridge!](#)

Have been off the air in Corvallis, big wind storm a couple days ago, waiting for road to clear to travel safely

Hood River lease increase- manageable amount 4-3%.

Computer for remote services died, mgmt replaced it.

Finance Comm meeting next Thur 2/4.

Staff member is ill so they are working to support them and may be a little behind schedule

Juan Young Trust grant has been submitted. OCF grant is being postponed to the next grant cycle to be better prepared for the archive project proposal.

Dev Dir job posted- looking at union options to increase salary to attract better qualified candidates.

Jenna- working on better organizing committee pages to simplify updating process for committees. Has been working on this with KatMeow.

Executive Officer's Report

10min

KatMeow- communication problems, good idea to call or text if people aren't at the meetings, be inclusive! State of the building- removal of carpet. Recommendations from POC Caucus- want to build excitement around the group and potential action items for Board work and culture.

Fundraising: need to recover budget deficit. Will connect with Open Signal Dev. Dir for ideas for funding. Ideas for charging fee for service for classes etc. Board specifics: donor acknowledgement, looking at bylaws for donor stewardship planning. Discussion on making our meeting culture more efficient. Emma: Acknowledgement of KatMeow's efforts to reach out and be inclusive. Youth Caucus

Representative for the Board? Brian: discussing the culture of KBOO and why we don't charge for courses, is this a necessary revenue stream? Can we do this to offset the expense? Covering the expense will allow us to provide a better quality experience. Looking at changing orientation model to get more programming benefits from offering these courses.

Regarding Committee effectiveness:

Emma: Motion for a separate Board meeting before the official Feb meeting, to create a working board document for the year. Kat Meow: seconded.

Unanimous approval

Finance

5min

Finance Committee was postponed to next week, 2/4. Delay in closing Dec books due to a large donation.

Nominating

5min

No recent meeting since the Annual Meeting.

Programing

5min

Thanks to Tim Diablo- half way through evaluating programs to ensure they are fulfilling contract. Successful Martin Luther King Day programming.

Development

5min

Laurie: we need BOD to help find matching donors for spring drive. Need to raise \$90K for spring drive, matching business and individual donations are crucial.

Black History Month: virtual film fundraiser. Film about Chicago Black arts movement. Virtual viewing and panel discussion with the filmmakers. Jessica and Stacy working on grant research to increase prospects.

Matching grants: asking them to donate as a matching grant. Do it as a letter writing or phone call campaign, personal connects, etc.

Spring Drive is 4/1-5/30. Outreach for matching donors should start now- need confirmed by March 25. Shared spreadsheet to assign contacts.

Personnel

5min

Zale: looked at various bylaws for potential revision.

Reviewed committee checklist with ideas of what to clarify for consistent processes. Will also be working on an HR manual for employees. Looking at bylaw motion regarding role of President. Board is responsible for hiring a new station manager before end of contract at end of October. Possibility of extending contract another year. Covid adds an additional complication to this, station may not be safe to open any time soon.

2 management positions- second manager is paid for by Collins Foundation- should talk to them about extending, applying again, or finding another source.

Engineering

-Network restructuring at the tower and connecting the two VPN networks (done!)

-HVAC system and the difficulty in getting electricians to do the work (electrician #3 coming Saturday)

-New automation computer to replace the old glitchy one (purchased, still being configured, to be installed soon)

-Studio clocks are fixed

-Extended test of the HD exciter (in FM only mode) is a success, will be pulling the old exciter out for some much needed maintenance and will be the future backup. Sadly the exporter purchased from KCAW is not worth repairing, much easier and cheaper to buy new.

- implementing HD1 and 2+3 will sadly require more equipment.

Also, we are partnering with WHRU for World Radio Day for an on air tribute to Marc, which is where he also worked. Azia has more info if you'd like to get involved. He will be missed at both stations. Katmeow can send report via email.

6 New Board Business

10min

[Review for Management](#)- Kat Meow resolves we find one version we agree upon.

Donor Stewardship Training- KatMeow will send out information about this via email.

7 Old Board Business

10min

[Committee Checklist](#)

Development Committee Chair: Celeste and Jill

Personal Governance Committee Chair: Zale

Executive Committee Chair: KatMeow

Engineering Committee: Aiza?

Should be tracking attendance for committee meetings. Once a KBOO member has attended 3 committee meetings in a row they become a member of that committee- committee members can bring agenda issues, can be the Chair, can vote for committee, approve budgets and bylaw revisions. If member misses 3 meetings in a row without good reason it's cause for removal from the committee.

7 Open dialogue & discussion

5min

KatMeow: ideas for filming panel fundraiser discussion

Shaheed: question about total volunteers - do we have enough documentation to ensure we don't lose funding that's dependent on volunteers? Celeste reports that programmers producing, attendance at volunteer meetings and trainings, through Volgistics.

Tim: was also unhappy about tech issues at the start of meeting.

Appreciates Celeste and Jenna

Shaheed: Jenna and Celeste have done an excellent job, we cannot thank them enough.

Celeste: we need the support of the Board and Volunteers! If it's broken help find a way to fix it!

Jenna: thank you to the Staff!

Zale: needs information from most of Board regarding station survey-
sent an email to board - need info on disabilities of BOD

Those who aren't accessing their Board emails can stay after the meeting
to connect with Jenna and get that set up. Board members should not be
missing the updates and should keep board business on the appropriate
email.

8 Comments or announcements **5min**

9 Public participation **10min**

10 Adjournment: **1min**

Motion by Laurie, second by Shaheed.

Unanimous approval

The next meeting is to be held on Monday, February 22nd, 2021 at
6:00PM

**If you're a user of KBOO's zoom account, please
make sure to login to the staff/board meeting using
YOUR personal zoom account, not KBOO's.**

Thanks!