

August 23rd, 2021

## KBOO Foundation Board Agenda

Via Zoom Meeting: <https://zoom.us/j/98436655006>

6:00 PM-8:00 PM

**Attendance Board: KatMeow, Brian, Layla, Laurie, Marvin (later arrival)**

**Absent: Ruba, Stehpanie**

**Attendance Community: Todd, Zane**

**Notetaker: Alyssa**

**Stack keeper/Time keeper: Layla**

### 1 Call to Order/Introduction

- [Review Abbreviated House Rules](#) 5min

### 2 Approval of Agenda 1min

Brian motions to approve agenda

Layla seconds

Unanimous approval

### 3 Approval of July meeting minutes 1min

Moved to September until we have quorum

### 4 Committee & Station Manager Reports 5min

#### Station Manager Report

Station managers unable to attend this month's board meeting. Ongoing document can be found in board shared drive.

### 5 New Board Business 60min

- [Bylaw revision- Update notification requirements](#)  
[Policy revision- PAC Committee responsibilities](#)

#### FY 2020 Budget plan – MacRae B

Plan created by revenue team, Gene, MacRae and Station managers. Conservative plan, looked at the past two years, took ongoing COVID into consideration, broke things down by seasonal campaigns and regular revenue - sustaining membership \$300,000, sending out membership renewal mail, CPB \$75,000 unrestricted, National programming ~ \$30,000 restricted, underwriting \$4,500, affiliate income \$9,000, matches from employers and cargo nations increased in 2020, merchandise sales (t-shirts), yearly OCF endowment distribution \$9,180 permanently restricted, interest on checking accounts. Fall campaign \$50,000, end of year

campaign \$67,000, winter campaign \$31,000, spring campaign \$73,000, small charity event, fall drive previous fiscal year. Calculated total projected operating income as \$687,015, projected surplus as \$362,702 combination of surplus from FY 20, FY 21, stabilization grant, PPP loan. In kind donations projection \$80,000. Total budget \$1,129,717. 4,980 donors as of August 2021. The development director left in November 2020 and revenue is assumed to increase when we fill this position. MacRae sent this information out to board members, information is not confidential and is available upon request, information sent to board.

One-time expense \$20,000 license renewal, estimated higher

Renegotiating lease on Stonehenge, we have been on a 15 year lease, received \$27,000 reimbursement for increasing rent every year instead of every 5 years, renegotiating 15 year lease, one of the owners of Stonehenge generously gave us 50% off rent and current owner will still honor that even though he passed away.

Increased insurance from \$2,000,000 to \$4,000,000 and invested in cyber insurance.

Additional items include new equipment and computers, equipment maintenance.

Board voted 2 years ago to restrict \$15,000 for building repairs, with estimated \$7,042 remaining.

Utilities budget increased by 3% to be prepared for fluctuations.

Training for programming team and staff.

Expenses totaling \$980,276, deficit of \$293,262.

Still working on capital budget, asking to use capital anniversary money to purchase STL for \$12,500 minus what is raised, board approved 5 items two years ago, 5<sup>th</sup> item is no longer needed. Capital budget available restricted in a savings, voted to approve part of the \$24,000 for these items.

Gene – dramatic gap between revenue and expenses, conservative estimates for underwriting because environment is uncertain, no estimate for grants due to lack of development director, closing this gap priority for the board this next year. Strategic plan for the last five years called for adding 250 members per year for an additional \$10,000, new membership acquisition stagnant, member retention at all time high of 85%, sustaining monthly members have been steady throughout the pandemic.

Brian – offers to make adjustments and assist with balance sheets.

Laurie – thanks Brian for suggestions made to development committee and came up with plan for projects to pursue, difficult to launch projects without development directors and managers stretched thin.

Gene – continuing negotiations with the union for higher development director salary, at the same time trying to come up with plan Bs and different strategies for getting these things in place. Welcomes any and all ideas, send them to Jenna and Celeste.

Todd – looking at other nonprofits with whom we align and sharing development directors/grants as temporary solutions. Gene – carrying this to managers.

Ideas including graduating PSU students, part-time development directors.

KatMeow – on getting new members, something that has worked fairly well is going to KBOO events like the blues fest, going around neighborhood, favorites cafes, word of mouth about KBOO, has been giving people bumper stickers and was able to solicit donations on the spot through the website. Youth focus for KBOOs future, we need to involve youth, their voice is super important, youth care about community and freedom of speech.

Board will vote on the budget at the September meeting.

## **6 Old Board Business**

**5min**

Zale – program advisory committee made up of staff, program staff, board liaison, made revisions to include work groups to assist program staff, encourages board members to go through the document to pass revisions in September.

Brian – concerned if this is work that the board should be doing, reconsider level of committee involvement to be a better board.

Zale – program advisory is a committee of the board per bylaws, ie input on more equity, strategic goals involving programming, programming is the main function of KBOO, it is up to board to restructure committee system.

- Nominating Committee - all board members are required to attend the annual meeting at CTS
- Report on areas the Nominating Committee needs board assistance

KatMeow – annual election meeting, all required to attend, COVID precautions in place

Laurie – September 26<sup>th</sup> 1pm – 3pm, virtual meeting except performers, candidates, board members.

Brian – planning for ballot counting

Laurie – organizing on air candidate form, Annette hosting

KatMeow – new board candidate submitted application, nominating committee extended deadline after two candidates dropped out.

Zale – bylaws state that deadline for candidates to declare candidacy is none weeks before the annual meeting and nominating committee can make some board level decisions, cannot just replace or appoint board member.

Gene – reminding board of the ability to appoint people to vacant positions and might be a better option after deadline by posting vacant seat online after the election.

Laurie – sending out list of needs and how they can help.

Brian – update on strategic planning, ad hoc committee, met with Alyssa in person to discuss this, emphasizes sense of urgency to assemble a leadership team to address changes.

## **7 Public participation**

**10min**

No public participation

## **8 Comments or announcements**

**5min**

No comments or announcements

## **9 Closed Session**

**5min**

## **10 Adjournment:**

**1min**

The next meeting is to be held on Monday, September 27th, 2021 at  
6:00PM

To join the meeting, click on the link sent by email or found on the website. Do not log into any KBOO zoom account, unless you are the facilitator.