

# Minutes of the KBOO Foundation Board Meeting

**Date:** Monday, 2/27/2023  
**Time:** 6:00pm - 8:00pm  
**Location:** KBOO Community Radio  
20 SE 8th Avenue  
Portland, OR 97214

## INTRODUCTIONS & CHECK-IN

*In attendance: Sherry Morisch, James Draznin, Emma Lugo, Malik Hale, Mike Frost, Diablo, Chris Merrick, Ona Harshaw, Zale Chadwick, Jessica Almroth, Joyce Nance, Josh Roberts, Jill Blanchard, Charles Shambry, Joe Rowe*

## HOUSEKEEPING

*Facilitator: Jill Blanchard  
Notes: Emma Lugo*

## APPROVE AGENDA

*Ona moved to approve agenda, Jessica second. Motion passed*

## PUBLIC PARTICIPATION

*Tim Diablo wants to make sure we address station reopening. Diablo wants to address vaccination issues. Doesn't want unvaccinated people to use the microphone.*

*Joe Rowe would like to have equal air time to challenge neo conservative housing advocate Michael Anderson, a registered lobbyist in Salem. Joe asks that KBOO honor the equal time rule for political candidates to offer a counter measure. Joe says the length of the segment Michael Anderson received airtime was about 10 minutes. Joe Row would like equal airtime and the opportunity to invite listeners to call in. Jill Blanchard offered to follow up.*

## APPROVE KBOO BOARD MEETING MINUTES

- Re-approve December 2022 KBOO board meeting minutes

*Ona moved approve amended Minutes for December, seconded by Malik. motion passed*

- Approve January 2023 board meeting minutes

*Jessica moved approve Jan minutes, Malik second. Motion passed*

## NEW BUSINESS

- Station re-opening

*Motion by Emma Lugo, second by Jill*

***“Instruct Station Manager Chris Merrick to instruct the staff to open the station by March 13<sup>th</sup>”***

***Motion Passed. Role call vote Jes Y Emma Y Jessica Y Charles Abstain Ona Abstain Mike Y Sherry Y Malik Y Joyce Y Jill Y***

- Station Manager search

***Ona motion to approve station manager job description, second by Malik. Motion Passed***

***Board agreed to post station manager job announcement internally first on March 1<sup>st</sup> for 10days to give staff an initial opportunity to apply.***

***Station Manager Hiring Committee Working Group: Jessica, James, Ona, Emma***

***Board agreed that if any board member that applies for position that person will take a leave of absence from the board for the duration of the job search, application and hiring process.***

- Station Manager Report
  - WEB COORDINATOR HIRE: In progress. Deadline for applications is Thursday, 9 March. The committee is Azia, Arthur, Joyce, Janet Unruh, Chris, and Ender.
  - DEVELOPMENT DIRECTOR HIRE: In progress. Deadline for applications is Wednesday 15 March. The committee is James, Emma, Sun Lee, Drew, Nathaniel, and Mike.
  - SAS (Station Activity Survey): The Corporation for Public Broadcasting has approved the 2022 SAS. This is one of the requirements to receive the second half of our community service grant.
  - NFFS WEBINAR (Non-Federal Financial Support): Attended (online). This is another CPB requirement for either station manager or finance officers each year. Danielle also attended the webinar and will use the information when preparing the Annual Financial Report.
  - Front Door/Pin Codes. Our previous contractor no longer services in Oregon. We are looking at Secure Pacific (in Portland) to get us an estimate for all new hardware and software to set up the private pincode system.
- ACTION ITEM REQUESTED: To vote to join Partners in Diversity and to authorize \$1,000 to join.
  - PiD in Portland works to educate and train people in DEI hiring and employment practices (online workshops, public seminars). PiD requires active participation in their goal of diversity in hiring and training.
  - We have agreed to post jobs through Partners in Diversity in our CBA. They charge \$200 per posting. If we are a member, postings are free.
  - We can therefore have new staff and board members attend PiD trainings as part of our onboarding.
  -

***Ona made motion to join Partners in Equity, Jessica second. Motion passed***

- Engineering

Uninterruptible Power Supply (UPS) We are ordering the CTX UPS unit, we estimate about \$22,000 - 24,000 in final costs. The original bid from the Gruber company was \$37,000 - 42,000. Arthur will have the order out this week.

- o Studio Transmitter Link (STL)
  - This is the microwave system that sends our FM signal to the tower. The new system is at KBOO waiting to be installed (better weather)
  - We have reserved space on the Stonehenge tower but we must install the system by 15 April (or renegotiate a new contract)
  - We will need four professional tower climbers to do this job (two at Stonehenge and two on the KBOO roof). They typically charge \$175/hour and we are hoping to get some or all as in-kind donations
  
- o Transmitter
  - The new Nautel transmitter is currently being “broken in” at the factory. They run it at full power for a week to make sure it’s working properly.
  - They will then ship it to Portland (to the Stonehenge tower) and our engineering team will remove the old transmitter, prep and install the new one.
  
- Finance Committee
  - o Monthly finance report
  - o Operating reserves
  - o 401K distribution for 2022
  - o Vote | signer on bank accounts

***Emma Lugo motion to make Joyce Nance a signer on Rivermark, Advantis and Onpoint accounts. seconded by Ona. Motion Passed***

***Emma made motion to request that the treasurer get a professional appraisal of the value of the KBOO Building, James second. Motion Passed***

- Fundraising campaign reports
  - o End-of-Year (11/1 - 12/31/2022)
  - o All Thrills No Frills (2/20 - 3/25/2023)
  
- Development Committee
  - o No Frills All Thrills campaign participation
  - o Member newsletter
  - o LinkedIn
  - o Events Workgroup
  
- Hiring

- o Social Media Coordinator
  - o Partners in Diversity
  
- Nominating Committee (*5 minutes*)
  - o Annual meeting reminder
  - o Recruitment curriculum
  - o New board applicant
  
- Strategic planning
  - o Planning session review
  - o Next steps
  
- Working Board meeting
  - o Monday, 3/13

**NEXT MEETING**

- Monday, 3/27/2023
- 6pm
- At KBOO and on Zoom

**Meeting Adjourned at 8:30pm**

**Minutes approved 3/27/3023: Jill Blanchard, Board Secretary**