



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 11/25/2024
Time: 6:00pm - 8:00pm
Location: KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

And

Zoom:
<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhfbl7qNDb7Sjg3i8Eb2wbo.1>
Meeting ID: 812 8371 0721
Passcode: 288778

WELCOME

INTRODUCTIONS & CHECK-IN

IN ATTENDANCE

Directors: Mike Frost, Michael Van Kleeck, Thomas James Martinez, Ethan Scarl, Joyce Nance, Ona Harshaw, Carmen Garnica, James Draznin, Josh Roberts, Jill Blanchard
Station Manager: Nathan Vandiver
Staff: Danielle Schira, Mike Ftaclas
Members / volunteers: Dan Shramek
Guests:

ADMINISTRATIVE

- Voting
 - Quorum is 7 directors
 - 10 (of 10) directors were present

HOUSE RULES & MEETING GUIDELINES

- [KBOO House Rules & Meeting Guidelines](#)
 - Jill read the Abbreviated House Rules and Meeting Guidelines

HOUSEKEEPING

- Choose facilitator
 - Mike

- Select time keeper
 - Michael
- Designate note taker
 - Jill


APPROVE AGENDA

- Approved November 2024 Board Meeting Agenda
 - Motion to approve - Michael
 - Second - Thomas

PUBLIC PARTICIPATION

- No public participation

APPROVE KBOO BOARD MEETING MINUTES

- Approve October 2024 board meeting minutes
 -  KBOO BOARD MEETING MINUTES 10282024
 - Motion to approve - Thomas
 - Second - Ethan

KUDOS & APPRECIATION

- Michael | thanks to Carmen and everyone involved in November's Art Walk
- Michael | kudos to Bob Davis for leading, and all the people who attended, the Stonehenge tour earlier this month. There is a significant amount of cleanup and deferred maintenance. Tour attendees helped with some cleanup.
- Jill | thank you to Carmen, Arty, and Kate for an amazing Dia de los Muertos themed Art Walk on Friday, 11/1. It was great to see KBOO used for a community gathering.
 - Carmen asked if KBOO knows how many people attended the event.
 - We did not have anyone monitoring the number of visitors
- Jill | thanks to Mike Ftaclas for being omnipresent and an incredible support for the board and staff
- Jill | Thanks to Nathan and Danielle for taking care of the finances and for taking care of KBOO
- Thomas | thanks to Jill for training for the Secretary position, and thanks for the pizza.
- Mike | Thanks to Jill and everyone for covering while I was away for work.

STAFF PRESENTATION

- **KBOO's Nielsen ratings - Mike Ftaclas**
[KBOO listener data review](#)
 - Mike gave an overview of KBOO's Nielsen report
 - The board will hold a working meeting in January to go into more detail on KBOO's listener data with Mike.



NEW BUSINESS

- **Station Manager Report - Nathan Vandiver**

- Station Report - 2024-11

- Shout to staff who are working hard during this time of transition. Staff are committed to making KBOO work and seeing the station succeed.
- Thomas asked about the Art Walks
 - Nathan explained the events at KBOO
 - Jill explained about the larger Central Eastside Art Walk
- Ona asked whether the dates were set for the in-person donation events
 - They are listed in the station manager report
 - Jill will email board members with the dates and an request for assistance

- **Executive Committee - Mike Frost**

- Cyber security
 - Mike found training about cyber security and will forward it to the board
 - Michael mentioned that as long as security isn't being updated on the antiquated website it is open to hacking.
- Michael learned that the new transmitter has HD channels.
 - There is opportunity for additional programming and partnerships
 - Nathan explained that the future of HD radio is uncertain

- **Engineering Committee**

- No report

- **Finance Committee - Nathan Vandiver, Danielle Schira**

- New finance report format, does the board have input?
- CPB Community Service Grant is higher than estimated at \$110,000. Was estimated at \$90,000
- Membership started FY25 stronger than estimated for Oct.: Sustaining up 6%, Fall Drive up 9%, Renewals and other mailers up 125%
- Have processed all layoff costs in Oct. and 1st week of Nov. - severance and vacation payouts will hit in Nov. due to the Nov. 1 pay day
- Revenue received but not yet reflected in the Oct. report: Bank Interest, Grant funding released from restriction
- Danielle is preparing for the upcoming audit
- Gene Bradley announced his retirement from the Finance Committee. Gene has been a huge support to the Finance Committee in terms of KBOO's stabilization. Many thanks for his many, many contributions to the station.



- **Development & Events Committee - Jill**

- 📄 **DEVELOPMENT COMMITTEE MEETING NOTES 11182024**

- Development Committee members are writing thank you cards to major donors
 - Development Committee members will help with stuffing envelopes into the Catalog of Connections - November
 - Development Committee members will make calls requesting donor participation in an anonymous match pool for the last week of the end of year drive
 - Tuesday, 12/3 and Saturday, 12/7 at the station
 - Development Committee members will host in-person donation events in December
 - Thomas is training for “Secretary” duties for the Development Committee

- **Program Advisory Committee**

- No report
 - Meetings are published on kboo.fm/committees

- **Nominating Committee**

- [NOMINATING COMMITTEE MEETING NOTES 11122024](#)

- Recruiting
 - There are currently 2 empty board seats
 - New elections will be held during September 2025
 - The Nominating Committee is always recruiting
 - If you have suggestions for people who may be interested in KBOO board work, forward their contact information to the Nominating Committee
 - Annual Meeting has been scheduled
 - Saturday, 9/20/2025
 - Jill will send a calendar invitation to staff and board members to save the date.
 - December meeting rescheduled
 - It was scheduled for Tuesday, 12/10
 - Now scheduled for Tuesday, 12/17
 - Training and development
 - BIG thanks to Dan Shramek for leading the board in a Finance training earlier in November
 - No training in December
 - Board members are encouraged to participate in fundraising activities to support the end of year drive.
 - January
 - KBOO listener data



- **Other - Joyce Nance**

- Joyce presented a motion to increase KBOO's membership fee
- Josh - second
- Joyce noted other radio stations:
 - KBOO charges \$20 per year (effective 2014)
 - Xray charges \$60 per year (\$5 per month/per year)
 - OPB charges \$120 per year
- KBOO is in need of money, this could be a way to create additional revenue
- KBOO deserves to stay in business
- Benefits of membership
 - Free classes
 - Vote on board membership
- Motion requires simple majority vote of the board
- Josh asked what Joyce would raise the membership fee to, is there a rationale we can explain?
 - Is there a certain amount of money we are trying to raise, can we back into the membership fee
- Joyce doesn't know how much money this will raise
- Joyce pointed out that volunteers can give time to earn membership
- Jill said it would be good to know what the impact of this price change will have, financially, on KBOO.
- Jill requests these numbers from KBOO Membership Department
- Michael asked if it is more expensive to process recurring donations rather than 1-time donations
 - Nathan explained that members with recurring payments have to use EFT
 - Saves credit card processing fees
- Ethan wants to know why it is unclear that we are unclear on the benefit.
 - Requested date to understand the impact
- Josh - we should charge what the market will tolerate, this topic is worth discussing
- Joyce KBOO could also offer other member benefits
- Thomas wants to know if we could survey members to see if benefits are worth the cost
- Joyce - Xray does not have benefits, OPB does not have benefits
- Josh suggested in the interest of time that the board request data and revisit at the next meeting
- Michael explained KBOO could run into the perception that we are only open to those who can afford the membership fee.



- Josh - we need to think about possible blowback. Possible problems and complaints and how we will message about the board decision.
- Michael - what if we lowered the fee and recruited MORE members?
- Mike - we need to move forward in an informed way
- James - what would happen if I wasn't a member? WOULD my relationship with KBOO change? Would I still continue to listen.
 - Donor acquisition may break even on recruitment efforts
 - What do we have to lose if we raised that fee to \$60 - 1 latte a month
- Josh asked James if we should message to members that we are running down KBOO's collateral assets
 - James explained that some nonprofits actually lose money on small donation processing
- Michael asked if we focus on large donors for bigger donations rather than trying to gain more small donations. There needs to be focus on major donors to close the gap in the budget and not disrupt accessibility.
- James asked how raising the membership fee impacts KBOO's mission.
- Ethan suggested levels of membership with special
- Ona suggested something motivating like contributing membership to a special fund
- Joyce doesn't know if members understand how low the membership fee is. KBOO is running out of money.
- Mike wants facts before making any decision
- **Other - Ethan Scarl**
 - Inquired about what happened to his personal sponsorship idea
 - Jill explained that it was fully discussed during the Development Committee meeting
 - Planning begins 12/16

CLOSED SESSION

- Personnel

ANNOUNCEMENTS

- Josh
 - The board is moving the bowling outing to mid-January
 - Staff will be invited

CLOSED SESSION

- Personnel discussion
 - Ona - motion to move into closed session
 - Josh - second



- End closed session
 - Motion - Jill
 - Second - Ona

NEXT BOARD MEETING

- Monday, 12/23/2024
- 6pm
- At KBOO and on Zoom

ADJOURN

- Mike - motion to adjourn
- Michael - second

November board meeting minutes submitted by: Jill Blanchard, Board Secretary on 12/23/2024

