



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 1/27/2024
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

All meetings of KBOO Community Radio's board of directors are open to the public

WELCOME

INTRODUCTIONS & CHECK-IN

IN ATTENDANCE

Directors: Mike Frost, Joyce Nance, Carmen Garnica, Josh Roberts, Michael Van Kleeck,
Ona Harshaw, Ethan Scarl, James Draznin, Jill Blanchard
Station Manager: Nathan Vandiver
Staff: Danielle Schira, Zale Chadwick
Board applicant: Jamie Bair
Members / volunteers: Dan Shramek
Guests: Ben Popp

ADMINISTRATIVE

- Voting
 - Quorum is 7 directors
 - 9 (of 9) directors were present
 - Jill left the meeting at 7:10pm, during New Business, after board applicant Jamie Bair was introduced

HOUSE RULES & MEETING GUIDELINES

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

HOUSEKEEPING

- Choose facilitator
 - Mike
- Select time keeper
 - Ethan
- Designate note taker
 - Jill

APPROVE AGENDA

- Approved January 2025 Board Meeting Agenda
 - [KBOO BOARD MEETING DRAFT AGENDA 01272025](#)
 - Motion to approve - Josh
 - Second - James

PUBLIC PARTICIPATION

- No public participation

APPROVE KBOO BOARD MEETING MINUTES

- Approve December 2024 board meeting minutes
 - [KBOO BOARD MEETING MINUTES 12232024](#)
 - Motion to approve - Ona
 - Second - Michael

STAFF PRESENTATION

- No staff presentation this month

OLD BUSINESS

- Membership fee proposal - Joyce Nance
 - Joyce proposed raising the membership fee from \$20 to \$60 in November 2024
 - Zale explained they would not have to pay \$60 all at once.
 - Joyce told the board raising the membership fee would be part of a broader strategy to address the deficit
 - Joyce's arguments in support of the proposal:
 - KBOO's sustaining members already pay \$60 (\$5/month)
 - OPB's membership is \$120
 - XRay's membership is \$60
 - Any money raised for KBOO through membership is good money raised for KBOO - no matter the impact.
 - Other arguments in support of the proposal
 - James voiced support of raising the membership fee to \$60
 - Others' concerns and/or arguments against raising the membership fee
 - Mike suggested that the increase could be implemented gradually



- Jill and Mike were concerned about making a decision without having all the data to understand what the impact will be.
 - The board needs objective information to make a decision that isn't emotional
 - KBOO staff have a position on accessibility of the membership fee
 - Changing the membership fee is a board decision per KBOO by-laws.
 - What are the benefits of being a member?
 - Joyce explained that being a member at KBOO is more about partnership than benefits.
 - The policy on membership fees needs clarification.
- Friendly amendment # 1 - to raise the fee from \$20 to \$40
 - Joyce did not accept the friendly amendment
- Friendly amendment # 2 - to raise the fee from \$20 to \$30
 - Joyce did not accept the friendly amendment
- Amendment #3
 - Joyce proposed raising the membership fee to \$40 and reducing the volunteer requirement to 6 hours.
 - Vote | amended proposal
 - James - yes
 - Jill - no
 - Michael - yes
 - Joyce - yes
 - Ethan - no
 - Mike Frost - yes
 - Josh - no
 - Ona - no
 - Carmen - no
- Vote | original proposal to raise the membership fee from \$20 to \$60
 - James - yes
 - Jill - no
 - Michael - no
 - Joyce - yes
 - Ethan - no
 - Mike Frost - yes
 - Josh - no
 - Ona - no
 - Carmen - no
- The proposal did not pass as written
 - The board agreed to bring back a new proposal to raise the membership fee, with backing data when it is ready
- Ethan made a motion to state the board's intent to raise the membership fee.
 - No second
- Jill will ask the Governance and Policy committee to clarify membership fee policy



NEW BUSINESS

- Station Manager Report - Nathan Vandiver
 - [Station Report - 2025-01 bod meeting minutes](#)
 - Highlights include
 - Staff have been working on the website to update the list of programs and the programming schedule
 - Working to bring in a contract engineer for projects periodically
 - Special programming for Spring
 - Black History and Future month - February
 - International Women's Day - March 8
 - Metal marathon - mid March
 - Earth Day - April 22
 - The End of Year "Catalog of Connections" campaign was the largest single fund drive revenue number in KBOO's history.
 - Renewed Corporation for Public Broadcasting Community Service grant for 2025
 - Grant will be \$111,854 - \$22,000 more than estimated in the FY25 budget
 - February's Art Walk coming up on Friday, 2/7 from 6pm until 9pm.
 - For more station news, please read the entire station report above.
- **Nominating Committee - Jill Blanchard**
 - Board applicant Jamie Bair introduced themselves
 - There was brief discussion with the board
 - The board will consider the nomination until the February board meeting when a vote will be held whether to accept Jamie as a new KBOO director.
- **Executive Committee - Mike Frost**
 - No Executive Committee report
- **Engineering Committee**
 - The January Engineering Committee meeting was cancelled
 - Discussion about how to properly cancel a meeting - notifications, website, etc.
- **Finance Committee - Nathan Vandiver**
 - December was a strong month with revenue of \$178,000 and expenses of \$78,000.
 - The Community Service Grant payment is expected in the next month or two.
 - Average monthly revenue through December was \$89,600
 - Average monthly expenses were \$87,800.
 - The Finance Committee held the 1st quarter budget review with no recommendations for changes.
- **Program Advisory Committee**
 - No Program Advisory Committee report
 - Meetings are published on kboo.fm/committees



- **Governance and Policy**
 - The committee is prioritizing work plan items via secret ballot

- **People of Color Caucus - Jill Blanchard (via email to Board and Staff on Tuesday, 1/28)**
 - 6 people met to discuss reviving the People of Color Caucus
 - Next step - programmer survey
 - The survey will inform how the POCC will move forward

- **Development Committee - Jill Blanchard (via email to Board and Staff on Tuesday, 1/28)**
[DEVELOPMENT COMMITTEE MEETING NOTES 01232025](#)
 - End of year "Catalog of Connections" drive
 - Remaining tasks
 - Volunteers needed - write and send 10 to 15 thank you cards to major donors by Friday, 2/14.
 - Supplies will be provided
 - Art Walks
 - The next Art Walk is scheduled for Friday, 2/7 from 5:30 to 8:30pm
 - Remaining tasks:
 - KBOO Ambassadors
 - Volunteers needed to attend the February Art Walk to serve as ambassadors for members and guests
 - Let Jill know by Monday, 2/3 if you are able to help out.
 - Business sponsorships
 - Volunteers needed to solicit business sponsorships - secure by Monday, 2/3
 - The following will be provided
 - "one-page" of details on the sponsorship packages for the Art Walk events
 - Distribute in person on paper or digitally via email
 - Let Jill know if you would like paper copies
 - List of businesses KBOO has worked with in the past
 - Send email and follow up with a phone call
 - Script for contacting businesses
 - Food donations
 - Volunteers needed to solicit food donations - secure by Monday, 2/3
 - The theme for this Art Walk is "Valentine's Day"
 - Sweets and baked goods would be ideal
 - KBOO is expecting 100-150+ guests at KBOO on Friday, 2/7



- The monetary value of the donation can either be given as "in-kind" with no reciprocation from KBOO or it can be used in the same manner as the business sponsorships.
 - For example, if a bakery donates \$200 worth of cupcakes, they will receive announcements on the air, placement on KBOO's social media platforms and mention on KBOO's website.
 - The same as businesses that give cash.
 - Major donors
 - If you are writing thank you cards, invite major donors to join you at this or a future Art Walk.
 - Planned giving
 - KBOO's planned giving seminar will be held on 3/18 or 3/19 depending on the attorney's schedule
 - Before Spring Break
 - Direct outreach to loyal donors
 - James is working to craft a letter to KBOO's most loyal donors (those who have given consistently for the past 25+ years) inviting them to learn more about estate planning and how they can include KBOO in their plans.
 - Volunteers are needed to make followup calls to donors after the letters have been sent.
 - Checklist and timeline
 - Nathan will set up a workgroup meeting in the next week to plan the checklist and timeline for this event
 - Grants
 - Marie Lamfrom grant application was submitted on 11/1
 - KBOO is waiting for their response
 - Do any board members want to research grants that may be appropriate for KBOO?
- **Nominating Committee - Jill Blanchard (via email to Board and Staff on Tuesday, 1/28)**
 - Recruiting
 - There are currently 3 empty board seats
 - Annual 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 is being scheduled for
 - Saturday, 9/13/2025 or Saturday, 9/20/2025
 - Jill will send a calendar invitation to staff and board members to save the date.



- Training and development
 - No training in December
 - Board members were encouraged to participate in fundraising activities to support the end of year drive.
 - Big thanks to Michael Ftaclas for presenting on KBOO's listener data at the the November board meeting
 - There will be a follow up working board meeting in January to explore the details of the reports
 - February discussion topic
 - KBOO transmitter and translators
- **Other**
 - Personal sponsorship
 - Ehtan inquired about what happened to his personal sponsorship idea
 - Jill explained that it was fully discussed during the Development Committee meeting on 12/16.
 - Jill will forward Development Committee meeting notes to Ethan
 - Election integrity - Ethan Scarl
 - Ethan raised concerns about potential tampering with voting machines and tabulators in recent elections.
 - Ethan has some background in election integrity issues and expressed interest in visiting this topic for a potential research program or special broadcast on KBOO to investigate and discuss these concerns.
 - The board discussed the importance of this issue and suggested reaching out to Althea Billings, KBOO's News Director as a starting point for developing content.
 - Board-Staff bowling night - Nathan Vandiver / Mike Frost
 - It was a fun evening
 - Board agreed to make this an annual winter activity

CLOSED SESSION

- No business where closed session was required

ADMINISTRATIVE

- Board calendar
 - Nathan has set up a centralized calendar for all KBOO staff, board and committee meetings and events
 - Look for invitations to come from the general KBOO calendar going forward.

ANNOUNCEMENTS

- No announcements



NEXT BOARD MEETING

- Monday, 2/24/2025
- 6pm
- At KBOO and on Zoom

ADJOURN

*January board meeting minutes submitted by: Jill Blanchard, 2/24/2025
Approved by the board of directors on Monday, 2/24/2025*

