



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 2/24/2025
Time: 6:00pm
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

IN ATTENDANCE

Directors: Mike Frost, Ona Harshaw, Ethan Scarl, James Draznin, Michael VanKleeck,
Carmen Garnica, Josh Roberts, Jill Blanchard
Station Manager: Nathan Vandiver
Staff: Danielle Schira, Zale Chadwick
Board applicant: Jamie Bair
Members / volunteers: Meagan Bradley

INTRODUCTIONS & CHECK-IN

ADMINISTRATIVE

- Voting
 - Quorum is 7 directors
 - 8 (of 9) directors were present

HOUSE RULES & MEETING GUIDELINES

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

HOUSEKEEPING

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

APPROVE AGENDA

- Approved February 2025 Board Meeting Agenda
 - [KBOO BOARD MEETING AGENDA 02242025](#)
 - Motion to approve - Ona
 - Second - Jill

PUBLIC PARTICIPATION

- No public participation

APPROVE KBOO BOARD MEETING MINUTES

- Approve January 2025 board meeting minutes
 - [KBOO BOARD MEETING MINUTES 01272025](#)
 - Motion to approve - Michael
 - Second - Ona

KUDOS & APPRECIATION

- Jamie - thanked Zach from Llife During Wartime for the live shows
- Michael - thanked the First Friday Art Walk planners and Jamie for DJ-ing the last event, it was wonderful
- Nathan - appreciated John Giacopi for setting up the bands and recording performances
- Ona - gave kudos to Danielle because this year's audit is going well - an improvement over last year's audit as improved financial processes and procedures are now in place
- Jill - thanked board members writing thank you cards for major donors
- Ethan - appreciated Nathan for his help in getting him situated on the board
- Danielle - gave kudos to Jamie for dj-ing the art walk and appreciated the Development Committee for seeking new business partnerships.

STAFF PRESENTATION


- No staff presentation this month




OLD BUSINESS

- **Nominating Committee** - Jill Blanchard
 - Board applicant Jamie Bair introduced themselves to the board during the January board meeting
 - Jamie restated their intentions to join KBOO's board of directors
 - There were no further questions
 - The board went into closed session to discuss Jamie's candidacy
 - The board came back to open session
 - Jamie was then unanimously elected to the board of directors.
 - Seat # 2
 - Formerly occupied by Thomas Martinez

NEW BUSINESS

- **Station Manager Report** - Nathan Vandiver
 -  Station Report - 2025-02.pdf
 - Highlights include
 - All Thrills No Frills special programming campaign
 - \$40K goal
 - There are currently 16 specials including:
 - Black History and Future month
 - International Women's Day
 - Metal Marathon
 - Bluegrass Marathon
 - Earth Day
 - And more
 - Planned giving/estate planning seminar is scheduled for 5/1/2025
 - From 10am until noon
 - Invitations being sent to KBOO's most loyal donors
 - Those members who have given consistently to KBOO over the past 25 years.
 - The March Art Walk is coming up on Friday, 3/7 from 6pm until 9pm.
 - For more station news, please read the entire station report above.
- **Finance Committee** - Nathan Vandiver
 - January 2025
 - Total expenses = \$73,598
 - Total revenue = \$138,542
 - Average monthly revenue FY25 through January = \$102,274
 - Average monthly expenses FY25 through January = \$84,077
 - Other news
 - KBOO received CPB funding in January instead of December as originally estimated
 - January revenue saw a significant increase as a result



- FY24 audit is currently underway
 - A review/update of management of fixed assets is underway
 - Nathan and Danielle are completing the SAS Report and CSG Agreement for the Corporation for Public Broadcasting
 - Danielle is drafting policies for a finance manual
- **Executive Committee** - Mike Frost
 - Discussed the request for data to evaluate the decision to increase the membership fee
 - Reviewed engineering contractor needs
 - Talked about the planned giving/estate planning event
 - Discussed the grievance and conflict resolution policy and will work with the Governance and Policy Committee to make appropriate updates
 - Provided update that the Management Bargaining Committee submitting new job descriptions to CWA Local 7901 for review and feedback.
 - The Management Bargaining Committee and the Union Bargaining Committee are preparing to renegotiate the Collective Bargaining Agreement (CBA) that expired in September of 2024.
- **Nominating Committee** - Jill Blanchard
 -  NOMINATING COMMITTEE MEETING NOTES 02182025
 - Board resignation
 - Thomas Martinez resigned his board seat on Monday, 1/27/2025
 - Training and development
 - January's working board meeting covered KBOO's listener data
 - No working board meeting was held in February
 - Suggested topic for future working board meeting to cover KBOO's membership data
 - Recruitment
 - Jamie Bair was elected
 - The Nominating Committee is currently talking with 3 potential board candidates
 - The committee is working on a communication package to promote the "How to become a KBOO board member" information sessions that will be starting again in April
 - Deadline to apply to the board for the September elections
 - Friday, 7/18/2025
 - The on-air candidate forum will air the week of 9/14/2025
 - Annual Meeting



- Scheduled for Saturday, 9/20/2025 at 1pm
 - To be held at the station
 - The annual meeting and an open house similar to the Art Walk events

- **Development Committee** - Jill Blanchard
 - DEVELOPMENT COMMITTEE MEETING NOTES 02112025
 - Art Walk support
 - Development Committee members are seeking business sponsorships and food donations for KBOO's Art Walk events
 - A working meeting is scheduled for Monday, 3/3
 - To brainstorm KBOO-friendly businesses other than restaurants
 - To develop an outreach plan to distribute KBOO's partnership package to potentially interested businesses
 - Major Donors
 - Approximately 75% finished with thank you cards for major donors who participated in the End of Year Campaign
 - This list will be complete by the end of March at the latest
 - January and February thank you card lists will be available at the beginning of March
 - Grants
 - Marie Lamfrom grant application was submitted on 11/1
 - KBOO should be receiving a response in the next few weeks
 - Covered in the station report
 - Planned giving/estate planning seminar

- **Nominating Committee** - Jill Blanchard
 - 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 Ftaclos for presenting on KBOO's listener data at the the November board meeting



- Community Advisory Board reports
- Community meeting - April 2025
- Next steps
 - Complete SWOT analysis with internal and external data gathering
 - Identify a few (5-ish) areas for focus (e.g., Technology and Equipment, Finances)
 - Develop SMART goals ([S]pecific, [M]easurable, [A]chievable, [R]elevant, and [T]ime-bound)
 - Write narrative
 - Add graphic design
 - Publish to the community via kboo.fm, on-air announcements, social media, and constant contact emails
 - Publish a small number of paper copies for foundations and major donors.
- Timeline
 - Monday, 3/24 - Board and Staff to review and provide feedback on 1st draft of strategic plan
 - Monday, 5/26 - Board and Staff to review and provide feedback on the 2nd draft of the strategic plan
 - August - layout and graphics
 - September - publish strategic plan in time for the Annual Meeting
 - October 2025 through September 2028 - provide quarterly progress reports to the board
 - Board to report on strategic planning rather than Staff

CLOSED SESSION

- Closed session was held during “Old Business” to discuss the board applicant’s candidacy

ADMINISTRATIVE

- Board calendar
 - Nathan has set up a centralized calendar for all KBOO, 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, 3/24/2025
- 6pm
- At KBOO and on Zoom

ADJOURN

- Motion - Jill
- Second - Ona

February board meeting minutes submitted by: Jill Blanchard, 3/24/2025

Approved unanimously by the board of directors: 3/24/2025

