



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 11/24/25
Time: 6:00pm - 8:00pm
Location: KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

AND

Join Zoom Meeting

<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhfBl7gNDb7Sjg3i8Eb2wbo.1>

Meeting ID: 812 8371 0721

Passcode: 288778

IN ATTENDANCE

Directors: Mike Frost, Alex Privee, Jill Blanchard, Jamie Bair, Evan Scarle,
Tyson Stanger, Ona Harshaw, Meagan Bradley
Station Manager: Nathan Vandiver
Staff: Danielle Schira, Zale Chadwick, Arty Wall
Board applicant:
Members/volunteers: Katie Zipman
Absent: Michael Van Kleeck

WELCOME - Mike Frost, Board President

INTRODUCTIONS & CHECK-IN - Everyone (10 minutes)

HOUSE RULES & MEETING GUIDELINES - (5 minutes)

- [KBOO House Rules & Meeting Guidelines](#)

HOUSEKEEPING - Mike Frost (5 minutes)

- Choose facilitator - Mike

- Select time keeper - Meagan
- Designate note taker - Alex

APPROVE AGENDA - Mike Frost (5 minutes)

- Motion to approve - Jill
- Second - Ona

PUBLIC PARTICIPATION (2 minutes per participant)

- Zale Kudos to Jill for bringing food, Meagan
- Alex for getting involved with the governance committee meeting, Meagan.

APPROVE KBOO BOARD MEETING MINUTES - Mike Frost (5 minutes)

- [Link to October 2025 Minutes](#)

KUDOS & APPRECIATION - Everyone (5 minutes)

- Jill - Everyone attending - Danielle for financial reports - Tyson business outreach, Meghan making policies and procedures doc, Katie for board application
- Ona - Kudos to the news reporter of the exploding whale story.

STAFF PRESENTATION - Arty Wall, Membership Director (15 minutes)

- Event strategy presentation reporting on Event Workgroup events strategy.
- Building a process to plan events of various sizes
 - Tier 1 - smaller volunteer led event with minimal staff support
 - 1-2 months of planning
 - Live music on during a show, taking the DJ kit to a bar, etc.
 - Held in the station or offsite
 - Tier 2 - volunteer led with additional support from staff
 - 2-3 months of planning
 - Events like the Art Walks
 - The Events Workgroup is considering planning a book and record swap with the board's community meeting in February 2026.
 - Tier 3 - staff led event with volunteer support
 - 6 months to 1 year+ of planning
 - KBOO's 60th Birthday Bash

OLD BUSINESS (10 minutes)

- Nominating Committee
 - Public Participation Policy discussion
 - No further discussion after the policy was introduced at the October board meeting
 - VOTE : [Approve Public Participation Policy](#)
 - Approved by unanimous consent.

NEW BUSINESS

- **Station Report - Nathan Vandiver (5 - 10 minutes)**
 - (15 Minutes going forward)
 - Proposed by Meagan
 - Seconded by Tyson
 - Motion passed
 -  **Station Report - 2025-11.pdf**
 - Issues with equipment, CD Players and Turntables. Work is nearing completion.
 - Media Listener survey completion
 - The cleaning day was successful.
 - *Oregon for All* did not add KBOO because they do not accept media organizations as coalition members. KBOO has “endorsed” Oregon for ALL.
 - Nielsen Report News
 - End-of-year Drive Planning
 - New Zine in the works
 - Screen Door business outreach proposed after they brought KBOO a thank you pie

- **Finance Committee - Jill Blanchard (15-minutes)**
 - Finance report
 - In October, KBOO earned \$26,700 more than expected and spent \$9,000 less than expected. This is due to two things:
 - An increase in revenue from individual donations
 - Some end-of year gifts coming in early, so could just be a shift of timing
 - Some of this increase may be due to individuals donating sooner than anticipated, but it’s hard to tell how much at this point
 - A decrease in expenses from what was anticipated in October
 - Some of this spending may happen in a different month
 - maintenance and repair funds not needed, but perhaps needed later in the year
 - At the end of October, KBOO had paid 50% of its sewer repair cost. An additional ¼ payment was sent in November.
 - The balance (\$7,477) will be paid when the work is completed and is included in accounts payable and miscellaneous payables totals currently.
 - FY26 cash flow report
 - Danielle introduced a new cash flow report to show us where the station is expected to be in terms of cash in the next 6 months
 - Native Programming Award proposal
 - [Native Programming Award proposal](#)
 - Award program for native art, cultural, activist programming.
 - Motion to approve preliminary proposal for Selection Committee proposal to oversee award, will be voted on in next board meeting.
 - Jamie motioned

- , Meagan seconded.
- Policy review
 - [Conflict of interest](#)
 - [Document retention](#)
 - [Operating reserves](#)
- **Executive Committee - Mike Frost (5 minutes)**
 - Leave of Absence policy
 - Board email policy
 - Sending draft policy to Governance and Policy Committee to be introduced at December board mtg.
 - Development suggestions from James Draznin
 - Major donor sponsorship of programs. Will require policy creation.
 - Nathan working with Kate on a deadline of February 14th, to be presented at December Development Committee Mtg.
 - Annual Meeting presentation now on KBOO.fm
 - Strategic Planning Workgroup
 - Meeting scheduled for Tuesday, December 9th
 - Community Meeting
 - Planned for Saturday February 14th .
 - Youth Collective board seat
 - Holiday Message from the board has been drafted.
- **Development Committee - Meagan Bradley, Jamie Bair (10 minutes)**
 - Major donors thank you cards for Fall drive still going out.
 - Business outreach continues
 - In-person donation events for KBOO Fights Back! End of Year Drive
 - Saturday, 12/6 and Sunday, 12/7
 - Mike Ftaclas presented member and giving data during the November Development Committee meeting
- **Nominating Committee - Jill Blanchard and Jamie Bair (10 minutes)**
 - Board Matrix of Needs
 - Jill met with Celeste Carey to begin developing this recruitment tool
 - Recruitment
 - Katie to be appointed to the board in December
 - 4 other potentially interested people
 - Training and development
 - Send suggestions to the Nominating Committee
 - Facilitation training? Field trip to Stonehenge?
 - Proposal: non-voting board seat for Youth Collective
 - Motion by Jill
 - seconded by Meagan.

- Youth collective may nominate a person to be an honorary board member.
 - Potential complications discussed, further discussion warranted.
 - Board candidate introduction – Katie Zipman
 -  Board of Directors applicant personal statement | Katie Zipman 11242025.pdf
 - Ona motioned to appoint Katie to KBOO's board of directors
 -
 - Meagan seconded.
 - Final vote during the December board meeting
- **Engineering Committee - Alex Privee (5 minutes)**
 -  **Notes - Engineering Committee Meeting**
- **Program Advisory Committee - Jamie Bair (5 minutes)**
 - Program review process.
- **Governance and Policy Committee - Meagan Bradley (10 minutes)**
 - Draft leave of absence policy
 -  Governance and Policy Committee | Leave of Absence draft policy 11242025
 - Meagan moved to approve the Leave of Absence Policy,
 - Alex seconds,
 - Final Vote during the December board meeting
- **Facilities Workgroup - Jill Blanchard (5 minutes)**
 - KBOO cleanup
 - Next meeting Thursday, December 4th.
- **Other (5-10 minutes)**

ADMINISTRATIVE

- None

ANNOUNCEMENTS

- None

CLOSED SESSION (5 to 10 minutes)

- Closed session: personnel

OPEN SESSION

- VOTE: staff appreciation.
- Unanimous consent to approve an additional week off for KBOO staff.

NEXT BOARD MEETING

- Monday, 12/22
- 6:00pm

ADJOURNMENT

- Meagan moved to end the meeting,
- Alex Second.
- Board meeting ended.