



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 12/22/2025
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=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, Katie Zipman
Station Manager: Nathan Vandiver
Staff: Zale Chadwick, Danielle Schira
Board applicant:
Members/volunteers:
Absent: Michael Van Kleeck

HOUSEKEEPING - Mike Frost (5 minutes)

- Choose facilitator - Mike Frost
- Select time keeper - Alex Privee (assumed halfway through the meeting)
- Designate note taker - Alex Privee

WELCOME - Mike Frost

INTRODUCTIONS & CHECK-IN - Everyone (10 minutes)

HOUSE RULES & MEETING GUIDELINES - (5 minutes)

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

APPROVE AGENDA - Mike Frost (5 minutes)

- Motion to approve Board Meeting Agenda by Jill
- Second by Meagan.

PUBLIC PARTICIPATION (2 minutes per participant)

- No public participation

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

- Approved November Board Meeting Minutes

KUDOS & APPRECIATION - Everyone (5 minutes)

- Tyson thanks Jill for hosting the in person giving events.
- Tyson thanks Nathan for technical difficulties.
- Jill thanks everyone who participated in the in person donation events.
- Mike gives kudos to the board for being proactive.
- Alex gives kudos to Jill for editing minutes.
- Ona thanks staff and Nathan for continued programming.
- Nathan thanks board for being responsive.

STAFF REPORTS - (20 minutes)

- Kate Chase, Engagement Coordinator will present in January 2026

OLD BUSINESS (10 minutes)

- Nominating Committee:
 - Vote to appoint Katie Zipman to the KBOO's board of directors
 -  Board of Directors applicant personal statement | Katie Zipman 112...
 - Katie is elected to the board by unanimous consent.
- Finance Committee:
 - Vote to approve Native American Programming Award proposal and budget
 - [Native Programming Award Proposal](#)
 - [Native Programming Award Budget](#)
 - Discussion of source of income from grant given to KBOO.
 - The proposal and budget passes with unanimous consent.
- Governance and Policy Committee:
 - Vote to approve board Leave of Absence policy
 - [Leave of Absence Policy](#)
 - Discussion about how this may affect quorum in the event of too many directors on leave.
 - The policy passes with unanimous consent.
- Executive Committee
 - Discussed Youth Collective honorary board seat

- Zale discusses it's unsure if appointing a non-voting board seat member requires a motion.
- Still working on Youth Safety Policy to address youth participation with board.
- Does that Youth Collective background check policy applicable to the board?
- Meagan motions to create bylaw that incentivizes youth participating, On a seconds. Recommends that Governance and Policy Committee discuss

NEW BUSINESS

- **Station Report - Nathan Vandiver (15 minutes)**
 - Engineering.
 - New phone system with old phones in studio is causing issues with phone reception. Transfer issue has been resolved.
 - Front video camera fixed for the On Air room.
 - In-studio repairs are ongoing.
 - Thanks for the board for endorsing the Day without Immigrants. Shared PSAs about this effort. Five more coming up in 2026.
 - Judith Arcana passed away, she was the host of Poetry and Everything which started in 2016. There will be an audio piece in her memory airing tomorrow with the news.
 - Danielle discussed working on organization safety assessment and training. Consultants met with many staff members and programmers.
 - Jan and Rick Mancuso, jazz programmers are moving back to Northern California, will be retiring from KBOO.
 - MLK live remote happening soon on Monday, 1/21
 - The End of Year Drive is ongoing and doing well.
 - Social media updates. There are a couple of posts coming up that board members should share if they are active on social media.
- **Finance Committee - Jill Blanchard (15-minutes)**
 - Finance report
 - As of November, average revenue = \$63,664
 - As of November, average expenses = \$67,660
 - Budget of \$65 in the positive
 - Estimating that ½ of this is early revenue, so not a true variance
 - Unwriting is at 120% of its goal for October through November
 - Updates on policies
 - Conflict of Interest.
 - Approved by committee, passed to the Governance Committee for approval.
 - Next up:
 - Document Retention.
 - Operating Reserves
 - Financial review every year, audit every 3 years.

- **Executive Committee - Mike Frost (5 minutes)**
 - People's Institute for Survival and Beyond (PISAB)
 - Determined too expensive to send multiple board members, may organize local seminar with other nonprofit organizations to save costs.
 - End of Year Drive - KBOO Fights Back!
 - Online giving is steady. We're halfway through, discussion of multiple streams of revenue and what counts against the donation thermometer online.
 - In-person donation events
 - Some recap on in person donation events, should be held later in the drive to get word out to folks who might be interested.
 - Holding the event on one day rather than two.
 - 2026-2027 Operating Plan report
 - Will be discussed at the January board meeting
 - Email policy
 - Nathan working on a draft to go to the Governance and Policy Committee
 - Community meeting event
 - Tentative date: Saturday, 2/14
 - The Board will listen to comments from members and volunteers to learn about ways KBOO can make the most impact in the community.
 - Volunteer Appreciation
 - It would be good to hold annual events for volunteers.
 - Staff Appreciation
 - Plans to hold a Book and Record swap will be held on Saturday, 2/14 along with the Community Meetings.

- **Development Committee - Meagan Bradley, Jamie Bair (20 minutes)**
 - Individual retirement account (IRA) qualified distributions
 - In-person donation events
 - Building donor relationships - it will be beneficial for the board to get involved with in person communication with business outreach.
 - Donor relationships
 - Business outreach
 - Tyson Stanger presented workgroup presentation for ideas for business outreach.

- **Nominating Committee - Jamie Bair (10 minutes)**
 - Katie Zipman is now a board member!
 - Recruitment. Just one open position with appointment of Katie to board.
 - Training and development catch-up
 - Nominating Committee annual calendar planning
 - Building a calendar for nominating committee.

- **Engineering Committee - Alex (5 minutes)**
 - Phones
 - Cd players not yet back from repairs.
 - Live music mixing opportunities.

- **Program Advisory Committee - Jamie Bair (5 minutes)**
 - No December meeting

- **Governance and Policy Committee - Jill Blanchard (5 minutes)**
 - Public participation policy to be posted on kboo.fm
 - Next up:
 - Conflict of Interest policy
 - Conflict Resolution policy
 - Operating plan goals update

- **Facilities Workgroup**
 - Station safety evaluation.
 - Discussed previously
 - Station safety trainings
 - Lighting consultation
 - Another cleaning needs to be scheduled.
 - Sewer work
 - Ongoing
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ADMINISTRATIVE

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OTHER

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ANNOUNCEMENTS

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CLOSED SESSION (5 - 10 minutes)

- Staff Appreciation
 - Thank you and announcement.
 - Mike read the draft letter to staff.

NEXT BOARD MEETING

- Monday, 1/26/2026
- 6pm
- In station + Zoom

ADJOURN

Meagan Votes to adjourn meeting
Ona Seconds