

## August 22, 2016 KBOO Board Meeting Minutes

1. Welcome KBOO members and visitors - NONE
2. Read House Rules and Meeting Guidelines – DONE!
3. Introductions (2 min),
  - a. Board Members Attending: Gil, Delphine, Patrick, Sekoynia, Michael Wells
  - b. Board Members Absent: Kipp (excused), Melissa (excused), Jen (excused), Michael O'Rourke
4. Opening Public Comments (10 min) NONE!
5. Minutes Approval – July 2016 (10 min) No Quorum
6. Discussion and approval of agenda (5 min) AGREED
7. Station Manager's Report - Monica (15 minutes) 3<sup>rd</sup> best non-profit in Oregon from WW. We got \$110 000 from CPB which is great but comes with a lot of compliance issues. For example we must publish ahead of time the time and date and agenda of all committee meetings and minutes afterwards, or having a Community Advisory Board. There will be a compliance committee to help with these. There is a new OR law that will change our staff from salary to hourly. We are looking at who is in the building because more and more youth are in the building so we want to make sure we are able to track who is in the building at any time. Anti-oppression trainings are going on. The drive is going on in September (9-24) and it is time when lots of micro-aggression happens. As board members help interrupt if you can. Lots of events coming up! Events at the Clinton Theater are bringing more and more money.
8. KBOO staff person discussing what their job really entails – (10 mins) Monica is Station Manager is to deal with what comes up, hiring, supervision, strategic plan and budget, finance committee, SPSWG help lead the strategic plan. Lots of coordination.
10. Board Liaison Committee Reports (30 min)
  - a. Finance Committee:

Here are the recommendations for the Board, voted on at the Finance Committee in the last two meetings

**1. The committee passed a motion recommending the Board move an additional \$5000 for Operating Reserve accounts to the Operating budget to cover August shortfall.**

**No Quorum so Executive Committee met to agree on passing this motion: Sekoynia Wright and Michael Wells go into Executive Committee in session:**

**“KBOO approve borrowing \$45 000 from operating reserves to cover current expenses and provide fund until Fall Pledge Drive cash comes in. KBOO will restore operating reserves to cover 3 months operations or %25 of FY 2017 budget, by November 30, 2016.”**

**1 yes, 1 abstention, motion carries**

**Executive Committee comes out of session.**

**Some of the members present at this meeting felt uncomfortable with having to make this decision. Some felt we are learning together and we need to be better at preventing when our cash flow will dip. Monica believes it is not bad management to borrow from our reserve.**

2. The committee has reviewed the yearly CPA financial review and recommends the Board accept it and approve the 990 presented.

3. The committee recommends a change in the language of KBOO Policy #55-"check signing and Limit"

Item 2 in Policy#55 reads currently:

"Spending on items over \$1000 must be approved by the Board of Directors"

the finance committee recommends a change to the language as follows:

"Spending on items over \$3000 must be approved by the Board of Directors"

This would bring Policy #55 into agreement with changes made to Policy #39, "Spending Authority Outside Budget", which was approved by the Board in December 2015.

b. Governance Committee: Did not meet

c. Nominating Committee:

- Questions for on-air candidate forum:

1. What is it that you love about radio?

2. What has been your involvement with KBOO?

3. What would you like to see KBOO do to be more engaged with the community?

4. How much time are you willing to put into the board? And into KBOO as a volunteer? We ask each board member to dedicate 12-15 hours per month to KBOO board business. Other than attending regular board functions, what do you see yourself contributing during your KBOO time allotment?

- Planning of membership meeting next steps:

- On-air candidate forum: Sekoynia has organized with Lisa candidate forums for September 7-9. Each candidate will have 7 minutes to answer a set of questions.
- Food potluck: Jen and Mel
- League of Women's voters is in. Sekoynia will supervise at the annual meeting
- Band: Kipp will be contact
- Ballot: League of Women voters
- Jen will do the address if Lesly can't.
- Speaker: Delphine will coordinate

- Board recruitment process:

- Discuss how to replace Timothy and Gil's seats: 2 year terms. "We have had some unexpected board openings we are trying to fill by board appointment..." We will use the process to fill candidates we used in the past. Delphine will post opening on the website. Candidates will be invited to submit a 500 word statement and an application with self-evaluation by the deadline of September 15. Candidates will be invited to the September board meeting to make a 3 minute statement. Board members will vote at the September meeting.

- Questions for board candidates

- Why do you like our KBOO community?

- We ask each board member to dedicate 12-15 hours per month to KBOO board business. Other than attending regular board functions, what do you see yourself contributing during your KBOO time allotment?

- What is your experience problem solve tough issues with a group individuals that have diverse opinions?

d. Program Committee:

- evaluations: peer evaluator job description
- feedback form: question development and where and how to create the form
- Community Advisory Board and what it would take to create one for CPB. It would be great to have a SPSWG person to sit on the CAB.
- e. Personnel Committee: No liaison
- f. Development Committee: Major donor asks is going to happen soon, looking into applying for Murdock grant for equipment.
- g. Executive Committee: did not meet
- h. Events work group: United We Stand Up is comedy show coming up. The book and Record sale went really well at Cider Riot.
- i. Engineering committee: Barbeque at the transistor tower next Thursday! Three year engineering plan budget development
- j. SPSWG: a brochure is being created to share with our membership

## 10. Agenda items

- Elect officers: President and Vice President- No quorum
- Work on Board Retreat (20 minutes)

What to cover:

- Read the House Rule and meeting guidelines
- Ice breaker, team building
- Volunteer Orientation and anti-oppression: 30 minutes
- intro to KBOO board
- facilitation + note taking 101
- Closing

Find out budget for board retreat.

- How long? 4 hours
- When? A week end in October

Where? Sekoyia has a spot and is looking for it.

Who? All board members

- The members present at this meeting request up-to-date reports and final report from the Union negotiating team.

11. Closing Public Comments (10 min)

Meeting Adjourned: 8:50