

KBOO Board July Minutes

(Draft/Not Yet Approved By Board)

July 24, 2017

1. Welcome KBOO members and visitors
2. Read House Rules and Meeting Guidelines
3. Introductions
 - a. Board member present: Kipp, Sekoynia, Shaheed, John, Katmeow, and Emma.
 - b. Board members absent: Adam; T-Sixx, Melissa (**joined later by phone for vote **see below****), Rose, Natasha
4. Opening Public Comments: None
5. June Minutes Approval: n/a
6. Discussion and approval of agenda: approved
7. Station Manager's Report : (Delphine C.) : **Admin:**
 - March 1, 2018 is the last date that all noncommercial radio stations must transition to the FCC-hosted online public file; Zale has to go through the process of logging in and officially setting up our position on the FCC repository
 - Zale informs us that she will file a change of ownership report, and then we have to file an ownership report (due every 2 years)
 - Zale will create an annual EEO (Equal Employment Opportunity) report for staff who work 30+ hours per week
 - All background check forms from staff have been submitted; At recent personnel committee meeting, it was proposed that Contractors and Paid Interns will also be required to have background checks
 - The Personnel/Governance Committee has been working on a Grievance Policy, which is nearing final draft completion; Updated docs will be submitted at the next Board Meeting in August

Archiving:

- KBOO is hiring a short term Archival Asset Manager to take the lead on digitizing our analog archive assets in preparation for our 50th anniversary! The deadline for applications was Thursday, July 20th. We received \$10000 from Miller to go towards the exhibit preparations.
- We also applied for a grant from Spirit Mountain foundation to get a Native youth archiving intern to help digitize all Native content on tapes and cds.

Web/IT/Tech:

- Jenka sent out a notification about KQED and their network security being compromised by a USB stick; Jenka will talk about this at next staff meeting; KBOO currently uses Symantec software for our internet/network/computer security, but Abe thinks we should use Microsoft security

- Jenka has submitted Non-Budgeted Expense form to request funds for Mike Johnson to install a telephone in Production Room 3; The work is estimated to cost \$400-\$600; Budget will be confirmed this week
- Jenka drove the FuzzyBoo van in the parade at Clinton/Division Street Fair over the weekend; The outside speakers kept cutting out, and created an awkward situation for our Community Radio van having audio problems; Jenka would like to buy new speakers, but also wants to get feedback from staff how we can use FuzzyBoo for outreach when it is financially difficult to maintain it

Volunteers:

- Ani is in the final stages of Volgistics arrangements, and has already begun introducing the new platform to volunteers, asking folks to sign in to their account and set up their profiles; In addition to signing volunteers up for trainings, evaluations, and various station roles, Ani plans to use Volgistics to recruit volunteers for future events; Next event KBOO will be involved with is Pickathon beginning August 4th
- Ani is working on coordinating KBOO's annual Book & Record Sale, to be held at Cider Riot on August 19th
- Other events coming up are the Albina Jazz Festival (August 12th) and the Grateful Dead Bloom Festival (August 26th)
- We need to continue monitoring and training front desk volunteers; We are currently utilizing a logbook to record and refer to important information

Engineering:

- We are happy to report that our new Station Transmitter Link is officially up and working! The engineering team have been working on setting it up for several weeks now, and just confirmed on Friday that we are ready to switch over to our new Big Pipe!
- We received many comments from KBOO staff, volunteers, and listeners that this year's live broadcast of the Waterfront Blues Festival was really high quality, and many folks said it was the best they ever heard; the engineering team spent many days preparing for the remote, and we have Larry Holtz of All Classical radio to thank for lending us equipment which made our broadcast such a success; Tommy will be putting together a public announcement to share about this achievement

Programming:

- James Sneed is new production intern. CPB funded. Working on several podcast and show ideas as well as uploading some of our content to national platforms
- Membership drive planning
- Erin will be on sabbatical from Aug 6-Nov 6- Jenna Yokoyama will be subbing for her 30 hours. Del will help with youth collective and scheduling trainings.
- Evaluations have started. Take the training and become an evaluator!
- Zelos went to NFCB conference.
- We welcomed Intersection Radio and Sarika Metha back to KBOO!

Development:

- 50th anniversary fundraising is going well. So far we have raised \$40K through major donor asks and we have \$30 000 received.
- Major Donor Parties- Cancelled. We are rethinking!
- Oregon Cultural Trust grant pending + Miller Foundation gave us \$10000 towards archiving (hiring an Archival Asset Manager for short term help with exhibit)

- We applied for Give!Guide
- We got accepted into the Pacific Northwest combined federal campaign: federal employee donations to kboo can be matched from sept 1 to december 15.
- Planning for silent drive prizes.
- Looking for business matches for fall drive
- Fuzzyboo and outreach has begun; We are doing the Fuzzyboo selfie contest again this year!... Starting this weekend, people can take a selfie with the Fuzzyboo, spotting the van anywhere around town (check our social media for clues!) and posting a picture on Facebook, Instagram or Twitter with the hashtag #fuzzyboo. We are still working on the prizes, but probably MusicFestNW tickets will be included. Sun still has to confirm that.

Membership:

- Membership drive planning: countdown calendar!
- Fall drive dates are Sept 15-28
- Database entry intern is Michelle. She is prioritizing removing duplicates. Her position is funded up to \$2500 so far.
- Our database needs some serious clean up. An intern help will not do the trick!
- Calling all folks who pledged in spring and have not yet paid is revealing harder than you would think because of the state of our database.

Finance:

- Mac has created a Budget Timeline for preparing for Fiscal Year 2018; Mac is creating templates for each department, so that budgets will be completed in a timely manner, so that final draft of budget will be presented to Board; First draft to present to board will be ready by July 25th; Final draft to present for board approval is scheduled for August 28th
- We are going to implement an asset depreciation schedule in our FY 2018 budget
- We will pursue exercise of capital budgeting
- Mac thinks that Alex will have to create a new, separate system for staff to track comp time, since the retroactive comp time added to ADP may cause overflow when new comp time hours are added in
- Mac would like to know if we can do a Finance 101. Let's wait until new board members join in September and October

Underwriting:

- Lots of renewal coming in!
- New trades! The People's food co-op will donate \$500 gift card for us to buy food for volunteer trainings.
- Exploring possible underwriting in our translator communities in Corvallis and Hood River.

Station Manager's Notes:

- Working on a staff retreat for July 27 to review operating team functioning, review staffing priorities and develop new strategic activities based on our strategic goals and objectives
- Development planning day
- Budget development
- Gil's transition

Beloved Community:

- Beloved community 101 workshop. Please join the next on on Sunday July 23 Noon-3pm, or Beloved Community for POC is August 5 from 3-6pm
- Anti-oppression study and action group, took a break in August and will be meeting in September to discuss the film “Through Deaf Eyes”
- NEW GROUP: Beloved Community Self Assessment group. We need a Board member to join this group please!

50th Anniversary:

- 50th anniversary events planning
- OHS Exhibit: making progress on exhibit display creation. We are hiring a Archival Asset Manager)
- Squarespace website being demo'd
- Major donor fundraising

Tasks that need to be done:

- Assist with 50th anniversary planning
- Enter “thank you note” contact note in DPO
- Send Thank you! To donor who give \$250 or more
- Do research on database options and apply for service project grants
- PAC needs revamp, more members and board presence

8.

9. KBOO staff person description: Staff member report (Derrick Crooks): spoke about taking Kathleen Stephens work as A.M. public affairs ...Derrick came from the corporate background of media and has made the change to do something (perception was much different before actually becoming a staff member)...and Derrick says that he’s disappointed about the lack of volunteership and would like to see more representation of more voices and has found it hard to get more people involved in the space that are available in the mornings to make radio/news. Has had to step in at last minute to do fill-ins when volunteers producers are not available; has had to help those who are not familiar with audio editing; answers a lot of critique from KBOO listeners; has supervised interns; has been tracking for quarterly reports for FCC compliances

. Board Liaison Committee Reports

a. Finance Committee: (Emma)...most important thing to know that MacRay (finance) projects that there may may

be a need to take from the operating reserves 55,000.00; funds that come in are restricted and cannot be used; thinking about opening other bank accounts to manage.

b. Governance Committee: (John)...updated language around background checks to include regular and contracted employees and paid interns, and a motion will be brought to the board for vote. **Board voted FOR the updated language around background checks; motion passes.** Next committee meeting will continue to work on grievance processes.

c. Nominating Committee: (Katmeow)...working on getting a good group of people to do ballot counting; so far 3 (possibly 4) candidates have applied for four upcoming board seats; the theme for the **annual meeting will be about the youth at Clinton Street Theater.** Possibly change the Annual meeting to **September 30, 2017 (to not conflict with Michael Wells memorial)**...or maybe keep the **September 10** date and just change the time for that date (**to not conflict with Michael Wells memorial**).

d. Program Committee:...still needs a revamp and support; Zelos (news/p.m.) is working to get more local programming for the 7p.m. slot

e. Personnel Committee:

f. Development Committee:...planning to make this committee a 'work-group' or possibly for Becky (Development director) and Del (station manager) just meet together for grant applying strategies.

g. Executive Committee: (**see under agenda item**)

h. Events Squad: (Kipp)...events have interns to help with the planning and execution of events mainly for the KBOO 50th celebration.

i. Engineering committee: (no liaison)

10. Agenda items:

a. Temp co-station manager position....(Kipp)...met with co-station managers and to discuss Gil Cardon's resignation; Michael Crenshaw is interested in working again as a temporary co-station manager; will create an interview/hiring committee (**Kipp, Sekoynia, Emma, and John**).

b. Michael Wells memorial: Del and Becky met with Michael Wells daughters about naming the newly production room 3 after Michael Wells; adding a celebration for Michael Wells as part of the KBOO 50th anniversary

c. Election...(see the nomination committee above)

d. P.O.C.C....People Of Color Caucus Recommendations 2007: Del presented this list of recommendations to use as a KBOO board mandate; to use for organizing KBOO committees work and to help with culture change

e. KMUZ...: out of Turner, OR; leases KBOO's transmitter and applied to the FCC to create a broader reach for their audience and to still use KBOO's transmitter and approved by KBOO's board president Kipp.

11. Closing Public Comments: none

13. Closed Session @9:38p.m.

14. Back open @9:54p.m.

15 Board meeting adjourned @9:55p.m.