

KBOO Board Meeting
Monday August 28th, 2017
6:02PM

Present:

Kipp, Mic Katmeow, TSixx,
Shaheed, Mel, Sekoynia MacRae Zale, John(arrived later)

Absent:

Adam, Emma, Natasha, Rose

Read Community/Meeting Guidelines

Could not approve July Minutes because there was not quorum

Agenda

- a. Annual Meeting-nominating committee liaison will cover
- b. Grievance –governance will cover
- c. Board retreat
- c. Finance advisor
- d. Strategic plan
- f. Gil Exit interview-Closed session

Station Manager Report

Admin

- Archiving
- Old programs and posters being scanned to be used for the OHM exhibit
- Applying for the Collins Grant for archiving position
- Abe lost his job so tech team needs a new IT person.

Volunteers:

- We are using Volgistics talk to Ani to sign up
- 4700-5,000 at the book and record sale
- Trainings for programmers and for front desk

Engineering

- Albina Jazz Fest went well/Grateful Dead event upcoming fund raiser at White Eagle.
- Remote of the pick-athon

Programming

- Erin on sabbatical Jenna taking over while she is away
- Evaluators needed/evals of programs have begun
- Hon Ann is taking a break from Voices from the edge while she runs for commissioner
- News and PA Day During Srive Sept 22

Development

- Becky on vacation
- 50th anniversary fundraising is goin' well \$40K

- OCT gave \$30,000 and miller Foundation \$10000
- Give Guide and federal campaign
- Looking for business and individual donor match
- Sweepstakes letter “silent drive”

Membership

- 19 days away
- fall drive dates sept15-28
- food donations going well(thank you John)
- supervisor training –board members should help
- Pamela on leave Matthew is workin’ 15 hours to support member ship

Finance

- Draft budget to finance committee in August/final draft to present to board for approval scheduled for September
- Hard decisions to make with budget
- New Credit Card/update to all accounts KBOO uses card to pay for

Underwriting

- Lots of renewal coming in
- New contracts too!
- Exploring more trade for supplies we need at the station Example: paper

Station Manager’s Notes:

- Mic started and Gil transition out Smooth transition
- Tasked divided similarly except Del Supersized Mac and Mic, Zelos
- Strategic Planning half Day with staff well more to come after the drive.
- Budget Development
- Lots of personnel issues to deal with therefore slowing sown what work can be done
- Del will have limited availability this week until Labor Day
- Mic will be gone a few days Sept 24-26
- Mix may have artists residencies happening on some weekdays

Beloved Community

- Anti oppression study and action group.
- New Group Beloved Self Assessment

50th Anniversary

Events Planning

OHS exhibit display creations

Pamela –from membership was Absent so there was no staff check in.

a. Finance

Month of July

Actual variance is \$23,945.20 meaning we are ahead by this much

Total Expenses was under budget \$1,497.58

YEAR TO DATE: overspent

Over budget on:

- Salaries form overlapping positions
- Fringe benefits
- Selena's benefits-will probably be paid back retroactively which may fix the overspending
- 5,000+ over budget for credit card processing, b/c KBOO changed from authorize.net being the gateway and Swipe being the transaction processor b/c donor perfect let us know that system was not PCI compliant.
- As of now donor perfect is the gateway and mercury is the processor
 - MacRea is going to post on the KBOO website that she needs help to research credit card processing systems to get this taken care of
 - MIC will also reach out for help
- Over budget on Web Development –Jenka was looking at a diff budget then MacRea while planning, because of confusion via Google drive docs.
- Local telephone over budget by \$2060 unknown why

YTD budget at -44,613.88 thousand but we are ahead 52,197.61

Net operating is 22,197.61 ahead of budget

\$30,000 has been transferred back to borrowed monies from operating reserves account

MEL:

Budget for next year is a deficit budget because Operating gets more costly each year and because KBOO will not have the Myer grant money to bank on.

Where can we cut spending?

Jenka sent out an email, even with these cuts we would still end year in a negative'

- Equipment like time line
- Website stream budget
- Cutting conference travel budget,
- \$5,000 weekend DJ on call
- IT budget in half
- Looking at cutting a staff position (41K)
- Reducing 3 hours per staff member would give about (31K)

Much funding next year is going to 50th anniversary and is earmarked for that because of promise to donors

- It looks like a staff position or two need to be cut or hours cut.

Aug 29th there will be a staff meeting to see what folks can collaborate on what we needs to be cut

b. Governance/Personnel

Minutes sent out to board by John

-There was an issue brought up about exit interviews for leaving board members
-Lookin' into see if there is a way the personnel committee can support with staff Evaluations? i.e. Paper shuffling, coming up with criteria, timelines, logistics.

Conflict resolution Updated and collaborated on with members/staff and board

It has been sent to board for a vote.

Voted to adopt the new conflict Resolution policy

7 yes

0 no

New conflict Resolution policy adopted with the knowledge that as a latter date the board is able to aments.

c. Nominating

KatMeow will ask Adam to send the notes out from the last meeting.

Met to plan election party

Set a schedule 10:30-1:30

Have a duo of non-KBOO member ballot counters Kym and Vicki

Saved much money this year on space Clinton letting us use space for free, Spending \$1,250 less than last year on ballot counting/official judge, and food is all donated!

Katmeow is adding a second counter to ballot counter and changing MOU to reflect that and then Mel(treasure) will sign.

d. Hiring committee

(members: Emma/Sekoynia Sam Perrish, Kipp, Ian and Becky)

Meeting and revising interview questions for Station Manager

Looking to end applications by November 1st to transition the selected person by January because Mic has other obligations such as residencies he is working on.

e. Programming

Welcome back TSixx

Beginning evaluations for programs

Revamping more members of the board

Concerns brought up about reviving the committee to produce better content.

f. Engineering

Not present

g. Events

Did not meet because it was eclipsed!

h. SPSWIG

Did not meet

Agenda:

Looking to Schedule a board retreat for first week in October

Sequoia looking at the same space that we met at last year.

This year it should be mandatory.

Waiting until after election.

Finance Advisor looking into that (Mel)

Sticking to strategic plan to gain more opportunities to grants and other funding.

Reviewing strategic plan for the board retreat

Perhaps asking staff if they would like to extend the strategic plan for 5 years vs the two original.

Closed session at 8:35

Open Session:

Called Emma via phone to see if they can help us gain quorum.

Emma reached and agreed to vote.

Making a motion to vote on expenditure up to \$2000 for legal fees for KBOO

Passes motion 7 yes

0 no

Closed Session:8:53PM

Open Session: 8:55

Adjourn:8:56