

KBOO Board Meeting

October 23rd, 2017

Kipp opened meeting at 6:08.

Board Members Present: Kipp, Sekoynia, Emma, John, Shaheed, Tsixx, Inga (phone for vote)

Board Members Absent: Adam, Ruban, Katmeow

Guests Present: Gene Bradley (50th anniversary), Eric Marr (50th anniversary), Ariel Myles-Hernandez

Staff Present: Mic, Zale, MacRae

Email correspondence:

Rose resigned from the board October 16, 2017.

Del resigned from her position at station co-manager October 20, 2017. Del stated that she will stay until a new station manager is hired.

Opening Public Comments: None

Station Manager Report: Mic presented. (Written report attached)

Mic highlighted the difficulty of managing HR and conflict issues and stated that these issues will remain with a new manager. He said some difficulties are people-centered and some are systemic. Mic looking forward to end of interim because of this. He said he has needed clarity around confidentiality, liability, and process. He added that money has been helpful to hire the lawyers to deal with claims from employees and more may be needed.

Station Manager Report - October 2017 Highlights
Mic's Email: mic@kboo.fm || Del's Email: del@kboo.fm

Admin:

- KMUZ translator sale. The board will need to vote tonight on approving or not the sale of KMUZ translator.

Archiving:

- Making progress on scanning our program guides and other visual assets for exhibit.
- We have a few tapes out being digitized with money left over from Spirit Mountain.

Web/IT/Tech:

- Hiring of new IT person. Deadline to apply is Nov. 15. Please share the word!
<https://kboo.fm/blog/61165>
- New server was donated by Intell thanks to volunteer Robert!
- We returned equipment to All Classical and thanked them for letting us borrow it!

Volunteers:

- Drive went well with volunteer support
- Support conflict resolutions
- Ani will be out a couple of weeks in November and Jenna will be supporting with volunteer needs for the drive.

Engineering:

- Help with Installing new phones in October
- Mike Johnson will help with phone installation as well

Programming:

- Drive specials were a success: news and pa day and grateful dead remote.
- Evaluations are on going and we need your help. Please become a show evaluator!
- The newsroom is supporting new investigative series on tracking hate crimes, police accountability, sex trafficking and more
- Program Op team has been discussing some problematic show and producer names with producers themselves. This is part of an on going effort to meet and mission, vision and programming charter.
- Erin will be back Nov. 7

Development:

- Developing annual report which will be a calendar with events about kboo's history and events planned for next year.
- Grant reporting and writing. We are working on a Juan Trust grant for the youth collective and a capacity grant from the Oregon Community Foundation. We also hope to get some grant writing support for a few bigger grants like NEH and Recordings at risks which will support with our equipment and archiving needs.
- 50th anniversary fundraising! We continue to send letters and schedule house meetings with donors. This months we raised \$3000 with visits! We are also working on a mailing asking all our supporters to donate \$50 for KBOO's 50th!
- Winter drive planning: we are looking for matches and more raffle prizes for the drive. Do you have friends who own businesses who could donate a \$200 certificate to KBOO? Let Del or Becky know!
- Planning our end of year campaign with give guide and combined federal campaign

Membership:

- We debriefed the fall drive. The drive went well! We raised: \$
- What was new: daily raffle, pitch producing, countdown calendar in the hallway
- Data entry is done for fall drive and we are sending Thank You Gifts now
- Planning for Winter drive: Tuesday Nov 28- Monday, Dec. 4. The focus will be on our 50th celebrations next year and promoting the OHS exhibit.
- What will be new? We will have some new KBOO shirts and hoodies as well as beanies!

Finance:

- Finalized 2018 budget. The board will need to approve the budget tonight!
- Wrapping up FY 2017 financials
- Creating report of finances for annual report
- Reconciliation of Quick Books and Donor Perfect

Underwriting:

- Going well. There are times with lots of new contracts and slow weeks.
- We ended the year behind \$20k in underwriting so we are developing a stronger strategy to meet our goal next year. Keep in mind there was a change in director of underwriting this year.

Station Manager's Notes:

- HR and Personnel issues continue to be most of our workload.
- We make some progress. Due to current ongoing issues, it seems that more money for legal advice would be helpful.
- We have provided some confidential highlights to the SM Support Team to share with you further
- Bargaining wrapped up on Sunday. Sekoynia can give an update about what we bargained. Thank you Sekoynia and Emma for the support with this!

Beloved Community:

- Change in BC 101 workshop coming up
- Quarterly training for board and staff will be coming up soon
- You have until the end of the month to take the survey on the Beloved Community Charter: www.kboo.fm/belovedcommunitysurvey

50th Anniversary:

- Our planning around the exhibit and catalogue was not as strong and advanced as we thought with Erin on sabbatical. We organized a work party to dig into KBOO's past so we can have a strong narrative for our exhibit and catalogue. If you have time to help look at program guides and pull out important KBOO facts, please reach out to Becky! By the end of October we have a meeting with the OHS about our exhibit content.

Tasks that need to be done:

- Assist with 50th anniversary planning and fundraising!
- Research membership database options and clean-up.
- Help us deep clean the station: Once a quarter the staff try to organize a deep clean day to clean different areas of the station. Please help management organize these cleaning days! We have a form and list. Your role will be choosing a date, assigning tasks and making sure supplies are available.

KBOO Staff Description: Administrative Assistant, Zale reported about her job. She has had this position for ten years. She stressed the importance of a “stable” board, meaning one whose members do not change often. Every time the board changes composition by 50% the FCC needs to approve. She also clarified that to have a quorum we need 7 board members (half of the number of board positions plus one). We have ten board members currently. There

was discussion about the importance of a quorum and a full slate of board members (even if it means appointing previous board members for a short term).

50th Anniversary Committee Report: Gene Bradley reported. More than \$50,000 pledged and \$30,000 grant from Oregon Humanities Foundation. Needs \$150,000 to fund projects including a capital fund for the station for equipment, etc. and operating reserves. 50th anniversary can open the door and introduce people to KBOO. Gene is filled with optimism and excitement about this project.

Finance Committee: MacRae reported on the budget (see below). She provided a summary of items.

Staff is asking for a one time 4% bonus rather than a 4% COLA.
Total = \$17,736.14 This would be dependent on sale of KMUZ translator.

FY 2018 Budget Summary:

Holiday and Winter Drives: Goal \$80,500 for both.

Dates: Holiday Drive 11/28/2017-12/4/2017.

Dates: Winter Drive 2/8/2018-2/10/2018.

Spring Drive: Goal \$105,000. Dates: 4/19/2017-5/2/2017

CPB (Corporation for Public Broadcasting): Expected total revenue of \$102,136.

(MacRae's Report)

FY 2018 Budget Narrative

The budget has been a long process but I feel that everyone's voice was heard and that all of the staff were able to get most of their needs included in this budget. We started with a deficit budget so staff and I worked very hard for months figuring out ways to raise revenues and finding ways to cut expenses. We were able to raise a few revenue line items and we cut a couple of programs such as the weekend on-call budget which we are phasing out this year and the team lead budget. Last week we were also informed that KMUZ was seeking to purchase the translator that they rent from us for \$3,222 per year. They offered us \$18,000 and we have added this to the other income line item in the budget. This last minute addition has put us at a surplus budget of \$19,558.00.

Staff are asking that we add a 4% bonus to the budget next year for all existing staff which would cost the organization a one-time amount of \$17,736.14 including payroll taxes. Staff was originally asking for a 4% COLA increase but we decided that we need to raise existing revenues in order to sustain that increase to the budget. The 4% bonus would take up most of the surplus. Management agreed to the bonus contingent on the sale of the translator. It is my understanding that the translators were purchased so that like-minded people could start their own radio stations and then later purchase the translator. So with no further ado, this is your FY 2018 budget summary:

Revenue

Matching Narrative: In 2018, we anticipate an increase in this line item due to inclusion in The Standard Volunteer Fair and the Combined Federal Campaign (CFC).

Fall Drive: We are testing a new mail strategy for direct mail, where a mail-based "silent drive" will replace the fall drive sweepstakes. We are looking to move that sweepstakes goal to the direct mail line item. The drive dates will be 9/6-9/22/2018 and our budget goal is \$90,000.

Winter Drive –Our budget goal is \$80,500. This coming year we are switching drive schedules and having a 8 day drive in December and the dates will be 11/28-12/4/2017. Then we will have a 3 day drive in February and the dates will be 2/8-3/10/2018.

Spring Drive – Our budget goal is \$105,000. The drive dates will be 4/19-5/2/2018 with a public goal of \$116,667.

CPB - I spoke to Andrew at CPB and we can assume that we will receive a 57,000 base incentive, plus 5.6% of our NFFS 45,136 for a total of 102,136.

Expense Highlights

A team of 2 board members, 2 staff members, 1 station manager, myself and a volunteer got together on a Sunday and cut expenses to come up with a surplus budget. After that meeting we learned of the sale of the translator, that we are receiving 3% per month interest on the balance of the sale of seaside and the fact that we ended the fall drive with more cash than expected. We were able to add some of the expenses back to the budget. The ones that we were not able to add back were team leads, on-call weekend contractors, the web contractor II and the premium budget. We reduced premiums from \$12,000 a year to \$7,000 a year.

Other Highlights

Salaries – The salaries and payroll taxes this year will include 5 part-time, non-exempt employees; 2 part-time exempt station managers; 6 full time, exempt salaried employees and 1 non-exempt salaried employee for a total of 14 employees. The total salaries also includes 125 hours for a temp employee to sub while the engineer is on sabbatical and 160 hours for a temp employee to sub while the news director is on medical leave. We have also included \$500 for over time which is \$2,500 less than the prior year.

Fringe Benefits – Fringe benefits have gone up this year due to Kaiser premiums going from \$470 a month to \$508 per month per employee. We proposed an idea of going from a Platinum plan to a Gold plan but the proposal was not accepted in bargaining.

Contract labor - Abe updated his contract for reduced hours, and will plan to come to the station about 8-9 hours each month, which will cost KBOO about \$750/month. This is down from \$1500 a month last year. Abe is no longer with us but we are currently advertising for a new contract IT person.

Some of the new line items we added to our budget this coming year are In-kind Donations for tracking Google adwords, professional services, equipment, etc. Tracking in-kind donations allows our revenue to be higher and in turn gives us a higher percentage of CPB as well as being a great tool for soliciting further grants. We also added a line item for the fuzzy boo in order to accurately track the expenses of insurance, gas and repairs.

If you would like further details of the budget, please ask MacRae for access to our line by line detailed budget on the Google share drive. I will give you read access but not write access.

Thank you.

ACTION TAKEN:

Inga joined by phone for voting on officers. The board approved the following slate:

President: Sekoynia

Vice-President: Tsixx

Secretary: John
Treasurer: Emma

The board approved the Executive Committee to be Sekoynia, Emma, and TSixx.

These actions are effective immediately.

Station Manager Hiring Committee: Due to resignation of Del, the search will now be for a full-time station manager. Deadline is November 1st. Hiring goal is January.

Closing Public Comment: Ariel Myles-Hernandez commented on board process.

Board went into closed session at 8:53 for personnel reasons.

Closed session ended at 9:20.

Since there was no quorum, except for the brief time Inga was on the phone so the board could approve officers and executive committee, two items were unfinished: the sale of KМУZ translator and the approval of the budget. The executive committee (Sekoynia, Emma, and Tsixx) will address those issues as an executive committee. Also, since there was no quorum, the September board minutes were not approved.

Board retreat, Saturday, November 4th from 12:30 – 6 pm.

Next board meeting, Monday, November 27th at 6 pm (Fourth Monday)

Meeting Adjourned at 9:21 pm

Respectfully Submitted,
John Shuck

Meeting of Executive Committee
October 24, 2017, 9:36 pm (via email)

Present: Sekoynia, Emma, Tsixx

ACTION TAKEN

The executive committee on behalf of the KBOO Foundation Board approved the following:

- 1) Approval of sale of Salem translator to KМУZ for \$18,000.
- 2) Approval of 2018 budget as presented by MacRae.

Respectfully Submitted,
John Shuck