

KBOO Board Of Directors: Meeting Minutes

Monday July 23rd 2018

6:0

0 p.m.-7:38 p.m.

Facilitator: Ruban

Note Taker: ada

Board Members i

n Attendance: Ruban, Delphine, adam, Zale, John, Danielle, Shaheed

Guests: Celeste, Reuben

1. Welcome KBOO members and visitors: Welcomes established.
2. Read House Rules and Meeting Guidelines: Rules and guidelines read
3. Introductions: Introductions made!
 - a. Board members present: Danielle,

Shaheed, Reuben, John

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adam

- b. Board members absent: KatMeow, Sekoynia, Kipp
4. Opening Public Comments: No comments made.
5. Minutes Approval (June 2018): June 2018 Minutes Approved
6. Agenda Approval: Agenda approved
- *7. Station Manager's Report (most important highlights presented) 10mins: See below for Report**
- ~~8. KBOO staff person job description/check in (needs suggestion) 10 mins~~
9. Board Liaison Committee Reports (30 min) 5 minutes allocated per item
 - a. Finance Committee- Eugene Bradley is on finance committee and putting together a more formal and up to date report to explain what

are some basic highlights. Major budget review in late April. 71,000 deficit which is considerably large and key items were underwriting not performing as well, winter pledge drive, unanticipated legal expenses. Steve Engle requested budget to help relived the deficit and the debt could be another 10,000 before. Operating expenses are good but were not pulling in enough revenues. Several other streams shh as underwriting, matching co-funds and co-sponsorships. We need more underwriting for pledge drives and legal expenses have accumulated. Water pledge was supposed to be 85,000, legal expenses at 18,000. Unsolicited: 23,000 out of 30,000, Direct Mail:12,000 out of Major Donations:16,000 out of 20,000, Events: 5,000 out of 10,000.

b. Personnel/Governance Committee- Move on

c. Nominating Committee & Events (adam)- Block party- Be there early if you can, Annual General Meeting Event at Clinton Street Theater Sunday September 30th and Adam will get back on general time. Event will barely cost anything as space is donated via underwriting and food should largely be free (potluck style) and donations. Grassroots Radio Conference- National conference taking place in Portland this year being hosted by KBOO which is kind of a big deal.

d. Program Committee- Move on as no reports were made.

e. Development Committee- No major points. Main focus is on having regular meetings with Del to find out what are the day to day basics and provide support on difficult issues.

f. Executive Committee/ Station Manager Support Team (SMST) report

g. Events Squad-

See nominating committee notes above.

h. Engineering Committee-

No report.

i. Strategic Planning Support Work Group

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No report.

j. Community Advisory Board

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No report.

10.

Next Board Meeting- Monday August 27th at KBOO and adam will take care of the food order.

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. Closed Session

***7 Station Manager Report - July 2018 Delphine's**

Email: del@kboo.fm

Admin:

- Before the last board meeting we hosted a board packet orientation session. Please let Zaleknow if you want a binder/paper version. She is organizing a new session. Sign up so you can know about KBOO's important documents!
- Submitted the July quarterly report online
Archiving:

- We have received a \$20 000 grant from Collins to hire an archivist. We hired Marti

Clemmons, who was our asset archive coordinator before. She will now support our audio archive! She started July 16.

Web/IT/Tech:

- Working with interns on social media and the website
- Done recovering all the audio to the website from the hack
- We are working with Gazette consulting on an assessment of our systems to see what we need to prioritize making safer. They are coming to meet with us once a week to assess all of our systems. We have traded underwriting with them!
- Exploring how to make our website in Spanish

- Jenka is on vacation for the next three weeks

Volunteers:

- Fall drive planning is in full gear. Ani is working with Mike to train phone answers. We have 6 programmers meetings scheduled. Del, Erin, Ani and Serena will host the meetings with a focus on fundraising for KBOO.
 - August 11th Block Party planning
 - Remote season is in full gear! Waterfront Blues festival! The cathedral Park Jazz Festival and Pickathon....
 - Volunteer conflict resolution
- #### Engineering/Facilities:

- Live remote season in full gear: the engineer booth was well staffed. Volunteer training and retention has been strong this year in this department.
- HVAC units have been repaired
- Support Gazelle assessment
- Fall drive planning: computers and headsets for phone answers.

Programming:

- 50th Anniversary Special Programming: Black Boo took place in April, May 31st Founders special, in June Women's special, Native special will be in August, then a Queer special, Latinex and Asian Pacific Islander special coming up in the fall.
- Grassroots Radio Conference in Portland in October, organizational meetings are happening. Stay tuned for how you can help! Register to attend now!
- Block party special remote on August 11th
- IRCO interns are filling our news department and library!

- Fall drive planning special programming in full gear!

Development:

- Development committee recruitment
- Donor cultivation is a strong focus now. We have a new membership benefit program.
The coins are being sent as we speak! Bring coin!
- Fundraising for possible recovery funds for the hack. We have written a narrative and budget to ask our most fervent funders for extra support.
- Silent Drive mail being developed
- Fall drive planning support: messaging and graphic design
- Give Guide application is in!
- Long term planning and FY 19 budget development

Membership:

- Fall Drive planning in full swing. We are trying to raise: 97K
- We are changing a few things: computers in the back, headsets for phone answers,
have plan B and C in case we do not raise what we want.
- Food donation planning
- Festival t-shirt sale support
- Continuing to clean the membership office and work on filling.
- Long term planning and FY 19 budget creation

Finance:

- FY 19 budget creation! We are done with the revenue budget. You will get a presentation to night of how much we plan on raising and how we plan on doing it.
- Next we are creating the expense budget. Mac has worked with staff to create the first draft. Del will review and make some decisions along with the finance

committee at the next meeting. Next board meeting you will get the expense budget draft presented to you.

- Change of bank- is in progress

Underwriting:

- Secured 6k of underwriting this month!
- Helped secure some member benefits!
- Develop a business window decal for businesses offering discounts to KBOO members
- Stop by and introduce yourself! underwriting@kboo.org

Station Manager's Notes:

- I signed up for HR answers! We could not sign up for a month by month service so we have the service for one year.
- Marla Davis process to access funds. I am developing an application process. We will also use the money to hire someone to help with applications reviews, be a fiscal helper, and develop an internship for Native youth through Rose City Native Radio in honor of John Talley.
- Working with staff on a year long calendar of events!
- HR and personnel issues continue to take lots of my time
- Matches for the Fall drive
- Sending membership coin with the help of my amazing interns Whitney and Emma!
- **YOU MUST ATTEND A BELOVED COMMUNITY TRAINING! BE A ROLE MODEL! You have 2 MONTHS to do so! The workshops are going to go away in this specific form! Beloved Community: 1) August 18th: 3rd Saturday 1-4pm 2) Workshop for people who benefit from white privilege September 16th: 3rd Sunday 1-4pm 3) Workshop for people who are negatively impacted by racism 4) October 21st: 3rd Sunday 1-4pm Workshop for people who benefit from white privilege 5) November 17th: 3rd Saturday 1-4pm 6) Workshop for people who are negatively impacted by racism 7) December 15th: 3rd 8) Saturday 1-4pm Workshop**

for people who benefit from white privilege
Descriptions:

WORKSHOP FOR FOLKS WHO ARE NEGATIVELY AFFECTED BY RACISM
Come discuss internal and external dynamics, tensions and further movement and change we would like to see amongst people and communities of color inside and outside of KBOO. Let's move towards developing better "outreach" or building a culture in the station where marginalized folks can be centered and celebrated with care and sensitivity.

WORKSHOP FOR PEOPLE WHO BENEFIT FROM WHITE PRIVILEGE
This workshop asks folks to reflect on their positionality and implicit biases; and furthers the conversations into examining microaggressions, station culture, the problematic history of Portland, and our responsibilities in the role of media-makers and an FM radio station team.