

September 27th, 2021

KBOO Foundation Board Agenda

Via Zoom Meeting: <https://zoom.us/j/98436655006>

6:00 PM-8:00 PM

Attendance Board: KatMeow, Brian, Alyssa, Layla, Stephanie, Jessica, Marvin, Laurie

Attendance Community: Eugene, Nicholas, Venu

Notetaker: Alyssa

Stack keeper:

Time keeper:

1 Call to Order/Introduction

- [Review Abbreviated House Rules](#) 5min

2 Approval of Agenda 1min

Motion to approve Jessica
Second Layla

3 Approval of August/July meeting minutes 1min

3.5 Kris Auditor 15min

Audit findings are materially correct, no material weakness or significant deficiencies, audit process was smooth, KBOO took out a PPP loan and met requirements for PPP loan forgiveness, additional grant funds from CPB - \$75,000 from CARES Act, and Collins Foundation - \$40,000, total revenue and support up \$212K from the previous year, memberships are up substantially, received \$100K major gift, expenses are down \$100K due to personnel changes and difficulties operating normally during COVID, COVID is causing uncertainty for foreseeable future (detailed audit information is publicly available)

4 Committee & Station Manager Reports 5min

Station Manager Report

Jenna: Hired new volunteer coordinator (25 hours/week) -Yvette, McRae resigned, last day 9/15, hired Debbie – interim accounting

manager to fill in during open hiring process for finance coordinator, temp underwriting and outreach coordinator position, Phil, ended on 9/10, CBA meetings with the union are continuing, volunteer dept. – still using Logistics but training for Galaxy has started with admin and staff will be next, volunteer coordinator is doing first volunteer orientation on 10/2, chosen theme and overall look of the new website – web design firm Cheeky Monkey, backup servers ordered awhile ago were finally able to be installed and data is secure, Arthur is working on turning production 1 into air room, and updating air room with new panels and paint October 1st – 8th, STL fundraising was successful able to fund initial if not all of it – “Grateful Dead and Friends” raised ~ \$5K, continue to be generally closed to the public but do have a handful of volunteers that are doing their shows in station, continuing work on asbestos abatement, duct repair, HEPA filters – getting quotes, meter being installed for new HVAC rooftop units, quotes to move forward for ADA system on the front door - \$6K - \$8K – anticipate finishing install before the end of the year.

Celeste: We bought 6 new air filters – peace of mind for staff and volunteers being in the station – following state mandates for reducing exposure, moved to QuickBooks online – already paid for itself by saving 8-12 hours of processing time - will make it easier to load and process the budget – 2 factor auth to protect data, began FCC renewal process and filing biennial report around 10/1 – lawyers assisting with this task, station managers planning for community advisory board meeting in mid-October – will satisfy CPB requirements for funding, hiring a contract development director to assist with end of year campaign, we are not part of GiveGuide this year because our revenue has exceeded their limit – will give us an opportunity to see how we do without this and focus time on end of year campaign, looking to add another appeal letter, do the Just Say Yes campaign and beef up donor stewardship and auto donations, shirt campaigns have been successful – encourages people to visit online store

Nomination Committee

Jessica – got final vote tallies, will be following up with all of the candidates and posting to webpage, contacting new board members for orientation.

Executive committee updates

Celeste: reminding board to vote on Debbie's access to OnPoint account

Brian: motions to give Debbie Olson appropriate permissions to view and reconcile transactions, speak to the bank about transactions and work with bill pay.

Second: Jessica

Unanimous approval

5 Public participation

10 min

Nick (community member and KBOO supporter) expressing concern about union meeting being closed to the public, feels that KBOO has historically been open and transparent and wondering why this is happening.

Gene: (member of union negotiating team) Union presented this as one of their ground rules, waiting for next meeting to be scheduled, the meetings in 2013 and 2017 were closed, we have no objections to KBOO members being able to attend the meetings and feels that is a very healthy idea and in the spirit of KBOO, the dialogue is in it's beginning stages and trying to work out what closed to the public means, not accurate to say we are insisting on a closed meeting and that is not our intention

Celeste: Additionally, 2020 negotiation was not open, was not even presented as an option, one of the challenges as a nonprofit are certain fiduciary and personal information that we are obligated to have in closed session per ORS-65, still trying to figure out how to work out these constraints and clear definitions with the union.

6 New Board Business

20min

New Schedule for Committees (Apart from Fiance/EXE/Nominating)

Need to reduce commitment of time spent in committees to shift prevent burnout and allow board focus to strategic planning. KatMeow and Alyssa

drafting a new committee schedule to bring to the board next meeting. Will refer to bylaws and suggestions from this meeting.

Layla: regarding engineering committee, does not need to meet monthly, suggests check-ins quarterly.

Jessica and Laurie: do not feel that development committee should meet less frequently. Per Celeste's suggestion – re-evaluate once a development director is hired.

Jenna: thoughts on making things more efficient – engineering committee – Arthur feels like it is beneficial to meet with committee every month but making it more of a technical advisory group and compiling a report twice a year to catch board up. Making committees less about a work group and more about advisory to free up board time, staff will continue having monthly work groups, want to attract more membership to each committee for working professionals to join – more attractive if less time intensive and can provide more advisory or strategic ideas. Program committee – meet quarterly.

Gene: suggests discussing this at the board retreat – make sure committees are aiding the board, getting what the board needs from them.

Zale: bylaw revision changed committee name to Governance and Policy committee name (GAP) has a stack of policies needing revisions, feels monthly meetings are necessary, needs additional board member to join.

BUDGET REVIEW

- **Additional funds for professional development and meeting facilitation**

Jessica: motions to increase board budget from \$3,000 to \$5,000

Second: Alyssa

Unanimous approval

- **Background checks for volunteers \$300**

KatMeow: motions to add \$300 to volunteer budget for background checks

Second: Layla

Unanimous approval

7 Closed session

30 min

8 Budget vote

10 min

Alyssa: motions to approve the budget to approve the budget for 2022 including the ammendments for board and volunteer expenses

Second: Brian

Unanimous approval

9 Adjournment:

1min

The next meeting is to be held on Monday, October 25th, 2021 at
6:00PM

To join the meeting, click on the link sent by email or found on the website. Do not log into any KBOO zoom account, unless you are the facilitator.