

## February KBOO Board Meeting

**DATE:** 02-27-2017

**LOCATION:** KBOO Community Radio Station  
20 SE 8th Avenue  
Portland Or, 97214

### **START TIME 6:00PM**

Facilitator: **Sekoynia**

Note Taker: **KatMeow**

1. Welcome KBOO members and visitors
2. Read House Rules and Meeting Guidelines
3. Introductions
  - a. Board members present:
  - b. Board members absent:
4. Opening Public Comments
5. Minutes Approval
6. Discussion and approval of agenda
7. Station Manager's Report - 10 mins
8. KBOO staff person discussing what their job really entails - 10 mins
9. Board Liaison Committee Reports (30 min)
  - a. Finance Committee
  - b. Governance Committee
  - c. Nominating Committee
  - d. Program Committee
  - e. Personnel Committee
  - f. Development Committee
  - g. Executive Committee
  - h. Events Squad
  - i. Engineering Committee
  - j. Strategic Planning Support Work Group
  - k. Community Advisory Board
10. **Agenda items:**
  - a. Recruitment and filling two-open KBOO Board seats  
**(an application for Nina Vang was given to Sekoynia by Monica)**
  - b. Report to Board about recent meeting with Lorin of **MJ Murdock Charitable Trust**
  - c. Discussion of KBOO Board member(s) supporting development with grant writing
11. Closing Public Comments:
12. **Closed Session**  
Meeting Adjourned

1. **Welcome KBOO members and visitors**
2. **Read House Rules and Meeting Guidelines**

### 3. Introductions

a. Board members present: Kat Meow, Adam, TSIXX, Sekoynia, Mel, Shaheed, Patrick

b. Board members absent: Rose, Kipp, John

### 4. Opening Public Comments

#### PEOPLE PRESENT For Public Comment:

Ani Haines, Zale Chadwick, Emma Lugo, Natasha Delphine, Theresa Mitchell  
Monica Beemer, Mitch Ritters, Becky Meiers, Gil Cardon, Patrick Rafferty, Mel Parsons  
Delphine Criscenzo, and noted board members above.

Theresa Mitchell: Tells her story of being sexually assaulted by a specific volunteer, as an example of a pattern of sexist behavior that has gone on "for decades".

### 5. Minutes Approval

Approval of Minutes: we didn't have a quorum, so we couldn't vote.

### 6. Discussion and approval of agenda

Approval of Agenda: we didn't have a quorum, so we couldn't vote.

### 8. KBOO staff person discussing what their job really entails - 10 mins

**STAFF MEMBER:** Becky Meires

Job duties:

#### Development/Promotions Strategy

Example of this is the recent Year End Campaign Work with a 2 month matching gift initiative as well as direct mailings and a Give Guide promotion which raised over 70 thousand dollars.

Grant Writing with Station Manager or Engineering et al depending on type of grant. An example of recent grant activity: Oregon Cultural Trust contacted for grants used for Archiving. Another recent example is meeting with the Miller Foundation.

Communication working with Jenka (Web/Social Media coordinator) on direction of print averts, and social media, (this work is in a directional capacity, not making direct posts)

TSIXX (board member) is reached via phone.

Monica: asks about \$8,500 raised this weekend!

Adam: asks for more info on Oregon Cultural Trust:

Becky: We have been building relationship with Oregon Cultural Trust over the years, donors for OCT have been reached by KBOO via on air promotions etc. that helped inform the community of tax breaks incentives (Tax Breaks that match their giving to the OCT).

Plan to make a grant request for reel to reel digitization process: Selena Chau [selena@kboo.fm](mailto:selena@kboo.fm) is a point person with more information about the actual process digitization of archives.

Oregon Historical Society has agreed to make space to store physical copies from KBOO.

Sekoynia: asked about grant writing support for Becky by board members or volunteers who have grant writing experience.

Becky: Welcomes any help with grant writing.

MEL: Did we raise money during thank-a-thon \$200 raised!

Becky:(Treat Envelopes Shared) within these are tickets to upcoming member/donor recruiting parties, KBOO Swag and info on Fred Meyer rewards card points aiding KBOO, also info on shopping opportunities through Amazon and Powell's Books online that donate money to KBOO.

## **7. Station Manager's Report - 10 mins**

Monica Beemer:

### Meeting Structure

Described that it is working better to have "Team" meetings with staff. Which are a series of decision making meeting with small teams rather than large staff meetings.

### Finances

KBOO is doing well. For example OCT-JAN net revenue is ahead 77,592 dollars  
12 hundred of this is going back to reserves.

A tentative Planned Gift is coming and KBOO will be taking out \$25,000 in monthly contributions  
KBOO currently has 6-7 thousand people as donor/members

YOC(youth of color) internship is working on pushing out nationally KBOO's signal

### Training Opportunities

for archival process in the works

### 50th anniversary of KBOO

This will be in conjunction with OrHistSoc who is hosting a history of KBOO exhibit.

### Membership

Last drive significantly surpassed goal.

Gil:Speaking to the application of Volgistics a volunteer management program used by many non-profits that allows volunteers to be tracked by hours and skill sets to better utilize their strengths.

Jenka has exported volunteers information from donor perfect.

Monica:Program committee has developed a program to evaluate programs on KBOO.

Selena Chau will be working through May on archival project

KBOO is working on getting someone to do archiving after this and is also examining the cost issue of archiving.

### STAFF Changes

Soon there will be a decision about new news director within next three mos.

Possibly 30hr/week position for an Evening News Director and a 15hr/week position for a Morning News Director

### Beloved Community Kboo Self Assessment Work Group

DEL:Group would assess if KBOO meets beloved community goals

While keeping alive a Document drafted at a POC (people of color) conference.

Goal is to increase marginalized communities presence, satisfaction, and engagement at KBOO.

Members :Del/Gil/Pu Reggae Bob, Lisa Loving, and youth as well as other potential members.

We are looking for other suggestions of volunteers for the Assessment Group.

ZALE: There will be a Doodle Poll sent tomorrow: please fill out as some members of board still need to go over the Board Packet information in depth.

*(Because TSIXX was reached via phone we moved backwards briefly to address Agenda Items 5 and 6)*

**5) Approval of minutes: Unanimous YES**

**6) Board Approval of agenda Unanimous YES**

## **10. Agenda items:**

- a. Recruitment and filling two-open KBOO Board seats  
**(an application for Nina Vang was given to Sekoynia by Monica)**

### **Motion**

Ultimate decision/vote will not be made until March Board Meeting by then the third applicant will be communicated to about their opportunity to present themselves to the board at that March meeting.

#### Discussion:

Commitment to process.

Unfair to only email one of two candidates unfair to vote two seats right now.

Candidate X willing to wait for youth who did not receive direct info in email.

Candidate Y: willing to wait till next month to wait as well.

Discussion of fairness level of voting.

Process for seating board members discussed.

Point made that if someone applies we need to give them opportunity to be here (board meeting).

Policy process has culturally been going on in this manner 1) application promo 2) info on website announc. 3) a statement on the application to plan to come to next board meeting, to answer three questions, present themselves to board.

### **VOTE**

1 No

6 YES

Motion adopted.

## **9. Board Liaison Committee Reports (30 min)**

### **Finance Committee**

(Monica emailed finance reports TSIXX)

MEL: We are doing very well 73 thousand for year/ 49 thousand after transfer to reserves 4900 over budget for January

KBOO filed an extension for CPB probably not getting monies in til March or April

61thousand in checking as of date of last meeting  
Money Market Account will come out of CPB disbursement  
Current cash after bills 20 thousand left for operations this amount is an increase over last year which was 11thousand less  
April or May CPB payment received will go to reserves  
Extension given to finish file reports for example Meeting minutes must be posted to the web site including committee minutes. etc.  
Review will happen as part of Hiring Changes with regards to AM and PM news director.

#### Budget Guideline Document

Revenue team will make recommendations  
Staff will make changes and recommendations  
Finance committee will make changes  
It will be presented to Board in April.

#### Pending KBOO Grants Sheet

Discussion of where we are significantly over budget

#### **Finance Committee**

##### **MOTION**

To add Kat Meow as a check signer

Second by Patrick

**6 Yes**

**1 Abstaining**

Motion approved

#### **Nomination Committee:**

Katmeow: We decide this year to focus on youth participation for counting ballots and for our annual meeting

##### Clarified duties:

Del: agreed to confirm budget for our membership meeting and is checking with Pamela about a meeting with membership

Katmeow: Will invite Ellie, a youth volunteer. Ellie will also try to garnish some participation from other youth.

Adam and KatMeow: Our commitments are also to reach out to youth organizations in Portland who will take over for count our ballot elections.

Adam: Native American Cultural Center at PSU will be booked as soon as we have a date.  
Will ask Pamela about having one community sponsor to help donate food for event.  
Speaker for event as well as entertainment will be solicited from local youth leaders and bands.

#### **Personnel Committee**

Backgrounds are being checked by use of process  
Board approved policy a few months ago  
Staff is enacting background checks on folks.  
Volunteers run through ASO system (sexual offenders list)

TSIXX: is there a system of check every three years ie though the sexual offenders listing?

MEL: personnel will take that into consideration

Shaheed: Brings up Confidentially of info that comes back on Background checks and fairness

MEL: In regards to fairness:it is typical to run background checks, every background is assessed on a case by case basis, job they are being hired for is the context of this assessment

Zale: Also in regards to confidentiality, all info is safe under lock and key.

Companies not allowed to ask if you have criminal history.

Need of similar process for volunteers that we have for staff.

## **MOTION**

Personnel and governance become one Personnel/Governance Committee.

Discussion:

Sekoynia: do they differ?

MEL: Governance: board policies and stuff

Personnel:internal stuff between staff and volunteers

Sekoynia: Would like to consider leaving Governance as ad hoc as we need it.

MEL: combining them, while keeping them doing the same thing governance coming up when it does making it easier to convene during Personal Meetings.

TSIXX: Thinks it would be more effective if they would be combined.

DEL:For clarification of why they were combined originally:Lynn Finch had separated the committee in the past as it helped pass a lot of changes that past through "governance committee".

ZALE:New Policy package was thrown out and old policies were enacted Not had active board member on Governance Committee.

The Governance and Personnel Committee are the same people except for one.

Shaheed:Volunteer Grievances, should have a stage in process right away that allows them to be heard, Streamlining approach to problem solving and use of time, with regards to effectiveness and station resources. Resolved at a lower level would give board more time to deal with issues relating to making KBOO the best station in the world.

Vote:

**YES -7 Unanimous**

Motion Passed

## **Development Committee**

Did not meet

## **Executive Committee**

Did not have a meeting

### **Events Squad/Committee:**

Sekoynia: Big Events 50th anniversary

Met with steering committee discuss

100thou fundraiser

Event at OrHistSoc. June or July sending out emails to garner participation in committees.

Shaheed: Events/Development why are they not combined?

Sekoynia: Events was separated by Monica

Monca: events committee was calling themselves development committee but only wanted to do events. But there was a need for development work as well.

Shaheed: We lost opportunities to make money, Reggae Blues Fest were used to help raise money for the station. How can we facilitate the process to streamline and make it easier for us to develop.

Sekoynia: Both sides require a lot of work, as well as volunteers, though they do overlap, Events do need a focus on raising funds, at this time it may not be feasible.

Kipp and Adam are heading the Events Committee

Shaheed: Maximizing efforts to promote KBOO.

Adam: Hope that it can be a focal point (raising funds etc.)

TSIXX: The past may be a concern but things have changed and people are taking these committees in a new direction. Trying not to make the same mistakes while considering past mistakes.

Shaheed: It is a question of Outreach, new members going to them with events.

Sekoynia: We agree as a board, There is a lot of outreach done by myself and others, it's about getting members motivated to be on the committees.

### **Engineering Minutes will be Sent Programming Committee**

DEL:

Evaluation Process is being created

Volunteer Evaluators will be trained in this process

### **SIPSQIG**

Sekoynia: Met and basically will continue to meet every three months, staff is committed to development work plans with timelines and budgets

Evaluating 2018 process for evaluations.

Have strategic goals (in strategic planning annual report pg.15) for supporting development director

Board and staff working to implement common goals.

Zale: Strategic Plan is in Board Packet

### **10. Agenda items:**

- a. Recruitment and filling two-open KBOO Board seats  
(an application for Nina Vang was given to Sekoynia by Monica)**

KatMeow acting as nominating liaison, will contact Nina (youth applicant) directly, when she receives her application on Thursday from Sekoynia

### **b. Report to Board about recent meeting with Lorin of MJ Murdock**

Patrick:

100 thousand dollar proposal for tech hardware, to aide our aging infrastructure. The meeting was with Patrick, Gil, Sekoynia, Michael Johnson, and Lorin

Process is going to go until June and Lorin and Becky will continue to communicate.

Sekoynia: There is a timeline with May 18th decision being made about that grant.

**IMPORTANT! Becky may need more info from board members.**

Patrick: Keep an eye on inbox

### **c. Discussion of KBOO Board member(s) supporting development with grant writing**

Exit of Michael Wells (from board) means the Development Dept. needs assistance.

Gil: are there regular meetings for grants/writing of?

MEL: What kind of help could development use in regards to GRANTS, there are board members that would be helpful.

Monica: people have ideas but we need people who have time to put into the ideas.

Sekoynia: Lauren asked about funds coming from board.

Monica: contract money to grant writing in the future would be helpful b/c Becky is doing so much for development.

Sekoynia: AS board members it is our responsibility to help with raising money.

Del: One strategy to take responsibility to help raise money is to invite five people to come to different parties that we received tickets to from Becky, to help fundraise!!!! Invite Major donors!

Shaheed: Is there a flat fee required on grant writing?

Adam: We can allocate an amount for grant writing contract.

### **11. PUBLIC COMMENTS:**

ZALE: see everyone later!

DEL: I want to recognize Theresa's courage, coming forth with her story, (suggests) if you want to clarify with her talk with her.

Questions: Who Theresa was speaking about?

ZALE: She was talking about Daniel.

Del: It is important to discuss how do we create spaces where trauma is not perpetuated and those affected by harassment or trauma are not forced to relive/retell their trauma.

### **12. CLOSED SESSION** from 9:30PM til 10PM

Meeting Adjourned: 10:01PM