

KBOO Board Of Directors

Meeting Agenda

June 25, 2018- 6:00p.m. ((DRAFT))

**THANK YOU BOARD MEMBERS FOR BRINGING DINNER!!**

Facilitator: Kipp K.

Note Taker: Sekoynia.

(Total Agenda Time: 105 minutes + 15 minutes buffer for overage.)

1. Welcome KBOO members and visitors (2 mins)
2. Read House Rules and Meeting Guidelines (3 mins)
3. Introductions (2 mins)
  - a) Board members present: Sekoynia, Danielle, Ruban, Katmeow, Kipp, Shaheed, and Adam (hour late)
  - b) Board members absent: Claire, John
4. Opening Public Comments (10 mins) KBOO's facilities person: John Nettleton: has enjoyed KBOO for a long time, is retired and wanted to help; also works with Grey, our HAVC support
5. Minutes Approval (May 2018) (3 mins)...need quorum
6. Discussion and approval of agenda (5 mins)

## 7. Station Manager's Report (most important highlights presented) - 10 mins

Admin:

- Board packets are up to date!
- Before the board meeting we hosted a board packet orientation session. Please let Zale

know if you want a binder/paper copy of the packet.

Archiving:

- We have received a \$20 000 grant from Collins to hire an archivist. We will start the

hiring process again in June for a full time 6 months position.

We have applied for

another 20k grant from Oregon Cultural Trust so we could hire someone for a whole

year.

- We are in the process of hiring an Archive contractor.

Delphine, Erin, Jenna and Danielle

are the hiring committee. Interviews are scheduled for Friday, June 29.

- Our web contractor Darin is working on developing the database part of the archiving

project. Before she goes on vacation this month, Jenka will hook up the right server so

Darin can work on testing.

Web/IT/Tech:

- Franklin Smith from Allied Systems North West is our new IT person. He helped with an

internet outage we had in late May. Comcast made us believe that the issue was internal

but in fact it was something wrong with their system. We did not have internet for 5 days.

- Website hack has had a huge impact on our operations, especially since many of our

volunteers rely on our site to share their audio and our listeners rely on it to listen. We

are working with Gazette consulting on an assessment of our systems to see what we

need to prioritize making safer. We are also looking at how we can prevent this hack

from happening again, how we can be safer and save money.

We are thinking about

starting a web work group, like the engineering committee to help us stay focus on

keeping our web site and internet based systems secured and keep engaging all the

volunteers and contractors who have helped us with the hack and recovery.

Volunteers:

- Fall drive planning is in full gear. Ani is working with Mike to train and recruit supervisors

and phone answers. Also preparing with Del, Becky and Erin all programmers meetings

that will happen before the next drive.

- Transfer of volunteer hours to volgistics is still on going. This way we can use numbers

for grants but also look at the number of hours people log around drive time.

- KBOO birthday party took place and was a lot of fun!

- Good in the Hood festival happened!

- Then Waterfront Blues festival! Connect with Ani about volunteering!

- Then on to The cathedral Park Jazz Festival and Pickathon....

- New training for volunteers who help with festivals and remotes

Engineering/Facilities:

- Dealt with the internet being done and supporting Franklin and comcast crew.
- Preparing for live remote: Good in the Hood took place and Waterfront blues festival

next: training volunteers, planning for equipment, etc...

- Training volunteers for remotes with four opportunities to learn this summer. A few

volunteers! We have a new training: festival crew training

- For Blues festival broadcast we tried to work with All Classical like last year but since

Larry is not there anymore their reaction was different. They wanted us to wave the

\$4000 they pay us annually to rent our transmitter in the Dalles.

We refused and found a

different approach. We invested about \$500 to make sure we have the best internet

connection to transmit the festival.

- Meet our new Facilities Volunteer, John Nettlton!

## Programming:

- Working on new live mixology classes
- 50th Anniversary Special Programming: May 31st Founders Special (Kathleen produced and Victoria Hosted), in June Women's special produced by Barbara Bertsein
- Grassroots Radio Conference in Portland in October, organizational meetings are happening.
- 50th Anniversary party is June 3rd, with a Pedalpalooza ride was awesome
- Native Voice One carriage off to a great start.
- IRCO interns arrive June 25th. They will be primarily field reporters.
- Website Hack means lots of time spend answering questions and helping upload audio
- Dawn Smallman Contract ran out of hours, back to being a major part of planning for the open houses and other 50th anniversary planning
- Archivist Hiring process
- Lots of vacations to plan for

- Zelos office hours

#### Development:

- Development committee recruitment
- Donor cultivation is a strong focus now. We have a new membership benefit program

(get your coin to get into the OHS... more benefits to come soon!) We are sending the

coins this week!

- Fundraising for possible recovery funds for the hack. We have written a narrative and

budget to ask our most fervent funders for extra support.

- We have been denied applying to Meyers for capacity building.

- Developing with the revenue operating team a proposal for a restructure of the team. We

are looking at emphasizing donor/member cultivation.

- Long term planning all day!

#### Membership:

- Fall Drive planning in full swing. The possible goal for money to raise: 90,000.00 (possible more...)...Fall Drive Sept. 6-22

- We are changing a few things: trying to go paperless, trying to have pitch producers,

trying to have an emergency plan ahead of time

- Sending TYGs from spring drive

- Getting caught up on TYG backlog: planning a phone bank to find out who received their

TYG from past drives

- Continuing to clean the membership office and work on filling.

- Pamela office hours

Finance:

- AFR, our financial accounting for CPB is done but they came back with a few questions

and Mac had to spend more time on it. We are now good and we will get our funding

payment soon.

- Change of bank- is in progress....

- Alex is now processing all of payroll on his own

- We have started planning for the 2019 FY budget creation in finance committee and with

revenue operating team. We have a revenue plan! Next we are working with the rest of

staff to create an expense budget and we will have it ready by July 9. The finance

committee will have a special meeting on July 11th to review and prepare a full narrative

for the board along with a calendar of when and how we will be raising the money.

Underwriting:

- Serena is up to a great start. She is bringing in new underwriting
- The department is caught up and helping develop a new member benefit program by working with current underwriters.
- Stop by and introduce yourself! [underwriting@kboo.org](mailto:underwriting@kboo.org)

Station Manager's Notes:

- Marla Davis process to access funds
- Working with staff on a year long calendar of events!

- Congratulations! We have received the RACC training which consists of 12 sessions

- I am still waiting for my review, please!!!!!!

- YOU MUST ATTEND A BELOVED COMMUNITY TRAINING! BE A ROLE MODEL! You

have 4 MONTHS to do so!!!!

Beloved Community:

- New Beloved Community 101 workshops happening every month schedule:

2018 Schedule:

July 21st: 3rd Saturday 1-4pm Workshop for people who are negatively impacted by racism

August 18th: 3rd Saturday 1-4pm Workshop for people who benefit from white privilege

September 16th: 3rd Sunday 1-4pm Workshop for people who are negatively impacted by

racism

October 21st: 3rd Sunday 1-4pm Workshop for people who benefit from white privilege

November 17th: 3rd Saturday 1-4pm Workshop for people who are negatively impacted by

racism

December 15th: 3rd 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.

8. KBOO staff person job description/check-in - (Tom- Chief Engineer) 10 mins

9. Board Liaison Committee Reports (30 min)

a) Finance Committee: Ruban (treasurer) Highlights from finance committee: Mark/Gene still working on putting together a 'need to know' , as of restricted funds from grant monies that are only used for specific needs: 130,000.00; possible moving board meeting to the 1<sup>st</sup> Monday of the month; revenue committee plans to send finance committee updated structure and meeting July 11<sup>th</sup>; station manager plans to do some staff restructuring; MacRae projected a 71,000.00 deficit, but a Steven Angle bequest was received of 90,000.00 to help subtract from the 71,000.00...spring pledge drive, underwriting has been down, and other expenses have helped drive the deficit .

b) Personnel/Governance Committee: discussion/research on bring down the number of KBOO board of directors, need to find out what numbers would work for KBOO on how many board members have; possible bylaw change to update language and ask for a vote from KBOO members to be on the annual meeting; modernizing how Board meetings and voting are structured.

c) Nominating Committee: working on doing electronic voting; asks for consistency for filling a complete board application by

interested applicants; deadline for application/statement July 20, 2018

d) Program Committee: n/a

e) Development Committee: \*\*see station manager report

f) Executive Committee/ Station Manager Support Team (SMST) report back: n/a

(Danielle/Sekoynia)

g) Events Squad: working hard to plan for the KBOO Block Party August 11, 2018 budget of 10,000.00...bands, d.j., having interviews, still need to plan for developing OLCC license; preparation

h) Engineering Committee: \*\*see station manager notes

i) Strategic Planning Support Work Group (SPSWG....this committee needs

help, Sekoynia will address)

j) Community Advisory Board

11. Agenda items: (15 mins)

a) Possible by-law change to present to KBOO members. What parts? How much: \*\*see personnel committee

change?

b) The importance of KBOO board participation: Danielle's raises motion to remove current board member due to absenteeism: 5 votes 2 abstain

c) Team building gathering: send a date for July team building

12. Closed Session (personnel) 7:48 (in)...8:23 (out)

13. Meeting Adjourned: