

KBOO Board Meeting.
March 26, 2018

Board Members Present: Mark, Gene, John, Kipp, Danielle, Katmeow, Shaheed (6:24 pm), Adam (7:02 pm)

Board Members Absent: Sekoynia, Ruban, Tsixx, Claire, Adam,

Staff Present: Delphine, Zale (6:29 pm), Ani (6:34 pm)

Others Present: None.

Meeting Opened (without a quorum) at 6:11.

Completed Meeting Guidelines.

Completed Introductions.

Public Comments.

Moment of Silence for Will Mustoe.

Quorum declared at 6:24 pm.

Station Manager Report. (Attached).

Station Manager Report - March 2018
Delphine's Email: del@kboo.fm

Admin:

- Transfer public file online by March 1. Done!
- Background checks for new contractors, part time staff, interns and volunteers who drive or handle money
- Working on updating board packets

Archiving:

- We have received a \$20 000 grant from Collins to hire an archivist. We were not able to hire an archivist because no qualified candidates applied. We (hiring team: Jenna, Erin, Del) decided to open the job again in July for full time instead of part time. In the meantime, we are hiring Sean Gaston to do a few small batches of digitizing of cds and tapes Lanita Duke collected and shared with KBOO.

- We also have \$5000 remaining from a Spirit Mountain grant to spend on developing that database. Darin our web developer contractor signed a MOU with us to work on this project this month.

Web/IT/Tech:

- We hired David Kafrissen as our IT contractor in Feb. but he quit after two weeks. We reached out to the next person on we interviewed Franklin Smith from Allied Systems North West. We met with him last week and him and he is very interested in working with us. Him and his team are working on a contract and getting more funding to be able to help us out with the IT needs we have.
- Phone system is sully installed but a few problems that Mike Johnson is working with our provider Bentel on. We also had a all staff training on how to use the new system this month!
- Extensive social media support of kickstarter campaign. The social media interns will be here until July and they are now supporting the drive!
- We have to make more space on our server. Last week we had to transfer all audio and images from our site to a different space to make more room. This is a temporary fix. Also, this caused some troubles with volunteers who use our site.

Volunteers:

- Scheduling drive shifts for phone answerers, pitchers, supervisors, pitch producers. Please sign up!
- International Women Day programming and coordinating

Engineering:

- All Classical proposal is on hold.
- Tommy is on sabbatical and will be back next week.
- Marc Weiner has done a superb job supporting this department and its volunteers.
- We need to look into our HVAC company. They are charging us for services they seem to not be providing.

Programming:

- Working on 2018 schedule of remotes and engineering training
- Working on new live mixology classes
- Zelos is coming back March 26th from medical leave. Sam Bauman and Jasmine Moneymaker did an amazing job during their absence.

- New POIC student interns. 2 so far have started and 4 more are interested. POIC is paying these interns to work with us. One is working in the morning with Derric and one will be a receptionists on Tuesdays.
- International Women Day programming for March 8th
- Kevin Barrett controversy
- Special programming for Spring drive

Development:

- Submitted several grant reports, including CPB surveys
- Creation of Silent drive letter
- Strategy development of silent drive: a bit different this time. The prize winner will be decided at the end of the drive.
- Solicitation for raffle prizes for the drive: Please help! See Del for Solicitation envelopes!

Membership:

- Spring drive planning: goal is 117k (internal goal is \$105). Theme is 50th anniversary!
- We need new supervisors! Sign up and get trained!
- Inventory and Order TYG for past drive fulfillment, kickstarter and Spring drive
- Email and call restaurants

Finance:

- Audit went well and it is all done!
- Change of bank- Del and Mac opened an account with Point West. Mac is now making a plan to transfer everything over to the new account.
- Next finance committee meeting will be at Cider Riot
- Re-do budget process has started! We might have to look at cuts if the bequest checks do not come in in the next month since we are low on underwriting and Fall and Winter drive goals.
- Final kickstarter money is on the way: 19,348.91 (minus \$2000 that was a 50th anniv. donation= \$17,348.91

Underwriting:

- We have hired temporary interim help to support the underwriting department in Matthew's absence. A long term plan is being made as we speak.

Station Manager's Notes:

- Boundaries Training: Thursday March 29th from 12-3pm. Please come!

- Staff review are almost done. 2 more to do this week. I will have met our goal of getting this done in Feb and March. When is my review coming?
- I'm submitting a time off request to go visit my family in France in June from 1-15th
- YOU MUST ATTEND A BELOVED COMMUNITY TRAINING! BE A ROLE MODEL!

Beloved Community:

- New Beloved Community 101 workshops happening every month schedule:
2018 Schedule:

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

May 20th: 3rd Sunday 1-4pm Workshop for people who are negatively impacted by racism

June 17th: 3rd Sunday 1-4pm Workshop for people who benefit from white privilege

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.

ACTION: February 2018 Minutes approved.

ACTION: March Meeting Agenda approved.

Staff job description report: Ani talked about her work as volunteer coordinator. She discussed her work with volgistics, and the upcoming membership drive. She noted that volunteers are coming from further and further away as Portland becomes more expensive. Ani noted the need for volunteer trainers to keep volunteers.

Committee Reports:

Finance Committee. Gene presented an operating budget report.

Income down \$20,428 vs. budget, due to less income vs. budget in underwriting. Expenses over \$6,051 especially due to legal costs.

ACTION: Board approved authorizing station manager to spend up to \$2,500 for supplementary staffing for membership backlog.

Personnel/Governance Committee.

ACTION: Board approved revisions of the Non-Discrimination and Sexual Harrassment Policy.

Nominating Committee.

Proposed the possibility of electronic voting for membership business. The nominating committee will do further research on this possibility.

Moved to closed session at 7:58 for personnel issue.

John needed to leave at 8 pm and Katmeow took over taking minutes.

8:29PM Open Session

Zale asked to rejoin.

ACTION: Mark makes Motion to extend Gene's tour for another month. Motion passed.

Tsixx no longer responding to e-mails and phone calls and wanted to step down from the board/resigning to the board in May.

ACTION: Kip makes a motion to transfer Tsixx role from Vice President to Danielle. Motion passed.

Development Committee not functioning, but Events Committee meets and does pretty much the same thing.

Development Committee advises the board regarding the corporation about fundraising.

Zale mentions the development committee is like the Events Squad.

Kip says they are different.

Shaheed points to some internal issues with what committees are. Also brings up the broken CD problem needs to be addressed by the engineering committee.

Mark asks that we stay on track.

Zale mentions that the development committee continues to suffer b/c it has been a meeting for development ideas that Becky ends up doing. Regardless the Development committee is necessary by the bylaws.

Adam mentions that the Events committee may disband in part if they are required to also do work for the Development committee (if they are combined).

Shaheed brings up the Bluesfest founder at Oregon Food bank issues.

Gene reaches out about blues fest, book and record sale etc.

Kip asks for clarification fro what the events and development committees and what the roles between committees on project what to do.

Mark maybe think of the idea of development committee being linked to the event committee. As volunteer you are allowed to only do what you want to do as a volunteer, not forcing folks to do.

Shaheed, merging committee may be better for time management and smoother functioning events/outreach/development.

Gene asks Kip to go back to the roles and KatMeow goes back to Becky about Development Committee.

Kip and KatMeow agree.

Gene makes the point that we are in adherence to the bylaws.

9:00PM Adjourn

Respectfully Submitted,
John Shuck and Katmeow Garcia.