



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 1/23/2023

Time: 6:00pm - 8:00pm

Location:

KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

and

Zoom:

<https://us02web.zoom.us/j/89928501027?pwd=TVhpbTF3WnlEdkxxM2tPOWhWYTJzZz09>

Meeting ID: 899 2850 1027

Passcode: 794568

WELCOME

INTRODUCTIONS & CHECK-IN

In attendance: Janet Unruh, Charles Shambry, Diablo, Mike Frost, James Draznick, chris Merrick, Malik, Jessica Almroth, Josh Robers, Ona Harshaw, Sherry Morisch, Sokoynia Wright, Danielle Shira, Jill Blanchard, Emma Lugo, Joyce Nance

HOUSE RULES & MEETING GUIDELINES *(5 minutes)*

- <https://kboo.fm/kboos-house-rules>

HOUSEKEEPING *(5 minutes)*

- Choose Facilitator Jill Blanchard
- Select time keeper Emma Lugo
- Designate note taker Emma Lugo

APPROVE AGENDA *Approved, Charles Motion Malik Second*

PUBLIC PARTICIPATION *Diablo concerned former staff has access to KBOO. Diablo came to the station hard drivers are gone. Former employees had access to the code.*

Sekoynia Wright former KBOO President expressed concern that non vaccinated volunteers and members cannot come back to the station. Sekoynia wants the board and others to develop a strategy so that everyone can safely use the facility. Sokeoynia said she waited outside for ten minutes just to get in the to the station. We need to make the station clean. If we are doing on air stuff will people write down what they did to clean and disinfect the air room and for all the studios in use and volunteers are appropriately signing in and signing out. Also if there is an opportunity to write a waiver for non-vaccinated people so if someone gets sick then KBOO is not responsible.

APPROVE KBOO BOARD MEETING MINUTES

Approved. Malik motion to approve, Emma Seconded. Minutes approved.

NEW BUSINESS

- Station Manager search

Station Manager Job Search – Jill and Ona presented. Sekoynia commented and said we need to full time postings. 45 minutes of conversation. Board will decide next month on final job description.

- NFCB class report

Sekoynia asks what are the analytics on the KBOO APP.

- Station re-opening

Chris says it is their intention to reopen after the HVAC is installed. Staff's general position is don't let people in before the HVAC is fixed. Staff is working on a spreadsheet list of things to get done for the station reopening. They are working on In station training to the air room and working without a receptionist. The door has to be locked. Azia and Ender have set up a google calendar for scheduling the studio. Someone would let them in or a pincode the door for the front door pincode system Board Ops.

- Strategic planning

Strategic planning February 17th and 18th. Emma motioned to approve \$3500 facilitator fee. Ona second. Motion passed.

- Station Manager Report

Staff is asking for new hires to be board and air room trained and to be trained on the website. Chris needs volunteers for the web hiring committee. Joyce volunteered. Document how we do open hires and onboarding. Cuba trip in progress for March 10 people not including Katmeow. Board previously approved \$5000 to send Katmeow.

- Engineering (5 - 10 minutes)

- UPS

UPS bid was \$19,000 to \$42,000 range. It is possible we can get a \$5000 write off on the higher priced UPS. Lithium backorder until April. STL. Microwave link. Ordered new STL, tower space. We have until April 15 to install a new microwave on the tower. That will require tower climbing. We have an insurance claim process going on damaged equipment.

- Hiring Committees

This is all happening. We might want to also ask on the volunteer facebook group and on galaxy .

- Finance Committee (5 minutes)

The winter drive did fantastic. We are also doing a good job of tracking expenses monthly and we are still ahead of budget for January. Budget expenses \$78,000 not counting the UPS. Revenue is up. Expenses coming up that are over our budget.

Emma motioned to approve \$42,000 for UPS, Malik seconded. Approved by board.

- Development Committee

- “22 reasons the board gives to KBOO”
- End-of-year fundraising campaign
- Cuba trip

- Nominating Committee

- Annual meeting announcement
- Recruitment curriculum
- Elections

CLOSED SESSION

OPEN SESSION

Vote on Mike Frost to join the board. Malik and Ona both motioned for Mike Frost to join the board, Charles motion to second the nomination. Board voted to seat Mike Frost on the Board.

Emma motion to adjourn the meeting, Jill second the motion meeting adjourned.

ADJOURN