

Nominating Committee Meeting Notes 6/11/2024

Time: 6:00pm

Committee members present: Joyce, Charles, Jill

Note taker: Jill

AGENDA FOR TUESDAY, 6/11

- Public participation
 - Trainings
 - 2024 Election calendar
 - Recruitment strategy FY24
 - Board policy: candidate requirements
 - Annual meeting
 - Board applications
 - Leave of absence
 - Closed session
 - Applicant updates
-

MEETING NOTES FOR TUESDAY, 6/11

TRAININGS

- February
 - *Accounting for beginners* training was a success.
 - 6 board members attended
- March 2024
 - Overview of the vision for KBOO's new website
 - The board had an opportunity to give feedback, ideas, and input on the current KBOO.fm for the web coordinator.
- April 2024
 - Fundraising
 - James Neale, KBOO's Development Director trained board members to call major donors to ask if they would like to participate in the Spring Drive's match pool.
 - 5 board members participated
- May 2024
 - No training
- June 2024
 - Stonehenge tour?
 - date(s)/time(s) TBD
 - Jill will work with Nathan to coordinate
- Facilitation training

- Before the end of the fiscal year (9/30/2024)
- Perhaps a board member other than Jill would like to set this up.
 - Request assistance at the Board meeting

2024 ELECTION CALENDAR

- Annual meeting
 - Saturday, 9/21/2024
 - 3rd week of September

- Applications due
 - Friday, 7/19/2024
 - 9 weeks before the annual meeting
 - As required by KBOO bylaws

- Mail notification to members to be sent 30 to 60 days prior to the annual meeting, as required by KBOO bylaws
 - Announcement of annual meeting
 - Candidate statements

- Electronic notification to be sent to members when USPS mail notification is sent
 - Mid-late July
 - Constant contact
 - Link to candidate statements
 - Link to electronic ballot

RECRUITMENT STRATEGY FY24

- *How to become a KBOO Board member* informational sessions resumed in March.
 - Offered 3x per month through June

 - The Nominating Committee is promoting this training
 - Especially with programmers and current KBOO volunteers
 - Programming
 - Program Director
 - On-air announcements
 - March - present
 - Branding
 - Engagement Coordinator
 - Special graphic designed for the information sessions
 - March - present
 - kboo.fm announcement
 - Web Coordinator
 - Dedicated web page
 - March - present

- Constant Contact
 - Engagement Coordinator
 - Dedicated email to membership Monday, 6/10
 - Social media
 - Engagement Coordinator
 - March,
 - April
 - June
 - June's post was not the correct post
 - It should have been a mirror of the Constant Contact email with Sherry's words, rather than a repost of an earlier submission.
 - Jill will work with Nathan to have the correct social media post up on Monday, 6/17 in time for the last 2 information sessions
- Volunteer Coordinator
 - Volunteer newsletter
 - March
 - April
 - May
 - Galaxy
 - March - present
- Board of Directors
 - Jill emailed the promotional video to the board
- Mac's List
 - Jill posted a free "ad" about the information sessions in the "volunteer" section of Mac's List
 - Includes KBOO's logo
 - 6/6 - present
- Portland radio stations
 - Send "press release" to local radio stations
- Past board members
 - Invite past board members to apply
 - Going back 6 years
- KBOO's website has been down on and off again for the past 2 weeks. It has been difficult to access kboo.fm/become-kboo-board-member to obtain details on the information sessions.

BOARD POLICY: CANDIDATE REQUIREMENTS

- A proposal to update the Bylaws to revise the candidate requirements was made to the

Board of Directors in February.

- The board decided to make the requirements a policy rather than change the bylaws.
 - Held over from May - Jill will send preliminary language to the Governance and Policy Committee for final revisions.
 - The Nominating Committee and the board are still having discussions about background checks.
- Recruitment qualifications
 - Current qualifications from KBOO's Bylaws
 - Section 4. Qualifications. All Board members shall be members of the corporation, and shall attend volunteer orientation within three months of being seated.
 - Additional proposed qualifications (will require Bylaws revision):
 - Informational Sessions
 - How to become a KBOO Board member
 - One-on-one with a member of the Nominating Committee
 - Board/Committee meetings
 - Attend at least 1 meeting of KBOO's Board of Directors
 - Attend at least 1 committee meeting
 - Classes
 - FCC
 - Programming
 - Production
 - Accounting
 - Policy
 - Background checks
 - More in-depth background checks
 - Should this background check mirror the check for Staff?

ANNUAL MEETING

- Planning
 - WHO
 - KBOO members, board recruits, board members, staff and volunteers
 - WHAT
 - Annual meeting of the KBOO's membership and election of board members
 - As required by KBOO's bylaws
 - Review of FY24
 - Current state of finances
 - Projections of FY25
 - Board elections
 - Ask radio hosts to MC the event?
 - DJ for music before, during and after?
 - Refreshments

- WHEN
 - Saturday, 9/21 in the afternoon

- WHERE
 - The Clinton Street Theater is no longer the ideal venue for the annual meeting
 - KBOO does not have the same close relationship with the new owners of the theater.

 - We can look for space elsewhere:
 - Jill sent emails to 10-12 venues and has heard back from about half that they are unavailable on 9/21.
 - Jill has a spreadsheet of contacts and responses
 - Will keep working on this as a priority in the coming weeks

- WHY
 - To summarize the fiscal year that is concluding, to announce plans for the coming year and elect new board members.

BOARD APPLICATION

- Charles transformed the paper/doc file for the Board Application to a Google Form.
 - Thank you Charles! The Board is so modern now.

- Nominating Committee started distributing applications on 6/1

- Applications are due Friday, 7/19

LEAVE OF ABSENCE

- Josh will be missing the next 3 board meetings
 - June, July, and August

- Does he need to formally request a leave of absence?
 - It would be good if he did not take a leave of absence and could make time to check in with Jill or another director between board meetings. Important discussions about the budget and the collective bargaining agreement will happen over the summer and the board will vote on the budget in September.

 - Jill will follow up with Josh to see what is doable.

CLOSED SESSION

- Applicant updates

NEXT MEETING
Tuesday, 7/9/2024
6:00pm
Via Zoom