



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 12/23/2024
Time: 6:00pm - 8:00pm
Location: KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

And

Zoom:
<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhFbl7gNDb7Sjg3i8Eb2wbo.1>
Meeting ID: 812 8371 0721
Passcode: 288778

WELCOME

INTRODUCTIONS & CHECK-IN

IN ATTENDANCE

Directors: Mike Frost, Joyce Nance, Carmen Garnica, Thomas James Martinez, Michael Van Kleeck, Ona Harshaw, Ethan Scarl, Jill Blanchard
Station Manager: Nathan Vandiver
Staff: Danielle Schira
Members / volunteers:
Guests:

ADMINISTRATIVE

- Voting
 - Quorum is 7 directors
 - 8 (of 10) directors were present

HOUSE RULES & MEETING GUIDELINES

- [KBOO House Rules & Meeting Guidelines](#)
 - Jill read the Abbreviated House Rules and Meeting Guidelines

HOUSEKEEPING

- Choose facilitator
 - Mike

- Select time keeper
 - Michael
- Designate note taker
 - Jill


APPROVE AGENDA

- Approved December 2024 Board Meeting Agenda
 - Motion to approve - Jill
 - Second - Ona

PUBLIC PARTICIPATION

- No public participation

APPROVE KBOO BOARD MEETING MINUTES

- Approve November 2024 board meeting minutes
 -  KBOO BOARD MEETING MINUTES 11252024
 - Motion to approve - Jill
 - Second - Ethan

KUDOS & APPRECIATION


- Jill | thanks to everyone who participated in fundraising for the “Catalog of Connections” end of year drive
 - Thank you cards
 - Match pool calls to major donors
 - In-person donation events
- Michael | kudos to Bob Davis for leading the live remote class before he left. Thank you for all the hard work and classes he shared with KBOO.
- Nathan | thank you to Michael for taking a look at kboo.fm
- Nathan | thanks to Ona for being an integral part of the cash handling process for donations received by mail.
- Ona | Thanks to Nathan for caring about KBOO’s people. Stability feels good
- Mike | thanks to Nathan for being calm, level headed in spite of chaos
- Ethan | Thanks to Jill and Nathan for making sure I can access my board email account
- Thomas | Thank you to everyone. I have gotten to know people as family and I appreciate us all.

STAFF PRESENTATION

- No staff presentation this month
- To follow up on November’s presentation KBOO’s listener data, Ethan pointed out that it would be interesting to look at listener data next to weekly listener data.




NEW BUSINESS

- Station Manager Report - Nathan Vandiver
 - [Station Report - 2024-12.pdf](#)
 -  Station Report - 2024-12.pdf
 - Donations of note:
 - \$5000 from the Spirit Mountain Community Fund
 - \$20,000 from an individual donor
 - Community Advisory Board
 - Next meeting in April, board support is requested
 - Purpose is to gain feedback on KBOO's services to the community
 - Board liaison requested
 - Recruit board volunteers

- **Executive Committee - Mike Frost**
 - No Executive Committee report

- **Engineering Committee**
 - New setup in the air room

- **Finance Committee - Nathan Vandiver**
 - Signer update processes are still ongoing
 - Advantis CD transferred into Advantis savings account
 - Finance Committee recommendation on moving funds
 - End of year membership drive update:
 - \$43K of \$75K online goal
 - \$17K in white mail
 - \$24K in online gifts
 - \$15K in matching gifts
 - FY24 audit is scheduled for the week of 2/17
 - November expenses: \$84,785 (15% below budget)
 - November revenues: \$47,307 (10% over budget)
 - Estimated cash on hand today: \$85,519
 - Estimated cash on hand in 6 months: \$137,426
 - Motion to approve moving the funds from the Advantis CD to the Advantis savings account
 - Motion - Joyce
 - Second - Ona

- **Development & Events Committee - Jill**
 -  DEVELOPMENT COMMITTEE MEETING NOTES 12162024
 - Development Committee members are writing thank you cards to major donors



- Development Committee members will help with stuffing envelopes into the Catalog of Connections - November
 - Development Committee members will make calls requesting donor participation in an anonymous match pool for the last week of the end of year drive
 - Tuesday, 12/3 and Saturday, 12/7 at the station
 - Development Committee members will host in-person donation events in December
 - Thomas is training for “Secretary” duties for the Development Committee
- **Program Advisory Committee**
 - No report
 - Meetings are published on kboo.fm/committees
- **Nominating Committee**
 - NOMINATING COMMITTEE MEETING NOTES 12172024
 - Recruiting
 - There are currently 2 empty board seats
 - New elections will be held during September 2025
 - The Nominating Committee is always recruiting
 - If you have suggestions for people who may be interested in KBOO board work, forward their contact information to the Nominating Committee
 - Annual Meeting is being scheduled for
 - Saturday, 9:13/2025 or Saturday, 9/20/2025
 - Jill will send a calendar invitation to staff and board members to save the date.
 - Training and development
 - No training in December
 - Board members were encouraged to participate in fundraising activities to support the end of year drive.
 - Big thanks to Michael Ftaclas for presenting on KBOO’s listener data at the the November board meeting
 - There will be a follow up working board meeting in January to explore the details of the reports
 - February discussion topic
 - KBOO transmitter and translators
 - **Other - Ethan Scarl**
 - Inquired about what happened to his personal sponsorship idea
 - Jill explained that it was fully discussed during the Development Committee meeting on 12/16.
 - Jill will forward Development Committee meeting notes to Ethan



CLOSED SESSION

- Personnel

ADMINISTRATIVE

- The storage for the board zoom account is full
 - Jill will work to clear space before the next committee meeting

ANNOUNCEMENTS

- Potluck for staff before the January board meeting on Monday, 1/27
 - Jill will send out sign-up sheet so we know what everyone is bringing

CLOSED SESSION

- Personnel discussion
 - Ona - motion to move into closed session
 - Mike - second

- End closed session
 - Motion - Ona
 - Second - Michael

NEXT BOARD MEETING

- Monday, 1/27/2025
- 6pm
- At KBOO and on Zoom

ADJOURN

- Michael - motion to adjourn
- Jill - second

December board meeting minutes submitted for approval by: Jill Blanchard, 1/27/2025

