



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 3/24/2025
Time: 6:00pm
Location: KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

And

Zoom:
<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhfbl7qNDb7Sig3i8Eb2wbo.1>
Meeting ID: 812 8371 0721
Passcode: 288778

All meetings of KBOO Community Radio's board of directors are open to the public

WELCOME

IN ATTENDANCE

Directors: Mike Frost, Ona Harshaw, Ethan Scarl, James Draznin, Michael VanKleeck, Josh Roberts, Jill Blanchard
Station Manager: Nathan Vandiver
Staff: Danielle Schira, Zale Chadwick
Board applicant: Jamie Bair
Members / volunteers: Meagan Bradley

INTRODUCTIONS & CHECK-IN

ADMINISTRATIVE

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


HOUSE RULES & MEETING GUIDELINES

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

HOUSEKEEPING

- Choose facilitator
 - Mike
- Select time keeper
 - Josh
- Designate note taker
 - Jill


APPROVE AGENDA

- Approved March 2025 Board Meeting Agenda
 -  KBOO BOARD MEETING AGENDA 03242025
 - Motion to approve - Ona
 - Second - Jamie

PUBLIC PARTICIPATION

- No public participation

APPROVE KBOO BOARD MEETING MINUTES

- Approve February 2025 board meeting minutes
 -  KBOO BOARD MEETING MINUTES 02242025
 - Motion to approve - Ona
 - Second - Josh



KUDOS & APPRECIATION

- Ona - said thank you for the excellent special programming during the All Thrills No Frills campaign
- Mike - recognized Azia, KBOO's Program Director and Ray Bodwell, KBOO volunteer for the trainings they are leading
- Jill - thanked Danielle for the new, improved, clear, and concise board finance report
- Danielle - took the opportunity to thank Joyce for her contributions to KBOO, the station is a different place because of her
- Danielle - recognized Mike Ftaclas, KBOO's Data Coordinator, for his work on the website
- Josh - thanked Nathan for his leadership and for his work on the strategic plan
- Michael - thanked KBOO for being a hive of activity from the Art Walk on First Friday to the Metal Marathon on the last Friday of the month
- Michael - kudos to KBOO for the jazz and Spanish programming
- Ethan - said kudos to Althea for her recent interview



- Jamie - thanks to Nathan and staff for getting the website up and running again
- Josh suggested sending staff emails with the kudos they received during board meetings

STAFF PRESENTATION - Kate Chase, Engagement Coordinator

- Kate developed a Partnership Package that details ways businesses can support KBOO through sponsorship.
 -  **Partnership Packet.pdf**
 - Includes opportunities for:
 - Art Walk sponsorships
 - Event sponsorships
 - Underwriting
 - Website ads
 - App ads
 - DOnation matching
 - Zine partnerships
 - Mike offered to help with Engineering ads for the next zine
 - Recent sponsorships include:
 - Collective Roots
 - Salvador Molly's
- Art Walks
 -  **KBOO First Friday Sponsor Sheet.pdf**
 - April
 - Friday, 4/4
 - Theme: April Fools
 - Experimental, clowns, etc.
 - Request for help with outreach to businesses for Art Walk sponsorships and/or food donations
 - May
 - Friday, 5/2
 - Theme: Summer Camp
 - Acoustic, singer-songwriter
 - Request for help with outreach to businesses for Art Walk sponsorships and/or food donations
- Outreach scripts
 - Kate provided scripts for contacting businesses with the partnership package
 - Development committee and board members are assisting with outreach


OLD BUSINESS

- No Old Business
 - Question about revisiting the membership fee



- The board will revisit the question of raising the membership fee once there is data that details the implications
- The board will continue to discuss questions including:
 - Will this create significantly more revenue for KBOO
 - What is the cost of decreasing accessibility to KBOO

NEW BUSINESS


- **Station Manager Report - Nathan Vandiver, Station Manager**
 -  **Station Report - 2025-03.pdf**
 - Highlights include
 - kboo.fm
 - The website was down due to the server being full because of a bug
 - Nathan is meeting with a back-end developer on 4/1
 - Contractor services may be available
 - Need to update content management system
 - kboo.fm runs on Drupal which became obsolete on 1/1/2025
 - Michael is forming a workgroup for web migration
 - Recent special programming
 - Black History and Future Month: month of February
 - <https://www.kboo.fm/program/black-history-and-future-month>
 - International Women's Day: March 8
 - <https://kboo.fm/program/international-womens-day>
 - Metal Marathon: March 14
 - <https://kboo.fm/program/metal-marathon>
 - Music From the True Vine Bluegrass Marathon: Sat. March 29, 9 AM-5 PM
 - <https://kboo.fm/media/126303-music-true-vine-bluegrass-marathon-2025>
 - Earth Day: April 22
 - Please submit Earth Day programming ideas at the ATNF Program Submission Form
 - Revenue updates
 - All Thrills No Frills Drive is active through April 15.
 - <https://kboo.fm/program/all-thrills-no-frills-volume-iv>
 - <http://kboo.fm/give>
 - Estate and Charitable Planning Overview
 - Thursday, 5/1
 - Planning in progress
 - Thank you board member, James and Membership Director, Arty Wall



- Corporation for Public Broadcasting (CPB) Community Service Grant (CSG)
 - Next Step: Completion of financial audit and then the Annual Financial Review
- For more station news and a list of upcoming activities, please read the entire station report attached above.
- **Finance Committee** - Nathan Vandiver, Station Manager
 - February 2025
 - Revenue ended \$3,800 below goal
 - Due to timing of funding - earlier than estimated
 - Average monthly revenue FY25 = \$88,088
 - Average monthly expenses FY25 = \$78,300
 - Operating results
 - KBOO budgeted for a \$106,714 loss by February 2025
 - KBOO is currently \$66,069 in the positive
 - Unrestricted and undesignated cash on hand = \$159,404
 - Estimated unrestricted and undesignated cash on hand in six months = \$76,561
 - Marie Lamfrom grant
 - KBOO received notice of award and has signed the agreement for a \$24,000 grant from the Marie Lamfrom Foundation
 - Additional activities impacting financial standing
 - Completed negotiations on increasing part-time to full time staff and will see an increase in salary expenses moving forward.
 - This will be updated in the budget with the 6 Month Budget Review
 - Notified the Oregon Community Foundation (OCF) distribution in June will equal \$5,573
 - \$500 above budget
 - KBOO received lower than anticipated bank interest
 - The result of still working through transfers
 - Ethan suggested Trailhead Credit Union as an option for holding some of KBOO's funds
 - KBOO has resumed the underwriting program and has started a new business sponsorship income strategy
 - Experimenting with ticketed events (comedy night on 3/28)
 - Other Finance Department Activities
 - Working on the audit
 - Goal to be completed by end of March
 - Completing first 6 month spending analysis



- Starting FY25 budget 6-month review
 - Starting FY26 activities planning
- **Executive Committee** - Mike Frost, Chair of the Board of Directors
 - Update on job descriptions approved by the Management Bargaining Committee and the Union Bargaining Committee
 - Discussed Estate and Charitable Planning Overview
 - Discussed open Treasurer position
 - Jamie agreed to take over the Secretary position from Jill starting in May 2025.
 - Arty Wall, Membership Director received a request from the University of Oregon to consult with KBOO
 - Students will provide a report with findings and recommendations
- **Development Committee** - Jill Blanchard, Director and James Draznin, Director
 - DEVELOPMENT COMMITTEE MEETING NOTES 03172025
 - Art Walk support
 - Development Committee members are seeking business sponsorships and food donations for KBOO's Art Walk events
 - Business partnerships
 - Development Committee members are completing outreach to local businesses and nonprofits with KBOO's Partnership Package for other sponsorship opportunities
 - Major Donors
 - Thank you cards
 - Approximately 95% finished with thank you cards for major donors who participated in the End of Year Campaign
 - Working on cards for January donors
 - All Thrills No Frills donor list will be available at the end of April
 - Grants
 - Received \$24,000 for operations in the Marie Lamfrom grant
 - Estate and Charitable Planning Overview
 - Overview
 - Attorney, Tami Caress will provide insights and information on estate planning and charitable giving
 - KBOO show hosts Laurie Mercier and Barbara Bernstein will provide testimonials about why they have included KBOO in their estate planning
 - Scheduled for Thursday, 5/1

- Invitations
 - Inviting 250+ loyal KBOO members
 - donors for at least 25 consecutive years
 - Paper invitation to be sent by USPS to loyal donors during the first week of April
 - Jill will follow paper invitation with an email invitation to those who have not already RSVP-ed
 - Board members and Development Committee members will make followup calls to those who have not responded the weekend before the event is to be held.
- Attendance
 - KBOO wants a minimum of 10 attendees in order to make the presentation worthwhile for the attorney
 - If KBOO doesn't receive a minimum of 10 RSVPs the event will be canceled
 - KBOO can follow up with interested parties individually
- Other
 - Suggestion to table at the Mississippi Street Fair
 - Registration now open
- **Nominating Committee** - Jill Blanchard, Director
 -  NOMINATING COMMITTEE MEETING NOTES 03112025
 - Death in the family
 - Joyce Nance, Board Treasurer, passed away on Tuesday, 2/25 after a battle with cancer
 - The Board thanks Joyce for her contributions to KBOO
 - Training and development
 - Suggested topic for future working board meeting to cover KBOO's membership data
 - Recruitment
 - Meagan Bradley is applying for an open board seat
 - She introduced herself to the board during the March meeting
 - Voting will take place during the April meeting
 - The committee completed a communication package to promote the "How to become a KBOO board member" information sessions that will run from April through June
 - On-air announcements
 - kboo.fm - homepage banner
 - kboo.fm/boardrecruiting
 - Social media
 - BOO Bulletin
 - Volunteer newsletter
 - Constant contact email to members
 - Deadline to apply to the board for the September elections
 - Friday, 7/18/2025
 - The on-air candidate forum will air the week of 9/14/2025



- Annual Meeting
 - Scheduled for Saturday, 9/20/2025 at 1pm
 - To be held at the station
 - The annual meeting and an open house similar to the Art Walk events
- 6 month check-ins
 - Jill will be meeting with all board members to see how things are going during FY25.
 - Are people happy with their participation?
 - Are they happy with their committee assignment(s)?
 - What training and support do they need to feel confident as a KBOO director?
 - Any feedback/suggestions for the Nominating Committee?
 - Do people have plans to return for board work for FY26?
 - Whether or not terms will be complete at the end of FY25?
- **People of Color Caucus**
 - No report this month
- **Engineering Committee**
 - Held turntable maintenance class
 - Discussed possibilities for the HD channels on KBOO's new transmitter
 - Upcoming live music mixing opportunities and needs:
 - Check the [#Volunteer-Opportunities](#) channel on KBOO's Slack Workspace
 - Check KBOO's [Galaxy Volunteer Management](#) space
- **Program Advisory Committee**
 - The Program Advisory Committee is seek new members
 - News is shifting to a beat oriented structure
 - Azia Hawthorne, Program Director and Althea Billings, News Director are stretched thin
 - Althea will be taking a sabbatical
 - There are plans to contract a temporary news director
 - Meetings dates are published on kboo.fm/committees
- **Governance and Policy Committee** - Zale Chadwick, Administrative Support
 - The committee's work plan has been prioritized
 - Public Participation policies
 - There are currently 2, conflicting policies regarding public participation



- Jill will draft a new public participation policy to reflect how the public currently participates during board meetings
 - Conflict Resolution policy
 - Recommendation to rescind or suspend current policy
 - Send working outline to the board
 - There will be a working meeting on Tuesday, 4/15 at 6pm
- **Strategic Planning Workgroup** - Josh Roberts
 - Mike Frost, Nathan, Jill, and Josh are working to draft the strategic plan
 - SWOT Analysis
 - Board - complete
 - Staff - complete
 - Programmers and volunteers - in progress
 - Other data/feedback being considered for the next strategic plan:
 - 2017-2020 Strategic Plan
 - Election survey summary
 - Community survey (2023)
 - Report from ad hoc committee reviewing KBOO's bylaws
 - Community Advisory Board reports
 - Community meeting - April 2025
 - Next steps
 - Compile results from 3 SWOT Analysis surveys
 - Board
 - Staff
 - Programmers and volunteers
 - Meet with individual Staff for input
 - Identify a few (5-ish) areas for focus (e.g., Technology and Equipment, Finances)
 - Develop SMART goals ([S]pecific, [M]easurable, [A]chievable, [R]elevant, and [T]ime-bound)
 - Complete narrative
 - Add graphic design
 - Publish to the community via kboo.fm, on-air announcements, social media, and constant contact emails
 - Publish a small number of paper copies for foundations and major donors.
 - Timeline
 -

- Monday, 5/26 - Board and Staff to review and provide feedback on draft of the strategic plan
- June/July - make final updates and revisions to the goals of the next strategic plan including SMART goals
- August - layout and graphics
- September - publish strategic plan in time for the Annual Meeting
- October 2025 through September 2028 - provide quarterly progress reports to the board
 - Board to report on strategic planning rather than Staff
- **Other**
 - Poll regarding making introductions at board meetings a requirement
 - Jill will take to the Governance and Policy Committee to develop a policy for the board to consider

ADMINISTRATIVE

- Volunteer Hours
 - Log all volunteer hours in Galaxy
 - Board participation in governance and fundraising are especially important to foundations and grantors.
 - Board meetings
 - Preparation for board meetings
 - Committee meetings
 - Homework
 - Preparation for committee meetings
 - Outreach and fundraising activities
 - Art Walk
 - Major donor thank you cards
 - Soliciting business sponsorships
 - Tabling at events
- Board calendar
 - There is now a centralized calendar for all KBOO board and committee meetings and events
 - Look for invitations to come from the general KBOO calendar going forward.

ANNOUNCEMENTS

- No announcements

CLOSED SESSION

- No closed session



NEXT BOARD MEETING

- Monday, 4/28/2025
- 6pm
- At KBOO and on Zoom

ADJOURN

- Motion - Josh
- Second - Jamie

March board meeting minutes submitted by: Jill Blanchard, 4/28/2025

Approved by the board of directors: 4/28/2025

