

February 2021  
KBOO Foundation Board Agenda  
Via Zoom Meeting: <https://zoom.us/j/466500368>  
6:00PM-8:00 PM

Attendees: Zale, KatMeow, Ruba, Celeste, Emma, Jenna, Jessica, Karla, Laurie, Stephanie, Shaheed, Brian

Absent: Marv

**1 Call to Order /Introduction 5min**

- [Review Abbreviated House Rules](#) & KBOO Mission
- Secure a Timekeeper: Zale
- Secure Stack-Keeper: Stephanie

**2 Approval of Agenda 1min**

Motion to approve: Ruba; Second: Jessica; Unanimous vote

**3 Approval of January meeting minutes 1min**

Motion to approve: Emma; Second: Jessica; Unanimous Approval

**4 Public Participation 5min**

We have members of the public present and open the floor for public comment. Zale: in order to make meetings more efficient we are planning not to entertain public comment during agenda, limiting conversation to board members. Public comments welcome at the end.

Zale: inquiring about the status of the situation with Ani rejoining as a member and volunteer, concerned it has been unanswered for 6 months and requesting it is addressed immediately

Emma: been in conversation with Ani for 3 weeks, rejoined KBOO as a member and awaiting meeting with board to management

Shaheed: Feels blindsided, and that this question should be a personnel issue KatMeow: states it is part of public comment

Zale: wanted to make this statement as public comment, felt the need to say something in this venue, ready to move on Laurie: public participation is any member or KBOO staff can bring up an item that is not on the agenda. Shaheed: more appropriate to do it in a fashion where we are not blindsided Celeste: reached out to Ani, asking if there is anything the board needs to do Emma: deciding what action after board and management meeting Celeste: the board and management don't have to meet together, board determines whether she becomes a member, management if she can become a volunteer, already addressed the issue of membership, management has been in communication with Ani and she was not able to meet today, waiting on another date regarding volunteer participation, board has fulfilled obligation and management trying to fulfill theirs Shaheed: when did we determine that she would be reinstated? KatMeow: after a period of a year Ani was reinstated during a previous board meeting Shaheed: was not aware of this and expressed he has done his best to attend all meetings KatMeow: Process check - time, we will check in with management about volunteer reinstatement

## **5 Board and Committee Meeting Protocols** 5min

KatMeow and Zale created document with suggestions for getting meetings more succinct and ending on time, addressing public and board, making sure we start on time, bullet points for accuracy, the chairs sending link to the agenda a week before the meeting, deadline thursday before meeting agenda items, send link out friday for official agenda, time saved for emergency items, Zale has made agenda available during the meeting and will share screen, KatMeow and Zale to join 10 minutes before start time to ensure things are working, talked about taking roll and absences, contacting absences, ensuring no later than 5 minutes to call meeting start, securing time keeper and stack keeper, getting preferences on raising hand or chat and house rules, secretary announces if there is quorum and checking in with missing members, beginning of each agenda item secretary will announce if there is quorum, no one is to speak twice on the same issue

## **5 Committee & Station Manager Reports**

### **Station Manager Report**

**10min**

Beginning with station managers - Celeste: will submit hardcopy for review, major donor and stewardship, slowed down because we no longer have Zoe, events and development committee ask that the board complete thank you efforts before we start calling prospective donors for upcoming spring drive. Will supply board with list of the 21 spring drive match prospects from previous donors, going back 5 years looking at donors, board will have all of the thanks yous done by the end of this week, next week supplied with info for the match donors, Becky and Allison have scripts, looking at grants, working with Prosper Portland to take advantage of the fact that KBOO is an urban renewal development area, looking for help with building development, more information coming, chair has been participating in effort, still working on the FCC rate increase, insurance meeting with agent this week to determine amount, received notice regarding Hood River transfer, 300/mo since activation of Hood River, neither Nate or KBOO were aware of rent increase from \$300 - \$486 and we owe back rent, we are sending the union a certified letter to find out what is going on with the draft, sent email two weeks ago and haven't heard from the president yet, will be ratifying the collective bargaining agreement, applications close the 24th for development director, challenges with salary, membership director, may have trouble getting a qualified candidate, restructuring the nation syndication producer contractor producer this month, volunteer orientation still going, we need quotes prosper PDC, they want to look at the info these contractors are gathering, grant will include being able to do substantial capacity building, more attractive to Oregon Trust to help fund these repairs, Brian: question about offering low salaries, may hurt organization, negotiation raise with the union Celeste: current cba ratified, need to bring in more money for salaries Brian: why do we have substandard wages built into the contract Celeste: here is the problem, everyone decided that everyone should make the same wage, competent development director needs competitive salary, we need to be able to raise the money, expenses are more than we have ever raised before, we need to raise, 1.5 million for healthy budget, its difficult because of

covid, more time than we have here in this conversation Brian: seems like something the board should be addressing, development director needed to raise money, not ok with incongruence, not acceptable situation for salary KatMeow: suggests this is brought as agenda item for next meeting Brian: when we go thru strategic planning lay these things out and figure out how to solve them KatMeow: asked Brian for help with planning meeting and getting folks on board.

### **Finance**

**5min**

YTD end of January over \$100,000 ahead of the budget, would be eating into our reserve without this, end of year campaign 90K goal, 66K half came from anonymous donation of 10K, not typically replicable, 30K came from revenues, 60K from operation expenses saved because of being off site and open positions, not having development director saving money but not pushing top line, end of year campaign strong, outreach on air, avoiding campaign fatigue. Celeste: mentioned outreach for matching donors of top tier donations, not sustainable, here for questions and to back up stephanie

### **Nominating**

**5min**

Have not had any meetings this year so far, look into getting one for March, goals to get started on for April annual meeting, KatMeow: last year membership voted to allow for electronic voting, squared away before next annual meeting.

### **Programing**

**5min**

Shaheed: working on tightening up evaluations, Tim is doing a good job of evaluating programs, we are still working with pandemic and its impact on KBOO programming KatMeow: a lot of new programmers, curious if calendar and list is still being made Celeste: it is available online

### **Development**

**5min**

Laurie: Celeste covered a lot of what we will be working on (in station manager report), BAM! upcoming fundraiser, hear back from board

members how they are sharing this promoting this, hoping for more than 34 signing up, suggested each person recruit ~10 people to sign up for event Brian: tweeted about it, sent to friends, we need to do more concrete commitments Shaheed: agrees, need person that coordinates phone calls and promoting, Laurie: hoping board can drum up more support in the next day for wednesday event, Steph: wanting post to share on Facebook Laurie: issues Eventbrite on Facebook Emma: finance committee and management were talking about being aware of how much staff time we use for fundraisers, KatMeow: made title cards for BAM! event and running on cable channels reaching 400K homes, made a Facebook post Zale: time check

### **Personnel**

**5min**

Rube: came up with a work plan for the year, general discussion, bylaw policy revision, approved in March by board, will go on September ballot for membership to vote KatMeow: have we received the bylaw revisions? Ruba: they will be brought later Zale: we have some ideas about revision, haven't agreed on them, no specific language, hope to have something after next meeting to vote on in March

### **Other Ad hoc**

**5min**

Nothing to report meeting was not held

### **BREAK**

**5min**

**20 minutes over**

### **6 Old Board Business**

**10min**

Review for Management (do we need to rearrange agenda to allow for additional hour at 7:14?) changed this item from 15 to 10 minutes

Announcement engineering committee check, Otto2 just launched, been running of Otto1 for last year, Arthur got new computer and launched live today

Review for management: settling on a review for management, Emma asking about management renewal Emma: asking at last meeting if it

would renew in October, if not renewing start a station manager search, KatMeow: going to executive committee for discussion hasn't had a chance to meet, meet in order to discuss for mgntm and give them the review we decide on today, as far as review Jessica reviewed responses to survey, tech issues sharing document, response from Laurie and ruba thinking about using SurveyMonkey, concern that it stays anonymous, question about why we are using and what we are using it for, review for staff and management, need to know how staff interact and need feedback from staff, having something anonymous support management meeting their goals, support staff, hoping the survey would give us more ideas of what has worked in the past Laurie: suggests considering specific model, thinking about continue having two station managers, exploring what a job description for one manager looks like, having one manager will help with the budget, wants to hear from board what we would like to do for next steps Stephanie: offered sharing 3-4 question survey, Laurie: thinks it would be a good idea for 3-4 question survey, is this something for executive committee or sub committee to draft? KatMeow: likes that idea Emma: it can feel uncomfortable to have this conversation, management is doing amazing job, Jenna and Celeste doing amazing job on this KatMeow: likes idea of sub committee in one month, come up with a draft in 2 weeks. Motion for sub committee: Jessica Laurie seconds unanimous approval for creating sub committee lead by Jessica motion to start sub committee to draft management review process

Needs a vote

[Artist in Residence](#) Deadline April 7th 5pm

Procuring zoom account for the board separate from staff, motion to have the board vote on getting own zoom account Emma: - second: Jessica discussion about this - Laurie: how much would it cost, Emma: \$15/month KatMeow: having this Zoom account is necessary for meeting length Brian: suggesting microsoft for powerful collaboration space, wants to exploring using Teams vote for now motion to

KatMeow: motion for procuring Zoom account Second: Jessica  
unanimous approval

### **7 New Board Business**

**10min**

Zoom Account procurement for Board

Needs a vote

### **8 Comments or announcements**

**5min**

KatMeow: Please listen in to Pandemonium march 3rd/4th 10pm - 5am, metal marathon, looking for matching donor Stephanie: wondering where we left off with board work plan, do we need to revisit this or already KatMeow: should be used for this agenda and following that, there is space to add more things to yearly plan, need to discuss budget Zale: reviewed top of the meeting, board protocol, week before the meeting KateMeow Zale: sending editable agenda everyone should be entering items with time, called end of thursday, friday afternoon link sent for non-editable agenda, KatMeow: agendas are available 3 months in advance

### **9 Public Participation**

**5min**

KatMeow opens floor to public, yields time, Diablo: Ani, Devin reminded of devin, seems like there was a lot of damage done that hasn't been reconciled, wondering if board or mngt is responsible for that, how do we as a community handle when there are such discrepancies with how our volunteers are treated, sketchy time in kboos history, following up with management KatMeow: appreciates looking out for volunteers Jenka: i wanted to present the quarterly website social media analytics, sending report in email, will email it to us, we have 24K follower 16L twitter 7500 IG website 30K unique visitors KBOO app 1400 unique users a month, thinks there is healing that hasn't happened with devin, hopefully that be addressed at some point Emma: asking Jenka with Facebook page do members and volunteers do the have ability to contribute content? Jenka: 20 volunteers that are editors, been open about letting anyone interested, gives guidelines of those 20 only 3-4 post regularly, people who want access generally granted, Twitter and

Instagram we just share the account but with Facebook we can see who is posting and keep track for feedback

## **12 Acknowledgements**

**10min**

KatMeow: asked Brian how acknowledgements work. Brian: its about appreciations, the more we appreciate the more we get behavior we are seeking, always having the floor open. for appreciation KatMeow bringing this up and remembering this from the retreat, it is important to me that we have a functioning team and spirit of appreciation not complaint, being authentic when someone does something that helps you, how they've made my life better, what we appreciate we get more of, getting positive cycle going, Jenka: appreciate people that stepped up to events committee, especially Laurie putting BAM together and quick turn around, thanks to Jessica and Alyssa connecting with board members and working on a project, KatMeow: thanking Zale for help with outlining process, having her support made me feel a lot more confident in facilitation and in a kind but still efficient way, appreciates all that time and energy, Emma: how much I appreciate jenka, known her 25 years, Jenka been here all these years doing all this great work, long history at KBOO, all the service, the work she does for Palestine Brian: appreciate Zale and time keeping, appreciate eugene bradley, for encouragement for not getting a big donation but planting a seed Zale: appreciate everyone for listening when keeping time Laurie: appreciates Alyssa jumping in and after Covid and taking on new tasks Shaheed: appreciates Biran for bringing this up, thank you everyone for putting up with me, what I say seems like criticism but it is to make KBOO better, Celeste, admin staff, Jenka, appreciation everybody

**\*time saved for emergency item assigned number at approval of agenda\***

**10min**

## **13 Adjournment:**

**1min**

**Motion to adjourn Shaheed; Second: Jessica; unanimous approval**

The next meeting is to be held on Monday, March 22nd, 2021 at 6:00PM



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