

KBOO Board Meeting
November 28th, 2022
6:00 PM-8:00 PM

KBOO Foundation Board Agenda
In Person at 20 Se 8th Ave, Portland, OR 97214 or

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

In attendance: Emma Lugo, Joyce Nance, Jill Blanchard, Arthur Rizzotto, Zale Chadwick, Sherry Morisch, Charles Shambry, Malik Hale, Layla Kanaan, Chris Merrick, Ona Harshaw, James Draznin, Ender Black, Mike Frost

Call to Order
Choose: Facilitator – Emma
Timekeeper – Zale
Minutes - Sherry

Approval of Agenda:

Motion from Ona, Seconded by Jill Agenda Approved

Public participation: No public comments

Approval of minutes:

September, October Minutes
Motion from Layla, Second from Malik, Minutes Approved

Committee & Staff Reports

-Finance

Joyce, the Treasurer is meeting with Danielle the Bookkeeper once a week. They have set up the budget on a monthly basis for review and forecasting. They have been getting the accounting in order. The market price of the Marsh property has gone down. The finance committee is working on the 401K Pension issue regarding back 401K is owed from 2019-2022. Venmo has been approved as a method of collecting donations.

-Development

Gift memberships for the drive. Charity organizations offer to make a donation in such a person's name. How about if we try that with KBOO? A donation in someone's name can make a nice gift. Just said goodbye to Tom sad to see him leave. New fundraising ideas including the Cuba Trip. Looking into lapsed members and double the donation an online tool to help companies match an individual's donation. \$70,000 goal for End of the Year Drive.

-Nominating

Need to schedule a December meeting. Mike Frost is considering applying to join the board.

-Program

Review survey penalties for doing various things wrong on the air. Working through a long list of what to do to correct things that have been done wrong in the past.

-Facilities

Ona reports Nathaniel is painting away at the station. Program Ops have been talking about how to make KBOO is presentable for new people and volunteers, making sure it looks as good as we can make it look. Ona reports it is coming along.

-Engineering

Upcoming items – updating the automation system to be more stable and the new transmitter is coming in January. Working out arrangements to remove the old transmitter. Station will be out of power December 22nd, will be running on a generator.

Motion to Approve : Motion to Allocate \$4000 for improvements to Production one. Explainer: This item was in the previous budget would like it added back to the 2023 budget for a new mixer and improvements to production one so it is both production and music mixing room.

Motion made by Ona, Seconded by Malik Motion Approved

-Governance

Next Meeting Dec 20th

Governance Committee needs more members

-Management

Approved LOA for Admin. Counter submitted on Web Position

New Management Team, Ona, Jill, Emma, Chris thanks to Katmeow for all their work.

-Executive

No report

Station Manager's Report 10 minutes

- Need to hire 32-hour interim web coordinator (union requirement), in progress
 - Darin Avery has more access to serverpronto, has been active, fixing bugs
 - Franklin Smith (sort of ditto)
 - CPB/CSG: sign letter of agreement, new staff registry, send in, get first \$63,000 check
 - Overhaul a new FY23 Login and Password file (non-accounting items) in progress
 - Setting up an auto-renewal with Gandi.net (for KBOO.fm .com .org and a couple of others like the KBOO 50th website, KBOORocks (?), Jackstraw (?) on the books.
 - Approved GiftCloud (allows Drew and Michael to make it easier for members and donors to use the website to donate
 - Double the Donor (software, in progress, to expand corporate matches for members)
 - Working with Tom
 - Am taking over liaison with Cuban trip people (KatMeow and Jill?)
 - BendTel phone situation
 - Azia on vacation until December 11th.
 - Youth collective (no progress to report)
 - Collins Foundation (re: Strategic Planning for 2023 and beyond). Tom says they are patient about us submitting this to them.
- link to station manager's report: <https://docs.google.com/document/d/1f6dmospBAIZj32JWwHTa hN7LfvQAxzGIKgJt2i0Rca9E/edit>

Meeting Items Suggested from Staff 30 minutes

- Status of Web Coordinator and Social Media proposals

Interim Web Coordinator will rebuild website and new web coordinator will maintain it. We want to keep the hours for social media and web coordinator to the same hours as allocated in the CBA.

- Appoint hiring committee for Web Coordinator – Azia and Arthur want to be on the hiring committee for the web position. It would be good to have someone who has experience working with website.

- Gentle reminder that board members should not try to schedule their friends on the air without program staff approval.

- November 29 is Giving Day (reminder to board)

- Board Approval Needed for \$4,000 earmarked for Studio One renovation which is not in the FY23 budget.

- CBC (criminal background checks) - Zale points out that board members involved with financial transactions should have CBCs (me also). We haven't had anyone to review background checks in a long time. Not even sure if Delphine was able to have Criminal Background checks. Also any volunteers handling cash working with youth or driving on behalf of kboo need to have their background checked. Another proposal: all 12 board members? Step one we need to get somebody: Zale's proposal is that Emma has her background checked and then she can sign up and be a person who checks backgrounds at the company that checks backgrounds, could check the background of the rest of the executive committee, treasurer, check signer, and there is another step is that our background check company is going to charge us a

monthly fee so we have some time to make a change about background check companies. Such as Telecorp. Zale will do some research about the process and get back in touch with Ona who volunteered to be the background check person.

- Station opening: Limited in January to active programmers and news volunteers. Additional projects to follow. Arthur recommends an RFID badge for programmers and volunteers. Ender reports from staff that the open door policy that used to exist at KBOO should really be reconsidered so that KBOO is safe for staff and youth. Arthur says RFID cards is already something that we can do but Jenna was the only one trained on that and then Jenna left and we still need to be trained on that and then it can be used. Staff also suggests using appointment software to make it effective and safe for everyone.

- Change of duties: Nathaniel taking over Constant Contact from Tom, is likely "outside of job description" (union) and he may qualify for 10% "premium pay" for this work (which would only be by the hour) - board advice?

- Status

New Board Business 20 minutes

-End of Year Campaign

looks good no repors

-Phone Committee

we have several people interested in sitting in as a receptionist at kboo in 4 hour shifts and also have board members interested in having phone calls forwarded since no one is answering the phone at kboo. there is also interest in starting a phone committee to work out phone issues.

-KBOO Website Update

Joyce reports the donate button has been intermittently not working and it said 0 donors. Ender reports we have serious website issues that are coding/script issues with Drupal and only someone who really knows Drupal can fix it. It is a work in progress.

-Marsh Property

the Marsh property has been a bit of a lemon it has a lot of problems. we had a long conversation with the realtor. executive committee decided to sell the house as is. at the recommendation of the realtor the value of the house was \$499 it didn't get any serious interest. the board decided after further advice from the realtor to drop the price to \$449 and KBOO paid to fix the gutters and pay the tenants in order to break the lease. the executive committee expects the price to go lower or else kboo is going to have to spend about \$75,0000 to get the property up to a selling price of

around \$500,000. the executive committee is mostly making decisions on the recommendation of the realtor who was highly recommended and has thoroughly documented everything involved regarding estimates, discoveries and needed repairs. the realtor has said that as we lower the price the interest would increase.

-Station Reopening

no more discussion. see previous section.

-Covid Policy

required masks in the station and vaccination required.

-New Board Members

Mike Frost has expressed interest. Board will wait to see if he turns in his board application.

Closed Session

Motion to close meeting. Motion made by Jill, Seconded by Joyce. Meeting adjourned.