

May 23rd, 2022  
KBOO Foundation Board Agenda  
Via Zoom Meeting: <https://zoom.us/j/466500368>  
6:00 PM - 8:10 PM

**1 Call to Order /Introduction**

**5min**

- [Review Abbreviated House Rules](#) & KBOO Mission
- Facilitation: Brian Setzler
- Notetaker: Jill Blanchard
- Attending:
  - Board: Ruba, Emmanuel, Ona, Charles, Brian, KatMeow, Jill, Jessica  
(Jessica for last ¼ of meeting)
  - Staff: Zale, Nathaniel, Delfine
- Absent:
  - Board: Alyssa, Layla, Laurie, Malik

**4 Exec Com Report**

**10min**

**Electrical Update - Jill**

- Rose City Electric
  - Rose City Electric gave the first bid of \$12,000 for grounding and electrical panel work.
  - They also submitted a bill to KBOO for \$2,800 for consultations with the City and a permit.
    - KBOO is refusing to pay for these services as the other electricians were able to provide quotes without permits and without charge.
- Ertell's Electric
  - Quote = \$8,200 for grounding work
- Mr. Electric
  - Quote = due Tuesday, 5/24/2022
- Badger Electric
  - Quote due week of 5/23/2022

Del, Arthur, Patricia and Jill will meet this week to review the quotes and their scopes of work to make a recommendation to the Executive Committee on how to proceed.

Big thanks to Patricia Kullberg for her work in gathering the quotes.

### **Property Donation - Brian and Delphine**

A member passed away and left a piece of property to KBOO.

- KBOO needs to work with a real estate attorney to transfer the title
- The property is currently worth approximately \$580K
- The house is a rental and currently has renters
- A committee has been formed to determine what to do with the property.
  - Become property managers?
  - Sell
    - Invest money in new equipment
    - Rehab KBOO building
    - Move?

### **Final days of Spring Drive - Jill & Delphine**

- KBOO has about \$40K in of \$56K goal with 6 days remaining
  - Drive ends Saturday, 5/28
- Approximately \$20K in matches
- Board members on the Development Committee have been sending than you cards to donors who have given \$1,000+ .
- T-Shirt “Hive Drive” = \$850

### **5 Committee & Staff Reports**

**15min**

#### **Recommendation from Engineering Com - Jill**

- Purchase and install a Nautel GC15 HD transmitter to be KBOO’s main transmitter on 90.7.
- 20+ lead time
- Total purchase = \$113,150
  - \$93,150 = Transmitter + additional parts + shipping
  - \$20,000 = Installation

## **Development Committee - Jill**

- Transmitter campaign
  - A separate fundraising campaign will be developed to offset costs for the new transmitter
    - Outreach to major donors
    - Event? “ Turn on the transmitter!”
    - Tshirts
    - Board support
  
- Cuba trip
  - 4 people signed up so far
  - Tom and Delphine will be interviewing the tour host/guide on the air
  
- Grants
  - Tom is preparing a matrix to report to the board to show timing for which grants are in progress.
  
- Co-sponsorships
  - Working to be more intentional with co-sponsorships. Making selections of organizations to participate with rather than waiting for co-sponsorship requests to come to KBOO.
  
- “Just say yes” campaign
  - Repeat from last year
  - Current members asked to increase monthly giving by \$1 or \$5
  
- Syndication
  - “Let’s Talk About Race” won an Alliance for Community Media award for journalism.
  - This highlights the importance of aggressively seeking syndication up and down the West Coast and across the country.
  
- Board member fundraising
  - One thing to do between now and the June meeting is forward KatMeow’s video to friends, family and other contacts with a note about why KBOO is important to you.
    - Jill will forward email to board members

## **Nominating Committee - Ruba & Jill**

- Ruba shared Malik's message that The Clinton Street Theater is under new management.
  - They are requesting a formal underwriting proposal along with the request for space for KBOO's annual meeting.
  - Delphine will put the new Underwriting Coordinator in touch with Malik and The Clinton Street Theater.
  
- Jill explained that while part of the Nominating Committee is working on the space for the annual meeting another part of the committee is working on recruitment.
  - Recruitment Events
    - The Nominating Committee is working to hold 3-4 Recruitment Events in June.
      - Informational meetings for prospective candidates
      - Event announcements will be posted far and wide and also by using the same outlets KBOO uses to post for job hires
  
  - Trainings
    - A series of classes to be held between the June recruitment events and elections.
      - Volunteer orientation
      - KBOO meetings
      - Board member roles and responsibilities
      - Committees and work groups
      - Engineering and programming
      - Finances
      - Fundraising
      - Strategic planning
  
  - The Committee is working to refresh the Board Member Job Description
    - Interested board members can contact the Nominating Committee and/or join the Working Board Meeting on Monday, 6/6.

## Manager's Report - Delphine

- Engineering
  - Transmitter - to be purchased/ordered with approval from the Board
  - Arthur prepared a report after returning from National Association of Broadcasters conference
  - Remote broadcasting - need internet capacity
- Programming
  - Programmers are producing special programs for membership drive
  - Currently planning for the remote season
  - Journalism award for program - "Let's Talk about Race"
- Membership
  - Ethan is our new Membership Director
  - Spring Membership Drive runs through Saturday, 5/28/2022
  - \$40k raised out of \$56k goal.
- Development
  - Tom Lane is Development Director
  - Developing a real estate research and work group
  - Creating messaging for membership drive
  - Completing Grant research
- Volunteer
  - Nate Capp is our new Volunteer Coordinator
  - Galaxy, the new volunteer management system is ready to go live
  - Currently recruiting for remote broadcasts
  - Currently recruiting volunteers to clean the station
  - There is a survey for programmers regarding reopening concerns
- Facilities
  - Recruiting volunteers to clean
  - REcommendation to the Executive Committee on how to proceed with electrical work to be made this week
- Hiring
  - Underwriting coordinator - Rehired Phil (Grateful Dead and Friends!) through September at which time we will reassess.
  - Full charge bookkeeper - Posted and actively recruiting

- Summerworks interns - We can create a BOD assistant. Need to create a job description.
- Station manager position -
- Web and Social Media
  - Estelle was hired and will start 06/13/2022 - Full time!!!
  - Estelle will work on archiving issues among other things
  - Social media help is needed
- Administration
  - Background checks - need to update policy on breadth of the check and how often they need to be updated

## **6 New Board Business**

**20min**

Emmanuel announced that he is leaving KBOO's Board of Directors.

### **VOTE: Transmitter**

The board does not have a quorum for a vote on the transmitter. Unanimous support for the expenditure has been sent by way of recommendation to the Executive Committee.

### **Emergency Execom Meeting**

5/21/22 - email from Arthur.

Budget for \$113,150.

VOTE:

Brian Motions to approve the Transmitter and Installation costs.

KM agrees motion passed.

Purchase and installation of the new transmitter are approved.

### **The Union Management Committee needs Board Members appointed.**

Emma expressed interest in volunteering as well.

Brian questioned whether this committee has to happen as part of the CBA. His concern is that it feels like a patch on a patch. He would feel more comfortable if the committee were outside of the CBA.

Once the CBA is approved, the Union Management Committee will meet once a month (may not meet every month) to ensure open communication.

KatMeow will ask Emmanuel to look for someone with union bargaining experience to fill his seat on the board.

Jill suggested recruiting for this specific position in addition to recruiting for finance, engineering, etc.

### **7 Old Board Business**

**5min**

**VOTE: Del to get OnPoint CC and added to the checking account as a signer.**

**Remove Jenna from all bank accounts**

VOTE:

Brian made a motion to cancel Jenna's Yokoyama's credit cards and remove Jenna Yokoyama's name from all KBOO bank accounts. Also to authorize Dephine Criscenzo to have an OnPoint credit card to be issued with KBOO policy and bylaws and add Delphine as a signer at OnPoint.

KatMeow seconds

Unanimous vote to remove Jenna from and add Delphine to credit card and bank accounts.

We need the statement from Advantis

### **8 Comments or announcements**

**5min**

#### **Working board meeting**

- The next Working Board Meeting will be held on Monday, 6/6/2022 from 5:30pm until 7:00pm.
- Topic(s): board member job description and more

### **9 Public participation**

**10min**

Letter from Ray Bodwell was read to the Board. The letter is regarding support for a collective management model for staff at KBOO.

The Board agreed to take an earnest look at the collective management model.

Zale noted that KBOO did try a collective-thing in 2009. The board kept refusing the proposals. There was a management group later who called themselves the Hydra -three staff who took on management roles. All prior to unionization of staff.

## **2 Approval of Agenda**

**1min**

VOTE:

Ruba motions to approve the April Board minutes

Ona seconds

Unanimous vote to approve

## **3 Approval of April meeting minutes**

**1min**

VOTE:

Ruba motions to approve the April Board minutes

Ona seconds

Unanimous vote to approve

## **10 Adjournment:**

**1min**

VOTE:

Ruba motions to adjourn the meeting

Jessica seconds

Unanimous vote to adjourn

**The next meeting will be held on Monday, June 27th, 2022 at 6:00PM**

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