



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 11/27/2023
Time: 6:00pm - 8:00pm
Location: KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

and

Zoom:

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

Meeting ID: 899 2850 1027

Passcode: 794568

WELCOME

INTRODUCTIONS & CHECK-IN (10 minutes)

IN ATTENDANCE

Board members: *Emma Lugo, Jill Blanchard, Mike Frost, Barukh Kioroglo, Sherry Morisch, Carmen Garnica, James Draznin, Joyce Nance, Ona Harshaw*

Station Manager: *Nathan Vandiver*

Staff: *Zale Chadwick, Danielle Schira*

Members/Volunteers:

HOUSE RULES & MEETING GUIDELINES (5 minutes)

- [KBOO House Rules](#)
 - Emma read the house rules
 - Jill read the meeting guidelines

HOUSEKEEPING (5 minutes)

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

APPROVE AGENDA (5 minutes)

- Approve November 2023 Board Meeting Agenda (this document)
 - Motion to approve - Mike
 - Second - Ona
 - Motion approved

PUBLIC PARTICIPATION (10-15 minutes)

- Emma - We have a board member who plans to take a leave of absence to apply for a position at KBOO - Zale says the member can attend but cannot vote

APPROVE KBOO BOARD MEETING MINUTES (5 - 10 minutes)


- Approve October 2023 board meeting minutes
 - [October_2023_Board_Meeting_Minutes](#)
 - Motion to approve - Mike
 - Second - Jill
 - October minutes approved

KUDOS & APPRECIATION (5 minutes)




- Emma - thanks to Mike for doing the work of Secretary
- Jill -
 - Thanks to Gene Bradley and Dan Shramek for the intro to finances
 - Thanks to James Neale for the excellent Dev committee meeting
 - Thanks to Carmen for recording why she's passionate about KBOO
- Ona
 - Thanks to the Membership team, Arty and Mike - Membership drive turned out great
 - Thanks to Ender and the whole staff for emergency response to the problems with Otto
 - Thanks to Althea, Nathaniel, and Azia who have been creating curriculum for the Youth Collective
 - Arthur, Nathan, and Engineering for work on the STL
 - Mike Frost, Mike Johnson, and Arthur for fixing the Hood River translator
- Nathan
 - thanks to the staff for working so hard to fix the automation system and programmers for keeping the staff informed when there were issues
 - Kudos to board and staff for keeping things running smoothly during Nathan's week of leave
- Sherry
 - Kudos to Nathan and Althea and Azia and Arthur and everybody at the station for keeping us on the air
- Emma
 - Thanks to Ender and the other programmers for the month of native programming at KBOO

- Personal thanks to KBOO for letting us play the transgender day of remembrance show and for being there for that community
- So grateful to KBOO and Amy Goodman of Democracy Now for telling the story of the people of Gaza

MISSION MOMENT (5 minutes)

- Program Schedule Redux presented by Program Ops:
 -  BOARD VERSION Program Schedule Redux
 - Presentation grew out of discussion at board retreat

NEW BUSINESS

- Station Manager Report (5 - 10 minutes)
 -  Station Manager Report November 2023
- Engineering Committee (5 minutes)
 - Nothing additional beyond the station manager report
- Finance Committee (10 minutes)
 -  FC Report 11.16.2023 - Cover Sheet.pdf
 -  Finance Committee Meeting Notes 1.pdf
 - [Full FC Report 11.16.2023](#)
 - Priorities moving forward
 - Making the cover sheet a 'bottom line' doc
 - Reviewing policy
 - Reviewing how we are protecting the cash on hand, and how to grow it
- Development & Events Committee (5 minutes)
 - Joan Garry Nonprofit Leadership Lab
 - James introduced us to them
 - 3 courses each week that board members can take - contact Jill or James Neale to take them
 - Sending thank you notes to major donors for the fall drive
 - Talked about "What is a development committee?" Trying to build relationships and connections to increase resources for KBOO
 - Talked about grants
 - We are in the middle of the end of year drive - tell your network!
 - Last year, at the end of the year, we collected and published 22 reasons the board loves KBOO to our membership - what cute thing can we do this year?
 - Emma - should we send a letter from the board for fundraising?
 - Jill - let's do an email
 - Maybe do a group photo of the board

- Nathan will check with Arty on how we can incorporate in one of the mailers that is already going out
 - Ona - Did kind of do this already
 - Emma - can we meet major donors?
 - Jill - When James is back from leave we will arrange it
 - Emma - Should we go through James Neale for any ideas we have?
 - Start going through James when we have potential donors/organizations
- Events Committee (*5 minutes*)
 - No report
- Programming Committee (*5 minutes*)
 - Meeting on 12/5
- Governance/Policy Committee (*5 minutes*)
 - Working on station access policy and youth safety policy
 - Meeting on 12/19
- Nominating Committee (*5 minutes*)
 - Mentors
 - Jill will reach out to each member about mentorship opportunities
 - Trainings
 - Next training in January - Zale will train us on board process
 - Recruitment strategy
 - We have a full board, plus one waiting in the wings!
 - Charles will resume how to become a board member classes in March
 - Recruiting will start in March, application due in early July

ADMINISTRATIVE

- Board vote on date of December Board meeting - proposed date is Monday, Dec 18, 2023 (one week before Christmas)
 - Ona - Motion to set the date as above
 - Jill - Seconded the motion
 - Motion approved
 - Jill will update the website
- Board vote on upgrading Zoom account to Pro to utilize AI note-taking feature
 - Board has asked Nathan to look into the AI function and let us know what it would cost. One option is to combine the accounts of the board and the staff. Will report back before the next meeting.

CLOSED SESSION

- Mike - Motion to go into closed session to discuss a personnel matter

- Ona - seconded the motion
- Motion approved
- Voted to approve staff appreciation

ANNOUNCEMENTS

- Next Friday, 12/8 we will drain the kegs in Nate's office. Bring a growler!
- Nate will announce to the programmers and volunteers.

NEXT BOARD MEETING

- Monday, 12/18/2023 at 6pm
- Only on Zoom

ADJOURN