

## October 24, 2016 KBOO Board Meeting Minutes- APPROVED BY BOARD

Facilitator: Melissa

Note Taker: Delphine

1. Welcome KBOO members and visitors: Erin Yankee, Zale Chadwick, Monica Beemer, Robin Ryan
2. Read House Rules and Meeting Guidelines: DONE!
3. Introductions
  - a. Board member present: Melissa, Patrick, Matthew, Tommy, Rose, Delphine, Katmeow, Sekoynia
  - b. Board members absent: Kipp (Excused), John (Excused), Shaheed
4. Opening Public Comments: None
5. Minutes Approval – September 2016- APPROVED!
6. Discussion and approval of agenda. APPROVED!
7. Appointment of 2 open Board Seats of 3 years each

We received 3 completed candidate applications: Jen Davis, Kathryn Garcia and Adam Carpinelli.

On Oct. 24, Jen Davis withdrew her candidacy.

We also received an incomplete application, missing a candidate statement from Nina Vang.

### Questions for board candidates

- Why do you like our KBOO community?
- We ask each board member to dedicate 12-15 hours per month to KBOO board business. Other than attending regular board functions, what do you see yourself contributing during your KBOO time allotment?
- What is your experience problem solve tough issues with a group individuals that have diverse opinions?

Adam Carpinelli: I love music, radio, KBOO. I am an activist working for social change and being a member of KBOO makes sense. I am involved with prison issues. My contributions will be in fundraising, networking, creating connections, broadening the KBOO community. I have been helping with Cascade Media Convergence, Jerico Movement, other musical initiatives.

Programming and event committee would be the ones I would be interested and qualify to join. I put on a lot of events for fundraising. Problem solving and mediation I am familiar to through my activism. I have some training in restorative justice and anti-oppression. CANDIDATE STATEMENT BELOW

Katmeow Garcia: I find KBOO very welcoming, respectful, safe. Reading the programming charter, I feel I belong and do not feel worried about expressing myself here. I am very interested in community and alternative media and invest a lot in community radio. I would love to create a show about self-care and accessing good mental health and self-care for everyone. I would love to work on the event squad, learn more about engineering. I work at PCM as media educator, I am also interested in membership and data entry. I am interested in learning more about what it takes to run this community resource. Part of some of the staff training I have received at different organization I worked with on conflict resolution and anti-oppression. I have some time had to problem solve not being welcomed. I am committed to social justice and equity. CANDIDATE STATEMENT BELOW

**Adam: 7 votes- APPONITED FOR 3 YEAR TERM**

**Katmeow: 7 votes- APPONITED FOR 3 YEAR TERM**

8. Station Manager's Report - Monica: \$15000 match for end of the year fundraising for new and increasing members. Special mailing to 8000 people. Special mailing with hand written note to major donor. The mailing will have the strategic report and our station report will be online only. We will be in the Give Guide. Nov 29, 30-Dec 1 membership drive. Election night coverage. 2 hiring process: PM News director and station manager. Great programming coverage for Thanksgiving Day/ Genocide Cover-up Day. Mock FCC inspection. National emergency test. Smithville is officially transferred. Sold for \$10000 (\$4000 now and \$6000 over the next year). 120 people have been trained through the Anti-Oppression. We will now go offer a monthly option for people to take the workshop. 3 year plan for replacing technology. 4 year plan for archiving. We have 2 interns working on archiving. Working on second stream which will go live in March. Listening survey is coming.

Zale: FCC coordinator will need to submit a new FCC board report because there has been more than half of the board turn over recently. Board members will receive an email from Zale with a form to fill out.

9. KBOO staff person discussing what their job really entails: Erin Yanke, Program Director  
**What do you do day to day?**

As Program Director

- In charge of all that goes on the air - on paper - realistically in charge of all music programs that air during the week, and all weekend programs
  - M-F Noon -4pm, 8pm - 7am
  - Sat - Sun 24 hours a day
- Making partnerships with communities that should be on the air

- Current example -Russian show replacing the Dutch hour
- Provide Leadership in Programming
  - Technologically - using the website, apps, podcasting, keeping up with the community and public radio environment
  - Community Advisory Board - CPB Funding
    - MUST Give public notice to meetings
    - MUST post meeting minutes online AND physically at KBOO.
- Music Library
  - Identify needs to replace and add music to the library
  - Get a library database in place
  - Help music directors
  - Work with interns and volunteers in the library
- Archive
  - Supervise Selena - our archive fellow through May
  - Keep track of digitization project
  - Keep track of data elements
- 50th Anniversary OHS Exhibit co-chair
  - Working on the exhibit that will open at the Oregon Historical Society in January 2018 for the KBOO 50th anniversary

#### As Training Coordinator

- Schedule trainings and trainers to fill needs of KBOO
  - 2-4 INtro to audio productions per month
  - Listening session
  - Legal training
  - Board op trainings
  - Beginning and Advanced Digital Editing
- Identify future trainers
- Identify or help create new trainings
  - New classes that have started this year
    - Public Affairs Essentials
    - Introduction to Collectives
    - Introduction to Podcasting at KBOO
- Evaluate and analyze training
  - Meeting with Trainers every 6 months or so to check in, see how the classes are fitting together, and identify burnout in trainers.

#### As Youth Advocate

- Meet weekly with the KBOO Youth collective to help plan their monthly public affairs show and their monthly music show
- Lead youth tours of KBOO
- Point person for youth volunteers
- Work with youth organizations to help create special programming for KBOO
  - NAYA high school class for Thanksgiving special

## 10. Board Liaison Committee Reports (30 min)

### a. Finance Committee:

Context: CPB money received. \$25 000 is restricted. 75% is coming in Nov. The rest is coming in February. We borrowed some money from our capital last year and we are going to pay it back with CPB money.

**MOTION: Board agrees to transfer \$25 000 in November back into operating reserve and the other \$25 000 in February when we received the rest of the money. MOTION CARRIES**

b. Governance Committee: Did not meet. Need more members and to set a meeting. There are some policies to be discussed and taken to the board for approval.

c. Nominating Committee: Successful appointment of 2 board members!

d. Program Committee: Working still on creating process for getting programming feedback and creating an in-house evaluation process. As well will review feedback received during Strategic planning process.

e. Personnel Committee: Law change and update to bargaining went well. New back ground check to screen people for sexual offender registry and violent crime. DMV record for people who drive for KBOO.

f. Development Committee: Equipment grant with Murdock. Training grant with a focus on youth collective. CPB is coming in Nov. National Endowment for the Art: archiving grant. Spirit Mountain Community Fund: \$20 000 for archiving. Oregon Community Foundation for telephone system. National Endowment for the Humanity.

g. Executive Committee: Did not meet.

h. Events Squad: 50<sup>th</sup> anniversary events planning meeting this week to put together event for the year of the anniversary. Third Tuesday meeting.

i. Engineering committee: Microphone stolen at the last membership drive so discussion about how to be more responsive. Change the Boo player.

j. Strategic Planning Support Work Group: Met to debrief and schedule to meet quarterly. Mel and Del are stepping back. Who is interested in joining?

k. Community Advisory Board: Needs to be compliant with CPB. Will meet first time in Nov.

## 11. Agenda items

- Elect officers and board committee liaison:

### **Nomination:**

President: Delphine

Treasurer: Melissa

Secretary: Sekoynia

Vice-President: John, Matthew

### **Elected:**

John: 1 vote

Matthew: 6 votes- ELECTED VICE-PRESIDENT

Delphine: 7 votes- ELECTED PRESIDENT

Sekoynia: 7 votes- ELECTED SECRETARY

Melissa: 7 votes- ELECTED TREASURER

### Committee liaison:

- Events squad: Kipp or Tsixx liaison or co-liaison
- Finance: Mel liaison
- Personnel: Mel or John? Liaison or co-liaison
- Governance: Matthew liaison (Only members of the board can participate)
- Nominating: Katmeow liaison (Only members of the board can participate)
- Programming: Tsixx and Delphine co-liaison
- Executive committee: Delphine (President), Melissa (Treasurer), Matthew (Board member at large)
- Development (ad-hoc): ?
- Engineering: Patrick liaison
- Strategic Planning Support Work Group: Sekoynia liaison
- CAB: Delphine liaison


Other Committee Members:

- Development: Katmeow
  - Nominating: Delphine, Tsixx
  - Finance: Matthew
- 
- Create teams to perform documented exit interviews with those who retire from the board and/or staff. This will help us understand better ways to improve our retention of board and staff folks, and help improve KBOO culture and efficiency. Jen- TABLED BECAUSE JEN IS NO LONGER ON THE BOARD
  - Suggestion for a way to open future board meetings to help improve board communication and effectiveness. Jen- TABLED BECAUSE JEN IS NO LONGER ON THE BOARD
- 
- Hiring Station Manager timeline update: Monica, Sekoynia, John met to discuss putting together a hiring committee to hire a new station manager. Matthew and Kathleen are joining so the hiring team will be: Sekoynia, John, Matthew, Kathleen Stevenson. Monica will check with staff to see who will be the staff person sitting on the hiring committee.
- Edit job description, John writes a short intro for advertising the position, Del and Michael Wells write something about Monica leaving, advertise the position in November (Nov. 7)
- Job description: APPROVED with minor edits. (See bellow)
- Board Retreat reminder: Sat. Oct. 29 from Noon-4PM at the Leavan Community Center 5431 NE 20th Ave. Portland, OR 97211

12. Closing Public Comments (10 min) NONE

13. Closed session DISCUSSING PERSONNEL ISSUES.

Meeting Adjourned: 10:20PM



Delphine Criscenzo  
Board President

## Candidate Statements:

Adam Carpinelli

I would like to join the KBOO board in order to encourage culturally responsive programming, organizational logistics, event and station promotion. In the last five years I have always included and out/in-reached with the KBOO community on events related to political activism and multicultural music. I moved to Portland in the late 90's from Northern Virginia and I call Portland home and will probably spend the rest of my life here. I am a 39 year old white cis-male. My family heritage is Italian, Russian Jewish and Sicilian. I am a multi-instrumentalist activist scholar. What I bring to KBOO is my networking and sensitivity to multi-cultural programming. I have been a collective member of the Prison Pipeline Collective for several years and I'm familiar and have great rapport with KBOO staff. Many folks around the station know that I have a reputation as a prolific organizer, somebody who "gets things done" and that I am reliable, dynamic and that I bring a very positive attitude towards pro-active communication and cultural sensitivity to programming. My participation in the music and activist community is exhaustive as I hold several important positions (including non-profit boards) with local, regional and national organizations. I am affiliated with (but not limited to): The Jericho Movement, Portland Prisoner Support, Northwest Alliance for Alternative Media & Education, Portland Anarchist Black Cross, Social Justice Action Center, Cascade Radio Network, Cascade Media Convergence, September 9th Coalition, RLM Entertainment, Orange Beat Youth Music Project and Obo Addy Legacy Project. Musically I focus on contemporary jazz and world beat projects where I played guitar for Obo Addy and have founded local projects such as Wamba, Ubuntu Project, Fingerpaint Afrojazz, Shiver Music Project and Kalakuta Afrobeat Band. I believe, have affinity for and actively practice the values of KBOO and want to contribute more to the station with my time, connections and energy. I would be honored to join the board and feel free to contact me any time for further questions or concerns.

## Katmeow Garcia

I learned as an adolescent growing up in Idaho that I am a person with a dual heritage. The reality of having privilege at the same time I was experiencing external and internal oppression was obvious to me at an early age because although I found myself the target of brutal violence inherent in white supremacy and patriarchy I still sometimes passed as part of the normative culture. I speak Spanish and English and I am semi-fluent in Mandarin Chinese. As a member of the KBOO board of directors, my cultural insight will add to the strong foundation KBOO's vision/mission.

In 2004, I earned a degree in Social Justice from The Evergreen State College. I currently work at Portland Community Media as Media Educator. I find my role at PCM very fulfilling because it allows me to share media skills. Most recently I worked with Lents Youth Initiative to facilitate a documentary on climate change. I see my academic training and current work as revolutionary work that will benefit Portland and our society as I serve on the KBOO board.

Since moving to Portland in 2007 I have volunteered at several non-profit organizations such as the South East Portland Tool Library, SCRAP, the Sexual Assault Resource Center, KBOO, and Victory Over Childhood Abuse. My roles at these organizations have prepared me to serve on the board at KBOO. Some of these roles include: mentoring, teaching, checking out equipment, producing media, grant research, dishwashing and data entry. I have also been lucky enough to serve on the board of directors of the Portland Alliance, helping to fundraise, plan events, network and strategize.

Some part of my core being has always fought for the marginalized. Whether it was confronting homophobic bullies in middle school, posing tough questions to fellow students and faculty alike in college or more recently being a part of producing independent media, my focus has always been social justice. In and around Portland I have had the opportunity to meet, interview and march alongside a plethora of activists. I see being a part of the board as an opportunity to take an even more active role in sharing these voices that are typically quieted or left unheard.

My dial is set to 90.7 because the KBOO's mission is a reflection of my own core beliefs. I want to serve on the board because after going through FCC training, board operation training, answering phones during pledge drives and listening to KBOO on the daily, I still want to learn more and give more. I will bring my creativity, media skills, and connections to local activists, relationships with other Non-Profits and experience as a female identified, working class, dual heritage, Multi-lingual, Queer, Multnomah county resident to the proverbial table. (I can also bring my grandma's tamale, salsa and tortilla recipes). I want to serve because I want to have fun, smile and laugh, and help create an even more welcoming, diverse, empowering community radio station.

Thank you for your consideration.



**Job Description: Station Manager**

Department: Executive Leadership

Reports to: KBOO Foundation Board of Directors

Employment Status: Regular Position, Exempt

**General Description**

The Station Manager oversees the administrative, fundraising and business functions of the KBOO Foundation's community radio station transmitting at 90.7 FM and all affiliated frequencies. This position provides leadership and vision, with a focus on innovative, high-quality, community-based programming. Responsibilities include administrative, fundraising, financial, engineering, technical, programming and public relations tasks, as well as occasional on-air program or promotional work.

**Qualifications and Requested Skills**

- Nonprofit management and supervisory experience required.
- Knowledge of the principles and practices of nonprofit budgeting and financial management as they relate to program and organization-wide management.
- Awareness of local, state and federal nonprofit and other relevant laws and ability to ensure KBOO operates within these laws.
- Ability to thrive in a democratically-run, decentralized organization.
- Comfort working with a wide variety of people in a diverse workplace.
- Ability to plan, delegate and organize people to meet goals and objectives.
- Ability to adapt KBOO's vision and goals to meet changes in technology and society.
- Fundraising experience desired, including major donors and grants.
- Experience managing high-profile media events.
- Noncommercial community radio experience desired.
- Bachelor's degree or equivalent experience desired.
- Excellent listening, oral and written communication and public speaking skills.
- The Station Co-Managers shall strive to maintain a respectful work environment by supporting the KBOO House Rules ([http://kboo.fm/about/house\\_rules](http://kboo.fm/about/house_rules)) and the financial viability of the KBOO Foundation community-based organization.
- Ability to support and lead comprehensive and inclusive organizational planning process.

**Essential Functions:**

- With board and staff ensure there is an annual plan based in the long-term strategic and a dynamic, on-going process for updating and using the plan.
- With Finance Committee and Finance Coordinator - ensure there is a budget proposal for the board and proper oversight of the finances.
- With Development Director and Membership Director- ensure there is a timeline/plan and sufficient resources for ensuring revenue for the budget. Ensure we stay in compliance with requirements of all funding entities.
- With Chief Engineer, ensure there is plan and process for equipment and facility maintenance and replacement.
- With Tech Team, ensure there is a plan and resources for maintaining vital

technology.

- Ensure promotions team has a plan and resources for communications, with the goal of attracting new members.
- Ensure Membership has a plan and resources for all membership functions and is able to support current members as well as bring in new members.
- Help ensure the board is trained and informed. With staff assistance, help recruit new members to the board.
- With board and staff, work to ensure the general environment at KBOO is welcoming and supportive to all people, especially those targeted by oppressions, and that we are all working to end oppressions and micro-aggressions at all levels.
- Supervise, support all staff.
- Ensure all operating teams are meeting and functioning well.
- Revenue; Admin; Programming; Tech; Promotions
- Help ensure KBOO programming is evaluated and meets the charter, mission, vision and values of KBOO.
- Ensure the volunteer program is serving all vital volunteer needs for the organization.
- Know and follow the collectively bargained agreement and participate in its development.
- Build and maintain positive relationships for KBOO with individuals and organizations that will help us to maintain our mission, vision and charter as well as have the resources we need to fulfill these.
- Ensure KBOO follows all local, state and federal laws regarding operations, stays in compliance with all FCC requirements.

### **Introductory Period**

There is a six-month introductory period. This period is not to be construed as a contract. The employee shall be evaluated before the end of the introductory period.

### **Salary and Benefits**

Salary for this position is \_\_\_\_\_50 000\_\_\_\_\_ annually. Benefits include medical and dental coverage, disability and life insurance, and credit union eligibility. This position also offers paid vacation, sick leave and 11 paid holidays per year. Eligibility for the pension plan occurs one year after the date of hire. Distribution is determined at the end of the fiscal year following the eligibility date and is pro-rated.

### **Working Conditions**

KBOO has ten paid employees and over 400 volunteers. KBOO has regular membership drives that require an intense amount of time and coordination. The atmosphere is hectic and stimulating. The ability to work in this kind of environment is essential.

Workplace expectations at KBOO radio include:

- effective verbal and written communications
- conflict de-escalation

- skillful volunteer relations and utilization
- capable project management
- work-area organization
- response to phone calls and correspondence
- teamwork and cooperation with other employees, as well as volunteers and board members
- furtherance of KBOO mission, goals and values
- meeting attendance and participation
- capable departmental budgeting
- punctuality.

### **Equipment Used and Physical Working Conditions**

Computer, voicemail, copier, fax. Applicant must be able to remain in a stationary position approximately 50% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Applicant must be able to operate a computer and other office-productivity machinery, such as a calculator, copy machine and computer printer.

### **Affirmative Action/Equal Employment Opportunity**

KBOO Community Radio is an equal opportunity and affirmative action employer. Women and people of color are encouraged to apply. Our organization does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, gender identity, class, creed, physical or mental disability.