

Monday, October 29, 2018 from 6P - 8P

Cider Riot at 807 NE Couch (@ the NE corner of 8th & Couch).

- KBOO Board Agenda Oct-29-2018.pdf: The agenda.
- Robert's Rules of Order (1 page).pdf: 1-page summary of *Robert's Rules of Order*
 - Please review this before the meeting - we need to practice conducting our meetings using these rules.
 - Embrace the awkwardness! I and others will probably make mistakes or stumble a bit when using these - I can tell you they're still new to me. Practice will make it better. Don't worry about being perfect if they're new to you. We'll find our way.
- Station Manager Report- October 2018.pdf: Del's Station Manager Report
 - Del will be giving us highlights during the meeting.
 - Please read this before the meeting, though - it has lots of important updates and info about what's going on at KBOO.

Start at 6:15PM

Facilitators Ruben Lawrence and Danielle Parks

Note Taker: KatMeow Garcia

Present: Daniel, Ruben, Reuben, Shaheed, tSixx, KatMeow, Nick,

Reading of House Rules

1. Introductions: moved to end of board meetings

2. Public Comments:NA

3. Station Manager Report:

Station Manager Report - October 2018

Delphine's Email: del@kboo.fm

Admin:

- **Vacation**
- **GRC**
- **Election season reminders**

Archiving:

- **Marti is doing great! Entering metadata of the tapes we have already digitized.**

- We have received a grant from the Cultural Trust for \$18000 to continue our archiving project.
- We have been invited to the Community Archiving Workshop of the Association of Moving Image Archivists (AMIA) (www.amianet.org).

Web/IT/Tech:

- Working on installing new firewall.
- Working on installing the connection for the archive database
- Give Guide social media promotion planning
- Finished assessment with Gazelle consulting. AT THE NOVEMBER BOARD MEETING Christina will join us to share learning with you about how weak and how strong our systems are.
- Jenka will be on sabbatical in Dec, Jan, Feb. We are making a plan.

Volunteers:

- GRC involvement
- Ani is on vacation until Nov. 5 but away in Mexico until Nov. 25
- Beloved Community 2019 initiative - Working with Deland Celina, Program Op team and Vo.

- 1- New contract and staff procedure
- 2- Monthly sessions for practicing interrupting x2
- 3- Beloved Community 101 workshop quarterly
- 4- POC volunteer point person
- 5- Evaluations
- 6- Program Op. Team identifies specific air time for WOC and invest in recruiting and training

Engineering/Facilities:

- Changed the wire connecting our cd link. Thank you Michael Brown!
- Live music support
- Support firewall installation
- Created a copy of s drive and took it off site to Tommy's
- The roof is good for another 10 years! We do need to fix a spot on it though which will cost about \$500-1000
- Gas pipes need corrosion paint. John is working on it!
- We are repainting the bathroom
- Guinevere is now a Facilities volunteer too!

Programming:

- **50th Anniversary Special Programming: Black Boo took place in April, May 31st Founders special, in June Women's special, Native and Queer special programming happened in August, next will be the Latinex and Asian Pacific Islanders special coming up in fall but no API volunteer want to lead**
- **Election coverage planning**
- **We hired Rachel Hartley as Evening News and PA Director. She is starting Monday!**
- **Sam and Theresa have been doing an awesome job!**

Development:

- **Becky is gone!**
- **Zoe is doing awesome at planning the give guide!**
- **Give guide planning, promotion messaging, parties and graphics**
- **Holiday drive planning**
- **Cuba trip planning**
- **Finalizing job description for development director with added responsibilities.**

Will be posting by Nov1.

- **Del is working on annual report!**
- **Del is keeping an eye on grants and reports that are due!**
-

Membership:

- **Sending thank you gifts**
- **We moved the office around and it looks great!**
- **We are almost done with putting the paper work away**
- **Planning for holiday drive**
- **We have a new intern Adam and Michelle is still supporting the department**

Finance:

- **MacRae will be on sabbatical October 19- Dec1.**
- **Alex is working for MacRae**
- **We are now tracking the time staff spend on membership drive**

Underwriting:

- **Working on give guide partnership**
- **Raffle prize strategy development with membership**

Station Manager's Notes:

- We are working with Della Rae to create an HR hand book and other HR procedures. Moving along!
- Marla Davis process to access funds. The application is ready. We will also use the money to hire someone to help with applications reviews, be a fiscal helper, and develop an internship for Native youth through Rose City Native Radio in honor of John Talley.
- Working with staff on a year long calendar of events to post in the lobby
- HR and personnel issues continue to take a lot off time
- Annual report development
- Board leadership meeting with RACC
- Focused on hiring:
 - Membership/advancement director: January. Start date February
 - Dev. dir with increased responsibilities: December. Start date January

Motion by TSixx: asks for more time for Station Manager Report (to avoid rushed reports moving forward)

Second: Danielle

Board Votes: in favor.

Decision made that moving forward that the Station Manager will come with 5 major items and board will read report before board meeting, instead of relying on Station Manager from having to generalize the station report.

Motion by Ruben L.: to extend 10 minutes time for the Station Manager to report for the CAB report b/c KBOO member was unable to come in to report:

Second by Reuben D.

Next CAB meeting on Nov 20th board encouraged to send a liaison.

CAB is run by Erin Yankee/review committees.

Daniella: asks for more specifics :Community Advisory Board Policy/Funding

Del: CPB funding is contingent on CAB Meetings happening.

4. Record of Board Member Resignations:

- Ruben will send resignation emails, to KatMeow in the next two days so KatMeow can add them to the Meeting Notes, and attach the resignation emails.

Sekoniya Wright: Resignation Date: September 27, 2018 at 5:56 PM

Adam Carpinelli: Resignation Date: Notice Received: Sep 26, 2018, at 2:33 PM,

5. Board Officer Position Appointments

Motion by Danielle: to appoint Ruben Lawrence

Second: KatMeow

Board Votes: 7 to nothing in favor

Motion by Ruben L: to make Danielle Vice President

Second: TSixx

Board Votes 7 to nothing in favor

Motion by Danielle: to make Reuben D. Treasurer:

Second:TSixx

Board Votes: 7 to nothing in favor

Motion by Danielle: to make KatMeow Secretary

Second:TSixx

Board Votes: 7 to nothing in favor.

Executive Committee:

President :Ruben Lawrence

Vice President :Danielle Parks

Treasure : Reuben D.

Not in Executive Committee;

Secretary (cannot be the president):KatMeow Garcia

Every October the board reassigns positions (are not fixed in stone for the entire fiscal year.

6. Board Expectations and Culture

- Importance of showing up consistently (if you miss three meetings in a fiscal year you will likely be voted off this includes the annual meeting and board retreat)
- Reading Emails and Committee Notes before meetings
- Coming soon : Work Plans for work groups
- Touchpoint on upcoming **Board Retreat:** Saturday, Nov. 17th, 2018 from 12PM-4PM-Stonehenge where KBOO's tower sits, meet and carpool. Meet at 11:45 at KBOO.
- ...and more

7. Scheduling Board Meetings

- November and December meetings are in holiday season: shall we move them a bit? Moving board meetings generally to the first Weds of every month to allow more time for proper financial reporting.

November 26th 2018 at KBOO 6PM-8PM

December TBA

8. Committee Reports:

Liaison appointments: Will be discussed at the upcoming **Board Retreat** Saturday, Nov. 17th, 2018 from 12PM-4PM-Stonehenge where KBOO's tower sits, meet and carpool. Meet at 11:45 at KBOO.

Committees can act w/out board approval

- Executive Committee
- Nominating Committee

Committees can not act without board approval

- Personnel & Governance
- Community Advisory Board
- Development
- Finance -report from treasurer
- Programing Committee

Introductions

Other committees being made into "Work Plans" moving forward.

Adjourn:8:39PM