

August Nom Com Meeting

August 25th 2019

KatMeow & Rachel

Workgroup

Konah, Adam C. Janet U., Sue B, Marvin R.,

Ballot counters (Tim R. and Rachel is securing second counter)

2019 Budget

Rental Space: **\$0** (we were able to secure it for free this year!)

Performers: \$200 eachx 2 performers = **\$400**

Ballot Counters: Primary Ballot collector and counter **\$200**

` Secondary Ballot Counter **\$150**

Supplies for youth area: **\$25**

Food and Snacks: **\$200** (Most food is being donated so this number could likely decrease)

Total: \$975 (under budget from last year)

Note: There are separate additional funds just for ballot printing> it may be beneficial to print in color next year as many other non profits are doing. This would require an increase to the ballot printing budget. **If we cannot afford color the ballot design needs to be in B&W so members of the community with diverse sight abilities can read the ballot clearly.**

Annual Meeting Agenda Mic to the People!

Volunteers need to scheduled to be present at 11:00 or 11:30 to help with set up😊

- 1) **Mic to the People Booth:** During the entire meeting we are collecting 1 min stories: favorite memory about kboo. Stories are being recorded on two zoom recorders with content and booth to be run by two volunteers still to be identified.

Needs:

- Two Zoom Recorders with SD Cards (to be picked up from the KBOO News Room)
- Two volunteers (preferably w/zoom recorder experience)
- A laptop and or hard drive to upload audio files from the booth to (or perhaps this can be done at the station?).
- Folding table/chairs
- Talent release forms so we can use member stories on- air for future fund drives (KatMeow will send digital file to Rachel to print before the event.)

- Clip Boards/Pens for Talent Release forms
- Mic to the People Signage with explanation to hang at booth

2) **Youth Area**: Many members feel KBOO could be more inclusive by providing youth activities at events. This year we will have a space for youth at the annual meeting.

Needs:

2 volunteers (preferable folks who already work with youth) to be present and safe with young people

- Clay and googly eyes for youth to play with (KatMeow will provide)
- KBOO toy bin from front lobby area
- Radio Coloring books and crayons for youth to color with (KatMeow will provide and leave at KBOO on Sept 10th)
- Folding Tables and chairs for youth to work at.

3) **Food stuffs and refreshments**

Adam has secured some sizzle pies

Janet has agreed to reach out for veggie trays and snacks

Needs:

- Drinks!
- Coffee!
- Other snacks
- Folding Table for food area (usually next to the stage on the Right side.
- Plates and cups (hot and cold) napkins and utensils for serving
- Volunteer to help set up food area

4) **Stage set up:**

Needs:

- 2 Volunteers to set up audio mics for talent and announcements
- Contact Clinton St to see what their AV set up is/what we need to bring.

5) **Ballot Counting**

- Need a membership list on site for the event, from membership department because the two vote counters are able to verify ballots at the event.

6) **Misc.**

- **Box for folks to put ballots into at the event**
- **Various kinds of signage**
- **Decorations**
- **Extension cords and power strips**
- **Awards to be given to members and staff**
- **Thank you cards/ KBOO swag to give to talent**
- **KBOO Swag for sale? Ask Membership if that is an option.**
- **Packet for the Clinton St w/ KBOO Swag and info/asks for/about underwriting and or promotion opportunities from Development/Underwriting Departments**

Annual Meeting Schedule

Noon - 12:30

Gathering and Mingling

12:30-1:00

Candidate Statements (2min = 16 min)

Candidate Questions: 14 min

1:00-1:30

Board President: Financial Report/State of KBOO Address

Last Call for Ballots

1:30-2:30

Entertainment with WestCoast Black Bear and Izzy BM

Ballot counters will be counting ballots.

2:30

Appreciation Awards- presented by Interim Station Manager

Announcement of Elected Board Members slated to begin October 1, 2020.

3:00:

Adjourn