

KBOO Foundation Board Meeting Minutes

20 SE 8th Ave., Portland Or 97214

1/28/20, 6:15-8:30 PM

Attending: Emma Lugo (facilitator), Katmeow Garcia, Marvin Raines, Ruba Leech, Shaheed Haamid, Laurie Mercier (minute-taker), Theresa Mitchell (on phone temporarily, but then too ill to participate)

Absent: Sarah Farahat

1 Call to Order /Introductions

Emma facilitates

Guest introductions

Review house rules

2 Approval of Agenda (some re-ordering to accommodate staff)

3 Committee Reports

Development: director Tom Lane discussed fundraising activities and plans

Finance committee: Gene Bradley (reporting for Theresa): despite recent \$100K donation still \$85K short in reserves

Personnel committee: Zale (reporting for Ruba): will request item that needs revision on agenda next month so can appear on next ballot for vote by membership

4 December minutes Motion to approve; possible lack of quorum so postponed until next meeting

5 New Applicants to Board: presentations by two candidates interested in and willing to serve on the board to fill current vacancies

Michael Buchanan, applicant for board: has been volunteer at KBOO; what can offer board: a team member, active in community, can bring new perspective representing various communities; has experience in development and leadership skills

Questions from co-managers, board members; discussion

Carla Cruz, applicant for board: professional and volunteer experiences: MEChA, translation services, accountant, businessperson, has worked lots w/organizations to set up bylaws (e.g., AA). Believes in transparency and unity; how to be creative in involving other linguistic communities; co-exec director [of?]; Adelante Mujeres; on coordinating committee for Poor Peoples Campaign

Questions from co-managers, board members; discussion

Zale: noted that of four vacant slots, terms for three vacant seats end in Sept '20, one vacancy expires September 2021

Board members noted not a quorum to officially vote on the candidates. Board thanked candidates for their support of KBOO, willingness to serve, and asked that they return to the February meeting for formal consideration and a vote.

6 Committee reports (continued)

Nominating (Marvin): has revised the matrix and application for board candidates

Ad hoc board fundraising committee (Shaheed): reported that they had bounced around different ideas; each board member has ideas about how to raise funds. Among other priorities, want to figure out ways to increase KBOO visibility and secure funds and donations without too much staff and volunteer labor; how to secure steady revenue streams to provide staff a living wage. Board members will continue to pursue ideas, and welcome direction from Tom Lane.

Programming (Emma): Erin taking leave of absence for 3 mos.; there will be a part-time interim
Some possible shifting of programs; discussion

Exec Comm: Katmeow reported that board needs to work on plan for management

Executive Officers' Report: Jenna noted that she and Celeste sent report via email

Discussion of need to create facilities team; looking for handyperson

Need to really work on HR manual, a priority; need to reconcile handbook with union

Discussion of HR manual: history of creation of manuals, revisions

Need to come up with negotiating team for new union contract

Gene volunteered to train board members for negotiating

Need to create special working group. Board decided to meet with Gene in mini-retreat **Sun Feb 23, 8:00 am at KBOO.**

Kboo email addresses: board members need to start using

Discussion of underwriting; temporarily suspended as Radikha leaving
Shaheed notes that we want to put together a fundraising grid as board, and underwriting should be there

7 Public participation: (by this time members of public had left; no comments)

Meeting adjourned (8:20 pm)

Note: **The next board meeting** will be held the fourth Monday of February on **Feb 24, 2020, 6-8 pm.**