

April 26, 2021
KBOO Foundation Board Agenda
Via Zoom Meeting:
<https://zoom.us/j/98436655006>
6:00PM-8:00 PM

1 Call to Order /Introductions	5 min
<ul style="list-style-type: none">● Note taker:● Stack:● Timekeeper: Zale● Review Abbreviated House Rules	
2 Approval of Agenda	1 min
3 Approval of meeting minutes (vote) February March	2 min
4 Public participation	5 min
5 Station Manager Report Station Manager Report Urgent committee reports	5 min 2 min each
6 Old Board Business Tabled from last meeting. MOU Review to clarify end dates	25 min(total) (2 min)
PPE Loan Application (vote)	(5 min)
Board Communications	(5 min)
Major Donor Call Updates	(2 min)
Zoom Gathering for Staff/Board Doodle Poll	(1min)

- Grant Workgroup Next - meeting May13th (5 min)**
- 2021 Grant Prospects/Projects to fund
 - Staffing Grant for management needed (management will talk to Accounts this month to see how much of the Collins grant was used and will bring it back to discuss at the May meeting.)
 - Digitizing our CD library Grant
 - Oregon Historical Society to hold archives Grant

Strategic Development Visioning	5min
7 New Board Business	30 min(total)
Mattermost Training	10 min
schedule a further MM training?	
Bylaw review Article 8 committees Section	10 min
Bylaw revisions	(vote) 10 min
<u>-PAC and P/G Committee</u>	
<u>-Board Member Qualifications</u>	
BREAK	5min
8 Closed Session-fiduciary and personnel discussion	30min
9 Comments or announcements	3 min
10 Public participation	5 min
11 Adjournment:	1 min

The next meeting is to be held on Monday, May 24, 2021, at 6:00PM

To join the meeting, click on the link sent by email or found on the website. Do not log into any zoom account, unless you are the chair/facilitator.

In Attendance: Board Members -- KatMeow, Layla, Brian, Jessica, Laurie, Ruba, Shaheed, Stephanie, Emma

In Attendance: Community Members -- Eugene, Althea, Zale, Jenna, Jenka

1 Call to Order /Introductions 5 min

- **Note taker:Layla**
- **Stack:Zale**
- **Timekeeper: Zale**
- [Review Abbreviated House Rules](#)
- Round of introductions

2 Approval of Agenda 1 min

- Need to discuss today:
 - Reapplication for PPP loan, doing a review of contracts that were brought to us by the union bargaining team.
 - Bylaw revisions that we need to vote on
 - Brian wants to discuss strategic development
- Motion to Approve: Brian
- Second: Jessica

3 Approval of meeting minutes (vote) 2 min

February

- Motion to Approve: Brian
- Second: Ruba

March

- Motion to Approve: Brian
- Second: Jessica

4 Public participation 5 min

N/A

5 Station Manager Report

Station Manager Report

5 min

KatMeow asked if we'll get forgiveness on the PPP, or if there was any reason we wouldn't this time around?

Jenna -- wasn't aware there was going to be a vote around the application, today was just about letting us know that they were going to apply and board members would need to accept. No confirmed answer until they go through the application process, unsure how long the process will take. Logistical questions that need to be figured out before they can have a concrete answer.

Laurie -- KBOO got \$135,000 from the American Rescue Act (benefits public radio).

Jenna -- very few restrictions on that grant, no time limit. It's just money to support operations. This grant will make up for the deficit, with potential of a little bit over. Celeste and Jenna are making a plan for the left over money to go to emergency needs.

Urgent committee reports

2 min each

Jessica -- she and Laurie are working towards scheduling the **annual meeting**. Looking at the third weekend of September, Clinton street theater will donate their space for us to use, either **Saturday the 18th or Sunday the 19th of September**. Making plans right now for either a virtual or in person meeting, depending on the nature of covid.

KatMeow -- have to be aware of the fall drive, and the annual meeting will be too close to the drive and will have new members we can't get ballots to in time.

Zale -- Spoke to Mike and they said given that the membership drive will run through September & October, and given that everything is automated, there really is no bad day to hold the annual meeting.

Reach out to Jessica or Laurie if you would like to contribute to the annual meeting and/or election.

All board members are required to attend.

6 Old Board Business

25 min(total)

Tabled from last meeting.
MOU Review to clarify end dates (2 min)

PPP Loan Application (vote) (5 min)

Board Communications (5 min)

KatMeow -- we're having a hard time connecting outside of board meetings, it's important to have communication with KatMeow or Ruba. Can work with them on different communication styles.

Brian -- finds it difficult to track all the emails that are coming into the emails, it feels overwhelming to sift through all the emails. Is suggesting we use a different platform, groups.io.

For KatMeow -- Brian & Shaheed prefers calling.

Major Donor Call Updates (2 min)

KatMeow -- management sent a good document that Mike helped build out, it's our responsibility to reach out to these donors. Reaching out to donor's is really helpful for planning and looking ahead. It's important to buckle down and make the calls assigned to each board member.

Buddying up can be helpful for making these calls. Reach out to KatMeow if you haven't started making calls, and they can help you out! Email Jenka at web@kboo.org if you're having trouble getting into your board account.

Zoom Gathering for Staff/Board Doodle Poll (1min)

KatMeow -- would like to host a zoom gathering that has nothing to do with KBOO work! Would help with morale, get to know each other.

Grant Workgroup Next - meeting May13th (5 min)

- 2021 Grant Prospects/Projects to fund

- Staffing Grant for management needed (management will talk to Accounts this month to see how much of the Collins grant was used and will bring it back to discuss at the May meeting.)

- **Digitizing our CD library Grant**
- **Oregon Historical Society to hold archives Grant**

They're looking at all types of money for our 2021 year. Lots of things to fund: a staffing grant, digitize our CD libraries, youth programming grants, etc. If you're interested, join the next meeting on May 13th.

Strategic Development Visioning **5min**

Brian -- created a benchmark plan, not up to date on where we are on the progress. He has been thinking about how to be inclusive and have full stakeholder inclusion. Appreciative inquiry -- building on the positive rather than focusing on what's wrong with KBOO. Has started to reach out to people who are practitioners, those that can be outside facilitators. Brian is looking for help & extra support. He will publicize a planning meeting to the board soon for anyone that wants to join.

KatMeow -- where does the strategic plan live?

- It's on the website, but may not be updated.

www.kboo.fm/2017-2020strategicplan

Jessica & Stephanie, potential interest?

7 New Board Business **30 min(total)**

Mattermost Training **10 min**

schedule a further MM training?

KatMeow -- MatterMost, similar to slack, is a platform where you can talk about specific topics. KatMeow has started building it out, **would we like to schedule a training to teach people how to use it (will call/send emails to people if they're interested)?** Can add channels for each committee, general and personal chats, etc. A good alternative to emailing.

Bylaw review Article 8 committees Section **10 min**

Starting to review bylaws in board meetings. Bylaws are in the second section of the board binder, number 2/letter b (available on the KBOO website). Doing this to better understand our bylaws and feel more

comfortable with the language used to it. Will post one section & review them in every board meeting.

Should all read through the sections beforehand.

Article 8

- Eugene -- this language is specific, and holds important meetings.
- Emma -- leads us to question **how we can increase membership engagement** in the committee meetings.

Bylaw revisions

(vote)

10 min

-PAC and P/G Committee

- There are 2 things that need editing
 - the community advisory board: required by our CPB grant. A group of community members meet on a regular basis to discuss KBOO's programming, and whether or not we're able to serve the community.
 - Change the name of the program committee to the program advisory committee
 - Remove the community advisory part in the clause, and add a part that gives the program advisory committee the role that there are good people on the community advisory board. Meets quarterly, program director attends and brings that to staff, and subsequently the board.
 - Personnel committee can't be named the personnel committee anymore. Want to change the name of the committee: the Governance and Policy Committee.
- Laurie -- Seems restricting this to non-members limits the kind of input we could get, should we edit the language?
- Emma -- is hoping that in addition to voting yes, someone follows through with the community advisory board and makes sure people show up.
- Jenna -- not necessarily how it sounds (KBOO contributing), it's about what is the community in general not providing, how are needs not being met.

Motion to Approve: Ruba

Second: Laurie

-Board Member Qualifications

- Board members attend volunteer orientation, and they do so within three months of being seated.
 - The consequence for not attending (although not punitive) would be a matter of reaching out to the board members and making sure that they are attending.
- Don't know how we would enforce this, comes down to personal responsibility.
- Brian -- change the wording to "are expected to" to make it clear that it's required by all board members to attend.
- Emma -- just because we have a rule, doesn't mean we have to have a consequence.

Motion to Approve: Jessica

Second: Ruba

BREAK

5min

**8 Closed Session-fiduciary and personnel discussion 30min
Union Contract**

9 Comments or announcements

3 min

10 Public participation

5 min

11 Adjournment:

1 min

Motion to Adjourn: Jessica

Second: Brian

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