

August 22nd, 2022
KBOO Foundation Board Agenda
Via Zoom Meeting: <https://zoom.us/j/466500368>
6:00 PM-7:30 PM

Attending: Jill, Charles, Malik, Layla, Jessica, Ona, Laurie,
Ruba, Emma

Absent: Alyssa, KatMeow

1 Call to Order /Introduction 5min • [Review Abbreviated House Rules](#) & KBOO Mission

- Facilitation: Jill Blanchard
 - Notetaker: Layla Kanaan
 - Timekeeper/Stack:

2 Approval of Agenda 1min Layla motions to approve,
Malik Seconds; unanimous approval

3 Approval of June and July meeting minutes: Laurie
motions to approve, Malik seconds; unam. approval

4. Union Bargaining

- Ona said we've come to an agreement with the union & like the place they've come to – hopes that we can all agree
- Emma: spent almost a year negotiating, we really value the KBOO employees & will gladly continue working together ○
Agreed on wage increases – COLA and general increases
CWA Bargaining agreement
Emma motioned to approve, Ona seconded; unan. approval

5. Executive Committee Report

Hiring open positions

- Public Affairs & Web New Media director still need to be hired

Station Manager: next steps for hiring

- All board members to review the SM job description ASAP
- Jill & Emma reached out to Becky, former development director, see if she's interested in coming on as SM
- Danielle suggested we go to the NAO for temporary management
 - Great place for nonprofit management
- If anyone has leads in their circle for station manager candidates, pass their info along to a board member

6. Committee & Staff Reports 25min

Finance Committee

- Agreed to departmental credit cards, low spending limit but a good start
- Emma – Finances are in great shape
- Operating results
 - Operating income – \$820k
 - Operating expenses \$765k
 - Profit ytd \$553k
 - Bookkeeper will be researching the operating reserves funds
- RevOps is still completing plans for spring campaign, KBOO event TBD, and FY 23 fall campaign
- Staff is asking board to clarify how much funding from the march property can they plan for FY 23
- Need to figure out who is a signature on the Charles Schwab & Advantis
- Nancy Church & the legal team went through steps we need to do to decrease our risks/liabilities for when were audited
 - Danielle has already taken 3 recommendations from Nancy and the team
 - Recommendations to ensure redundancy in our financial processes

- Whistleblower policy – don't have one, asked governance and policy to review our whistleblower policies and update them
 - Gene mentioned that there was a policy that was written in 2013 but was never adopted by the board at the time
- Finance committee to meet next Thursday, 9/1, for the 22/23 operating budget planning meeting

Nominating Committee

- Still needing to complete a lot of tasks between now and the annual meeting
- Janet has folks that want to get involved
- NomComm is having an open meeting 8/23, welcoming volunteers
- Candidate statements airing 9/6
- Michael to help Laurie/Jill with posting candidate photos on website

Development Committee

- Talked about the house today – not seeing any income from the house
 - How does it work with the property management company? Haven't seen any income yet, and signed the papers on June 30th
- Discussed the timeline Mike put together for the upcoming year

7 New Board Business (see above)

8 Old Board Business (see above)

9 Comments or announcements 5min

● Cuba trip is full! Yay! Great that we could fill an entire trip the first time

- Layla to make a doodle poll for next working meeting

10 Public participation (no comments from public)

10 Adjournment: Charles makes motion to adjourn, Layla seconds; unam. approval

The next meeting is to be held on Monday, September 26th, 2022
at 6:00PM