



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 9/25/2023
Time: 6:00pm - 8:00pm
Location: KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

and

Zoom:

<https://us02web.zoom.us/j/89928501027?pwd=TVhpbTF3WnlEdkxxM2tPOWhWYTJzZz09>

Meeting ID: 899 2850 1027

Passcode: 794568

WELCOME

INTRODUCTIONS & CHECK-IN (10 minutes)

IN ATTENDANCE

Board members: *Emma Lugo, Jill Blanchard, Mike Frost, Sherry Morisch, Carmen Garnica, Ona Harshaw, Joyce Nance, Charles Shambry, James Draznin, Josh Roberts, Jessica Almroth*

Station Manager: *Nathan Vandiver*

Staff: *Zale Chadwick, Phil Garfinkel, Arthur Rizzotto, Danielle, Althea*

Members/Volunteers:

HOUSE RULES & MEETING GUIDELINES (5 minutes)

- [KBOO House Rules](#)
 - Read by Jill Blanchard

HOUSEKEEPING (5 minutes)

- Choose facilitator - Emma
- Select time keeper - Emma
- Designate note taker - Mike

APPROVE AGENDA (5 minutes)

- Approve September 2023 Board Meeting Agenda (this document)

PUBLIC PARTICIPATION (10-15 minutes)

- *Zale - Great party!*
- *Gene - Wonderful homecoming, and heartfelt thanks for all your work. Great work on the budget.*
- *Sherry - We had 2.5 months to plan the party and Jill is a rock star! She initiated all of this and I was totally on board but then life happened. The whole group did 6-9 months worth of work in 2.5!*

APPROVE KBOO BOARD MEETING MINUTES (5 - 10 minutes)

- Approve August 2023 board meeting minutes
 - [w August_2023_board_meeting_minutes.docx](#)

KUDOS & APPRECIATION (5 minutes)

- *Jill - Thank you board for planting trees in honor of my mom. It was a wonderful gesture. Danielle is a rock star for sorting out the insurance! Block party folks - Carmen, Sherry, Joseph, Maddy. ... Nathan you are driving the boat, you are on so many committees, you are doing a great job! Jessica we will miss your experience*
- *Ona - Shout out to Jill and everybody on staff and volunteers for hanging out and helping. Our station manager is amazing, and program manager is doing great work.*
- *Jessica - Nominating committee did a great job preparing the board members. The process is very different and seems like a big improvement.*
- *Emma - Thanks to Jessica for your three years of service to KBOO.*

NEW BUSINESS

Station Manager Report (5 - 10 minutes)

- 55th Birthday Block Party
 - Congratulations to Board member Jill Blanchard and the ad hoc Block Party Planning Committee on a wonderful event and celebration of KBOO's 55th anniversary!
- Programming
 - First series of All Programmer Meetings in three years
 - Montavilla Jazz Festival live remote broadcast
- News
 - Coverage of community resistance to aerial pesticide use in the Beavercreek Watershed
 - Community pressure resulted in change to hand application of pesticides, which can reduce the negative impact on the watershed and surrounding community
- Public Affairs
 - Five new locally-produced shows will join the schedule between now and mid-October

- **Once Upon a Time:** The power of autobiography. To recognize our own stories as epics worth sharing with the world – Host: Consuela Miranda – 1 hour, twice monthly
 - **Brazilian Happy Hour:** Discussions on the science and theory of happiness, rooted in ethnic Brazilian culture – Host: Rodrigo Baena – 1 hour, once monthly
 - **Zemen Ethiopia:** Current affairs and culture of Ethiopia, in English and Ethiopian dialect – Host: Libanos Yohannes – 1 hour, twice monthly
 - **The Imaginary Possible:** Discussion on AI and its potentially far reaching effects on society – Host: Suzanne Le Grande – 1 hour, limited series
 - **ChicanX Marx the Spot:** Discussions on Marxism rooted on the current political climate and based on a Chicano perspective – Host: Santiago Ortega – twice monthly
- Facilities:
 - KBOO received a deep cleaning and will contract with a cleaning service for periodic cleanings going forward
- Engineering
 - Contract Engineer Mike Johnson and Board member and Engineering Committee members Mike Frost visited KBOO's translator site in Hood River to identify equipment, remove equipment to be repaired, and place temporary equipment at the site to operate KBOO's signal until repairs are complete and reinstalled.
- Website
 - We are working to upgrade our current website. We have been losing some functionality, and while we would like a full website upgrade, our current assessment is that the best course of action is to update the current site until we regain some of its functionality, then focus on a new site. Please stay tuned in coming months for more news on website progress.
- Fundraising
 - New Development Director starts October 2, 2023
 - Engagement Coordinator search is reactivating
 - Fall Drive began Saturday, September 23 at the 55th Birthday Block Party
- Underwriting:
 - Began two new agreements with The Urban League of Portland and the Portland Bureau of Transportation
 - Achieved the best month in underwriting revenue in at least 18 months
 - Underwriting is at goal for fiscal year 2023
- Finance
 - Finance Committee met twice in September to discuss and vote to advance the FY24 budget proposal
- Engineering Committee (*5 minutes*)
 - STL install got rained out
 - Looking for availability for tower climbers and dry weather - may try to find other climbers

- The HD transmitter is up and running!
- Finance Committee (10 minutes)
 - September financial reports
 - Gene - the budget is quite a big ask. Finance committee spent several months building the budget with quite an extensive conversation. Would like the board to take a look at the document ... put together. Tracking monthly cash flows is really important, have asked Danielle to put together a monthly report. Asking the board to increase the operating reserve to 310k. Kudos to Emma for watching over the operating reserve. Nancy asked for specific items in the minutes for operating reserve to track it separately from the overall budget.
 - Motion from Ona Harshaw to increase operating reserve to \$310,000. Seconded by Jessica Almroth. Motion passed by silent consent.
 - Financial report
 - Operating at a net positive of \$106,693 based on FY 23 budget (October 2022 – Aug 23)
 - \$1,234,362 total cash
 - \$605,960 unrestricted cash
 - KBOO's FY22 audit is still ongoing
 - Station manager and bookkeeper are actively communicating with auditors and Corp. for Public Broadcasting about timeline for completion
 - FY 24 Operating Budget is out to this committee for review
- 2023-24 Budget Approval Vote (15 minutes)
 - *Nathan - Reiterating the documents that were shared...*
 - *Josh - Trust our new station manager*
 - *Jill - The staff spends responsibly*
 - *Emma - We can do this twice, labor is nearly the same as revenue. The bequests are what makes it possible to have our operating reserves.*
 - *Jessica - I would hope with dev director and membership director we can close the gap. At first I thought no way, what can we do differently. This has been a long period of instability - temp station manager, not a full board. We have to give a full staff the opportunity to close this gap. If it doesn't come close next year I would not recommend approval. The other piece that brought me to ease was the piece that Dan Schramack wrote. Having a tool to monitor our financial situation makes it feel more reasonable.*
 - *Ona - Having quarterly reviews would be a good tool to watch how the deficit is coming back into balance.*
 - *Danielle - Nathan and I have been working to document expenses and monitor. This has been a big focus of our work. With the instability of the station manager this was not monitored well.*

- *Jessica - also we had instability with the finance manager*
 - *Phil - I would like to speak from my own day-to-day experience. We have people who put their nose to the grindstone every day. We have people who really kept this place open during the most difficult times.*
 - *Josh - Jill mentioned there would be another negotiation, will this impact the bottom line? No, that's for next year*
 - *Ona - Motion to approve the budget, Josh seconded the motion.*
 - *James - Yes*
 - *Josh - Yes*
 - *Charles - Yes*
 - *Sherry - Yes*
 - *Joyce - Yes*
 - *Jill - Yes*
 - *Carmen - Yes*
 - *Jessica - Yes*
 - *Mike - Yes*
 - *Ona - Yes*
 - *Emma - No*
- **Development & Events Committee (5 minutes)**
 - Fall fundraising drive
 - KBOO 55th Birthday Party Debrief
 - *Did the event succeed? Jill - Yes, we could have done some things better but we succeeded.*
 - *Was the turnout above, at, or below expectation? Turnout was good until the rain started at about 3:30PM - we didn't have counters so we aren't sure how many attended. We didn't have much time to promote it. Sherry - it was WAY better than last year. Althea - maybe 40 at a time but people kept arriving all day, Even had people who didn't know what was going on.*
 - *Was the event match the time spent planning and the ca. \$20K cost?*
 - *How much did the event result in new gifts and pledges?*
 - *Did the event succeed as a "friend-raiser," providing staff and volunteers with viable leads for new gifts?*
 - *Jill - Next time the event should be shorter*
 - *Phil - we have 50 volunteers, which is a success. 6 hours is a good block party. 6 months is a good amount of time for planning.*
 - *Mike - do it in a venue?*
 - *Jill - Tents are expensive, permits are expensive*
 - *Ona - Portland Peace team, were they free? Yes. We should give them a donation.*
 - *Nathan - we did get some revenue tho we don't know what amount yet.*

- Monday, 10/23/2023
- 6pm
- At KBOO and on Zoom

ADJOURN