

Nominating Committee Meeting Notes 7/9/2024

Time: 6:00pm

Committee members present: Joyce, Charles, Jill

Note taker: Jill

AGENDA FOR TUESDAY, 7/9

- Public participation
 - Administrative
 - Trainings
 - Board policy: candidate requirements
 - Board member job description
 - 2024 Election calendar
 - Recruitment strategy FY24
 - Annual meeting
 - Budget
 - Venue
 - Volunteer roles
 - Refreshments
 - Closed session
 - Applicant updates
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MEETING NOTES FOR TUESDAY, 7/9

PUBLIC PARTICIPATION

- No guests at the meeting

ADMINISTRATIVE

- Can board meetings be shorter?
 - Pick up the pace through introductions, check-in, house rules and meeting guidelines.
 - Keep staff presentations to a MAXIMUM of 10 minutes.
 - The board would like to hear from all staff members before anyone is repeated
 - Board business should begin after no more than the first 30 minutes of the meeting has passed.

TRAININGS

- February
 - *Accounting for beginners* training was a success.

- 6 board members attended
- March 2024
 - Overview of the vision for KBOO's new website
 - The board had an opportunity to give feedback, ideas, and input on the current KBOO.fm for the web coordinator.
- April 2024
 - Fundraising
 - James Neale, KBOO's Development Director trained board members to call major donors to ask if they would like to participate in the Spring Drive's match pool.
 - 5 board members participated
- May 2024
 - No training
- June 2024
 - No training
- July 2024
 - No training
- Facilitation training
 - Before the end of the fiscal year (9/30/2024)
 - Perhaps a board member other than Jill would like to set this up.
 - Request assistance at the Board meeting
- Board Orientation will be held in October 2024, before the 1st board meeting of the fiscal year
 - Jill will ask board members for assistance in planning this training during the July board meeting.

2024 ELECTION CALENDAR

- Annual meeting
 - Saturday, 9/21/2024
 - 3rd week of September
- Applications due
 - Friday, 7/19/2024
 - 9 weeks before the annual meeting
 - As required by KBOO bylaws
- Mail notification to members to be sent 30 to 60 days prior to the annual meeting, as required by KBOO bylaws
 - Announcement of annual meeting
 - Candidate statements

- Electronic notification to be sent to members when USPS mail notification is sent
 - Mid-late July - date TBD
 - Constant contact email to membership
 - Link to 2024 candidate page
 - Post candidates' personal statements
 - Link to electronic ballot

RECRUITMENT STRATEGY FY24

- *How to become a KBOO Board member* informational sessions resumed in March.
 - Offered 3x per month through June
 - The Nominating Committee is promoting this training
 - Especially with programmers and current KBOO volunteers
 - Programming
 - Program Director
 - On-air announcements
 - March - present
 - Branding
 - Engagement Coordinator
 - Special graphic designed for the information sessions
 - March - present
 - kboo.fm announcement
 - Web Coordinator
 - Dedicated web page
 - March - present
 - Constant Contact
 - Engagement Coordinator
 - Dedicated email to membership Monday, 6/10
 - Social media
 - Engagement Coordinator
 - March,
 - April
 - June
 - June's post was not the correct post
 - It should have been a mirror of the Constant Contact email with Sherry's words, rather than a repost of an earlier submission.
 - Jill will work with Nathan to have the correct social media post up on Monday, 6/17 in time for the last 2 information sessions
 - Volunteer Coordinator
 - Volunteer newsletter

- March
 - April
 - May
 - Galaxy
 - March - June
- Board of Directors
 - Jill emailed the promotional video to the board
- Mac's List
 - Jill posted a free "ad" about the information sessions in the "volunteer" section of Mac's List
 - Includes KBOO's logo
 - 6/6 - 6/16/2024
- Portland radio stations
 - Send "press release" to local radio stations
 - Incomplete due to lack of capacity
- Past board members
 - Invite past board members to apply
 - Going back 6 years
 - Jill is working on a list of past board members to show Althea and Nathan before contacting past board members
 - There are some past board members who are no longer welcome at KBOO
 - Jill would like to invite past board members to apply no later than Friday, 7/12
 - 1 week before applications are due
- KBOO's website has been down on and off for the past several weeks. It has been difficult to access kboo.fm/become-kboo-board-member to obtain details on the information sessions.

BOARD POLICY: CANDIDATE REQUIREMENTS

- A proposal to update the Bylaws to revise the candidate requirements was made to the Board of Directors in February.
- The board decided to make the requirements a policy rather than change the bylaws.
 - Held over from May - Jill will send preliminary language to the Governance and Policy Committee for final revisions.
 - The Nominating Committee and the board are still having discussions about background checks.
- Recruitment qualifications
 - Current qualifications from KBOO's Bylaws

- Section 4. Qualifications. All Board members shall be members of the corporation, and shall attend volunteer orientation within three months of being seated.
- Additional proposed qualifications (will require Bylaws revision):
 - Informational Sessions
 - How to become a KBOO Board member
 - One-on-one with a member of the Nominating Committee
 - Board/Committee meetings
 - Attend at least 1 meeting of KBOO's Board of Directors
 - Attend at least 1 committee meeting
 - Classes
 - FCC
 - Programming
 - Production
 - Accounting
- Policy
 - Background checks
 - More in-depth background checks
 - Should this background check mirror the check for Staff?
- The preliminary policy was reviewed by the Governance & Policy Committee and returned to the Nominating Committee with some suggestions and a request to add an introduction about the purpose the policy will serve.

ANNUAL MEETING

- Planning
 - WHO
 - KBOO members, board recruits, board members, staff and volunteers
 - Volunteers needed
 - DJ
 - MC
 - Ballot counter
 - Setup
 - Cleanup
 - Jill will touch base with Nate about posting for volunteer assistance for the Annual Meeting
 - WHAT
 - Annual meeting of the KBOO's membership and election of board members
 - As required by KBOO's bylaws
 - Review of FY24
 - Current state of finances
 - Projections of FY25
 - Board elections

- Music
 - MC
 - Refreshments
- WHEN
 - Saturday, 9/21
 - Setup 10am - 12:30pm
 - Doors at 12:30pm
 - Meeting 1pm to 2:30pm
 - Cleanup / load out 2:30pm to 3:30pm
- WHERE
 - The Clinton Street Theater is no longer the ideal venue for the annual meeting
 - KBOO does not have the same close relationship with the new owners of the theater.
 - Charles met a programmer who has connections to 4 venues and would like to help KBOO out with space rental
 - Charles will put Jill in touch with them to see about location and whether a walkthrough is possible this week.
 - Jill will be visiting 2 other possible venues this week
 - The Get Down
 - 615 SE Alder; Suite B
 - The Melody Ballroom
 - 615 SE Alder
 - Both options are close in proximity to the radio station
 - Jill will offer underwriting in trade for space rental
 - Both venues include catering options
- WHY
 - To summarize the fiscal year that is concluding, to announce plans for the coming year and elect new board members.

CLOSED SESSION

- Applicant updates

NEXT MEETING

Tuesday, 8/13/2024

6:00pm

Via Zoom