

KBOO Board Meeting

September 24, 2018

Opened at 6:08 by Ruban.

Board Members Present: Ruban, Adam, Danielle, Kipp, Katmeow, John, Shaheed

Board Members Absent: Sekoynia

Staff: Del, Zale, Serena

Members Present: Hershel Soles, Celeste Soles, Reuben Deumling

Did Introductions and House Rules.

No Public Comments.

Serena shared her work as Underwriter.

**ACTION:** Minutes from April, May, June, July, and September 17<sup>th</sup> have been approved.

Executive committee reported approval of a \$5000 from the reserves for creation of an employee policy handbook. This will be contracted Della Rae.

**ACTION:** The KBOO board approves the closing of First Interstate bank account # ending in 0217 as well as the savings ending in 3725. Kathryn Garcia is the authorized business signer of these accounts. She is authorized to close them and authorized to access the safety deposit box.” [The reason the account was left open was to utilize the pre-issued payroll checks].

Del gave her station manager report. Attached.

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Station Manager Report - August/ September 2018 Delphine's Email: del@kboo.fm

Admin:

- Second board packet orientation
- EEO report that qualifies us for FCC license
- Drive and silent mail

Archiving:

- Marti is doing great! Entering metadata of the tapes we have already digitized.
- We have been invited to the Community Archiving Workshop of the Association of Moving Image Archivists (AMIA) ([www.amianet.org](http://www.amianet.org)).

#### Web/IT/Tech:

- Working with interns on social media for the drive was very helpful!
- Drive social media and web promotion
- Exploring how to make our website in Spanish
- Jenka will be on sabbatical in Dec, Jan, Feb. We are making a plan.

#### Volunteers:

- August 11th Block Party planning and executing! It was a lot of fun!
- Remote season ended with Pickathon, block party and Bloom festival remotes in August
- Volunteer conflict resolution is always on going at KBOO and takes a lot of our volunteer coordinator's time
  - We have received a grant from the Cultural Trust for \$18 000 to continue our archiving project.
    - Finished assessment with Gazelle consulting. AT THE OCTOBER BOARD MEETING Christina will join us to share learning with you about how weak and how strong our systems are.
  - Fall drive planning and execution! Volunteer needs are still hard to fill but getting better this drive. Volunteers were receptive to new way and new trainings. We used a video for training for the first time!
  - Beloved Community 2019 initiative- Working with Del and Celina, Program Op team and Vo.
    - 1- New contract
    - 2- Monthly sessions for practicing interrupting x2
    - 3- Beloved Community 101 workshop quarterly
    - 4- POC volunteer point person
    - 5- Evaluations
    - 6- Program Op. Team identifies specific air time for WOC and invest in recruiting and training

#### Engineering/Facilities:

- Live remote season in full gear: the engineer booth was well staffed. Volunteer training and retention has been strong this year in this department.
- Support Gazelle assessment

#### Programming:

- 50th Anniversary Special Programming: Black Boo took place in April, May 31st Founders special, in June Women's special, Native and Queer special programming happened in August, next will be the Latinex and Asian Pacific Islander special coming up in the fall.
  - Block party special remote on August 11th
  - Fall drive planning special programming planning and executing. We had a news and pa day, a grateful dead marathon and more

#### Development:

- Development committee recruitment and solicitation of raffle prizes
- Fall drive planning support: messaging and graphic design
- Give Guide planning!
- Long term planning and operating team restructure

#### Membership:

- Fall Drive planning and executing: Our goal was \$93 500 and we raised \$83 500
- We changed a few things: computers in the back, headsets for phone answers. It all time. We will get you numbers soon!
  - HVAC units have been repaired and we have changed our maintenance company from reliable mechanical to Specialty
  - Fall drive planning: computers and headsets for phone answers. Planning and executing, plus tech support during the drive. It all went well!
  - We currently have an issue with one of our transmitter. The fan motor is not working. Mike Johnson is fixing it this week.
  - Grassroots Radio Conference in Portland in October, organizational meetings are happening. Stay tuned for how you can help! Register to attend now!
  - We hired Theresa Mitchell and Sam Bouman to be interim news director. The hiring committee is meeting Friday to review applications.
  - Becky is moving on so hiring is the focus. I am looking for a 3 month interim dev dir to help with our end of year campaign: give guide, dec drive, messaging and promotions, as well as promoting a possible trip to cuba.
  - Silent Drive mail planning and executing. We have raised over \$12 000 so far. 10K was our budget.
    - worked out. We used the least amount of paper possible and saved lots of money and
  - Food donation: We got all meals donated and Serena tried to pick up as many meals to introduce herself and make underwriting connections!
  - Creating a merchandize price scale so we can sale KBOO merch all the time.
  - Cleaning and filling was put on hold. We have plan to remodel the membership office next!
  - Until jan 30th, Mike is our Interim Membership Director.

#### Finance:

- FY 19 budget creation! We are done! NOW IT IS YOUR TURN TO PASS THE BUDGET.
- Change of bank- is in progress. You will pass a policy tonight to close our account at First Interstate
- We now have two more check signers: Danielle and Ruban.
- MacRae will be on sabbatical October 19- Dec 19.

#### Underwriting:

- Collaboration with membership around picking up food donations to introduce underwriting. Created envelops to take to food donors when Serena could not go.
- Helped secure some member benefits and create material to promote the discount in the businesses: window cling, counter display, ...
- FY 2019 planning: we plan on raising money through trade and contracts but also

- Create a map of underwriters with location, info about services, ownership,
- Create a map of membership benefits as well to make sure we have a diversity
- Will prioritize new underwriters suggested by our volunteers
- Master list of all businesses that we have worked with before and use that list to reach out for new underwriting
- Develop pitch to brand new businesses

Station Manager's Notes:

- Marla Davis process to access funds. The application is ready. We will also use the money to hire someone to help with applications reviews, be a fiscal helper, and develop an internship for Native youth through Rose City Native Radio in honor of John Talley.
- Working with staff on a year long calendar of events!
- HR and personnel issues continue to take lots of my time!!!!
- We are working with Della Rae to create a HR manual and design work plan for each position, as well as support with creating a process for investigation that involve a third party.
- Matches for the Fall drive: We got \$7000 in matches
- I will be working with our graphic designer next to develop an annual report focused on our 50 year celebrations
- Focused on hiring:
  - Interim dev. Dir NOW
  - News dir: October
  - Membership/advancement director: January

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Nominating Committee. Yearly membership meeting at Clinton Street Theater Sunday, September 30<sup>th</sup> at 11:30 to 3:00 p.m.

**ACTION:** From Personnel/Governance Committee. Proposed by-law amendment. APPROVED. Must be presented to a membership meeting for final approval.

*(article VI, sect 11), Article VI; Section 11. Special Meetings. (additional text in bold)*

*Special meetings of the board of directors may be called by the president or any four board members, or by written demand delivered to the secretary signed by at least five percent of the members of the corporation and describing the purpose or purposes for which it is to be held. Notice of special meetings shall be delivered to each board member personally, by telephone, **electronic mail or by text** not less than two days prior to the special meeting, or by mail, with a postmark of not less than four days prior to the special meeting.*

**ACTION:** Approved FY2019 Budget dated September 17, 2018. Attached. The board is approving a deficit budge with a deficit of \$23,953.46.

## KBOO FY2019 Budget Overview

### Executive Summary

Due to lower-than-expected revenues in the 2017-18 fiscal year (FY2018) and an unstable staffing situation heading into the new fiscal year, we are conservatively budgeting an operating deficit for the 2018-19 fiscal year (FY2019) and are **requesting a one-time transfer of funds from the Operating Reserves** to:

- cover the expected FY2019 core operating deficit, and
- invest in new strategies to support revenue growth in the new fiscal year

While we expect an operating deficit in FY2019 that is smaller than FY2018, we will continue to explore ways to increase revenue and decrease expenses in the new year. We believe that the increased liquidity from the Operating Reserves to fund core operations and new activities to support revenue growth, combined with a stabilized staff in the new year, will put KBOO back on track towards sustainability in FY2019.

### FY2019 budget highlights

- Projected core operating deficit  
\$ 22,453
- Additional expenses for activities to support revenue growth  
\$ 19,830  
**Total budgeted FY2019 deficit**  
**\$ 42,283**
- Operating Revenue
  - Budgeted FY2019 operating revenue of  
\$799,686
    - Does not include Restricted or In-Kind revenues
    - Slightly higher than FY2018 revenues
  - Promising Underwriting revenues and momentum
  - Increasing revenue from Sustaining Membership
  - FY2019 focus on increasing Renewal, Direct Mail and Grant revenues
- Operating Expenses
  - Budgeted FY2019 core operating expenses of  
\$822,139
    - Does not include Restricted or In-Kind expenses
    - Lower than expected FY2018 expenses
      - Slightly lower expected salary and benefits expenses than FY2018
  - Additional FY2019 investments in activities supporting revenue growth  
\$ 20,130

## **Proposal**

- **Move \$42,283 from the Operating Reserves to cover the expected FY2019 operating deficit, and invest in activities to support revenue growth**
  - \$22,453 to cover budgeted core operating deficit in FY2019
  - \$19,830 to invest in activities to support revenue growth (see handout for more detail)

Moved to Closed Session at 7:54 for discussion of a board member's absence.

Moved back to Open Session at 8:43.

Board Adjourned at 8:43.

Respectfully Submitted,  
John Shuck (John's last meeting!)