

## KBOO Foundation Board Minutes

**February 26, 2018**

Board Members Present: Sekoynia, Ruban, John, Gene, Mark, Danielle, Claire, Katmeow

Board Members Absent: Kipp, Adam, Tsixx, Shaheed

Staff Present: Del, Zale

Others Present: Mark Wiener, Mike Johnson contract engineers.

Meeting Opened at 6:04

Welcome

House Rules

Introductions

**No** Open Public Comments

**Action: January minutes approved.** Secretary will place minutes on bulletin board and on website.

Went into closed session at 6:18 for personnel issue.

Back into open session at 6:21.

Del presented the Station Manager Report

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### **Station Manager Report - February 2018**

**Del's Email: [del@kboo.fm](mailto:del@kboo.fm)**

#### **Admin:**

- *Transfer public file online by March 1. FCC lawyers are reviewing the file right now.*
- *Clarified with staff expectations with FCC reports, candidates forums and any other info that must now be uploaded quarterly as part of our public file.*
- *Will be updating board packets in the spring*

#### **Archiving:**

- *We received \$20000 from the Collins Foundation to hire a contractor archivist to continue to digitize and process our archives but also start making them available through a database.*
- *Erin, Jenna and Del are the hiring committee. We are currently advertising for a part time position but have received very few applications from candidates who don't meet all qualifications. We will regroup this week.*
- *We also have \$5000 remaining from a Spirit Mountain grant to spend on developing that database. Darin our web developer contractor tis going to start working on this.*

*Web/IT/Tech:*

- *We hired David Kafrissen as our IT contractor. But he quit after he decided to make a significant change to our shared drive on a Sunday without informing anyone. This is a very good learning when it comes to orienting our contractor who are not connected to our community. We need to be clearer about how we expect them to communicate.*
- *Second web stream development*
- *Extensive social media support of kickstarter campaign*

**Volunteers:**

- *Thank-a-thon staffing and more phone banking to come for people who pledged in the fall and Holiday drive.*
- *Supporting live pitching for the kickstarter*
- *Organizing volunteer appreciation party for March 9th*

**Engineering:**

- *New phone system is installed, paid for, has super cool new features and we are planning a training in a couple of weeks with Mike*
- *All Classical proposal to pay us to lower our signal intensity to help them move towers.*
- *Tommy is on sabbatical and Mark Weiner is working for him 10 hours a week as a contractor/not staff. Mike and Robert are also supporting with other things.*

**Programming:**

- *Working on 2018 schedule of remotes and engineering training  
New class to split the gap between basic audio and engineering classes*

- *Zelos will be on medical leave until March 22. Sam Bauman and Jasmine Moneymaker will be covering during their absence*
- *New on call schedule with Del and Kipp is working well on weekends*
- *Derric has filled a few open engineer spots. Ray will start a new board op training in the morning to train people who are available then. Also exploring youth internship with Del and POIC.*
- *Working on live mixology class schedule*
- *International Women Day programming for March 8th*

***Development:***

- *50th anniv. Fundraising*
- *Kickstarter campaign development, content creation, images and incentive*
- *Met with Meyers Memorial Trust to discuss options for what to apply for next. We will continue to ask for funding the membership department with data entry help and database research*
- *Applied for SE uplift grant for 50th anniv. Block party in August*
- *Secured beer donation from Hop Works for open house*
- *Took some time off*

***Membership:***

- *Phone bank Fulfillment on Holiday drive and fall drive plan for the next few weeks*
- *Thank-a-thon for Feb 4-8 went well but is on going until we call everyone*
- *Updating Spring drive timeline and starting planning for Spring drive*
- *Tax letters*
- *Member support*
- *Thank you gift fulfillment*

**Finance:**

- *Audit went well!*
- *Change of bank- Del and Mac are going tomorrow*
- *Finance committee meeting is March 1st at 4:30pm*
- *We have received the final amount for Steve Engel's bequest we received one year ago. We will be receiving \$91,869.45 in the next 30 days if no disputes are filed. We do not anticipate any disputes! The finance committee will discuss how to allocate these funds but we believe we might have a proposal for doing 1/3 operating budget, 1/3 reserve, 1/3 capital budget/equipment capital investment*

**Underwriting:**

- *New seed money program development to cultivate potential underwriter*
- *Trade with PUGS for their train the trainer workshop*

**Station Manager's Notes:**

- *Boundaries Training: Thursday March 29th from 12-3pm. You are invited*
- *PUGS at Work: How to Train: In this one day workshop, you'll learn the basics of pedagogical theory (how people learn), how to teach to where your learner is and what they need to know, and how to implement it in your professional and personal life. Designed for managers, parents, or anyone who has to communicate knowledge in their lives. SIGN UP WITH DEL*
- *Quarterly training for board and staff and key volunteers: next up LGBTQ issues on Thursday, Feb 15th It went great!*
- *Staff review are under way. 3 are completed*
- *Kickstarter is halfway funded and we have 10 days left.*

**Beloved Community:**

- *New Beloved Community 101 workshops happening every month*

**2018 Schedule:**

*March 17th: 3rd Saturday 1-4pm Workshop for people who are negatively impacted by racism April 21st : 3rd Saturday 1-4pm Workshop for people who benefit from white privilege*

*May 20th : 3rd Sunday 1-4pm Workshop for people who are negatively impacted by racism June 17th: 3rd Sunday 1-4pm Workshop for people who benefit from white privilege*

*July 21st: 3rd Saturday 1-4pm Workshop for people who are negatively impacted by racism August 18th: 3rd Saturday 1-4pm Workshop for people who benefit from white privilege September 16th: 3rd Sunday 1-4pm Workshop for people who are negatively impacted by racism*

*October 21st: 3rd Sunday 1-4pm Workshop for people who benefit from white privilege*

*November 17th: 3rd Saturday 1-4pm Workshop for people who are negatively impacted by racism*

*December 15th: 3rd Saturday 1-4pm Workshop for people who benefit from white privilege*

***Descriptions:***

***WORKSHOP FOR FOLKS WHO ARE NEGATIVELY AFFECTED BY RACISM***

*Come discuss internal and external dynamics, tensions and further movement and change we would like to see amongst people and communities of color inside and outside of KBOO. Let's move towards developing better "outreach" or building a culture in the station where marginalized folks can be centered and celebrated with care and sensitivity.*

***WORKSHOP FOR PEOPLE WHO BENEFIT FROM WHITE PRIVILEGE***

*This workshop asks folks to reflect on their positionality and implicit biases; and furthers the conversations into examining micro-aggressions, station culture, the problematic history of Portland, and our responsibilities in the role of media-makers and an FM radio station team.*

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Following the station manager report, Mike Johnson contract engineer and Mark Wiener interim chief engineer joined Del with a presentation regarding a proposal from All Classical Portland.

**Action: Board selected a subcommittee (Claire, Danielle, and Ruban) to work with Mark Wiener, Mike Johnson, and Delphine, to make a recommendation to the board at the March meeting regarding All Classical Portland's Tower Proposal.**

**Action: Board authorized Station manager to use up to \$1000 to contractors and subcontractors for Board deliberations.**

#### **Committee Reports:**

##### **Finance:**

Gene reported on how the budget and finances will be presented to the board in future meetings.

**Action: Board elected Danielle to be on the Finance Committee.**

##### **Personnel/Governance:**

**Action: Board approved the following terms:**

**Mark and Gene will fill the terms through September 2017.**

**Danielle and Claire will fill the terms through September 2020.**

**Action: Board elected Danielle to be on Personnel/Governance Committee.**

Moved into closed session for personnel issue at 8:30.

Moved into open session at 8:35.

##### **SPSWG:**

Sekoynia reported the 2017-2020 Strategic Plan and how the committee is working to follow up on evaluating how the objectives are being met.

##### **Community Advisory Board:**

**Action: Board elected Claire as liaison for Community Advisory Board.**

##### **Board Operating Standards:**

**Action: A board member will bring food to each board meeting with respect to dietary restrictions. Board will fund up to \$50.**

**Action: "Parking Lot" items will be delegated to committee liaisons.**

**Action: Adam's resolutions will go Personnel/Governance.**

Moved into closed session for personnel issue at 9:39.

Moved out of closed session at 10:18.

**Action: Board moved to authorize station manager \$3000 for attorney fees.**

Next meeting Monday, March 26<sup>th</sup> 6 p.m.

Mark will bring food to March meeting.

Meeting Adjourned at 10:23 pm

Respectfully Submitted,  
John Shuck