

## KBOO Board of Directors Meeting – November 26, 2018

Location: KBOO

Time: 6P – 8P (120 minutes)

**Start: 6:13PM**

Board Members Present:

Marvin Shaheed, Nick, Danielle, Ruben Rueban, KatMeow

#	Item	Lead	Mins
1	Meeting Start	Exec	10
2	Public Comments	--	10
3	Agenda Approval	Exec	2
4	KBOO Vulnerabilities Assessment	Gazelle Consulting	10
5	Reports & Minutes <ul style="list-style-type: none"> <li>• Confirmation of Committee Reports receipt</li> <li>• Station Manager Reports – highlights/questions</li> <li>• Approval of October minutes</li> <li>• Approval of September minutes addendum</li> </ul>	Exec	10
6	Recording of Board Member T6's resignation	Exec	2
7	Financial Actions <ul style="list-style-type: none"> <li>• Approve moving of \$24,151 of 50<sup>th</sup> Anniversary surplus from Chequing to Operating Reserve.</li> <li>• Authorize Reuben Deumling for <i>Cheque Signing</i></li> </ul>	Reuben and Lawrence (Ruban)	8
8	Planning for upcoming Board Training sessions: <ul style="list-style-type: none"> <li>• Board Packet Review /w Zale</li> <li>• KBOO Finance 101</li> <li>• Robert's Rules primer with Reuben</li> </ul>	Lawrence (Ruban)	5
9	Nominating: <ul style="list-style-type: none"> <li>• We need more board members.</li> <li>• Who will be able to join the Nominating Committee to find additional members?</li> <li>• KatMeow needs others on the Nominating Committee.</li> <li>• Nominating strategies/approaches.</li> </ul>		25
10	Closed Session		25
11	Logistics: <ul style="list-style-type: none"> <li>• What date will work for our December board meeting?</li> <li>• Who will coordinate food for the next board meeting?</li> </ul>		7
12	Adjourn Meeting		2

**TOTAL TIME: 109 minutes**

Public Comment:

Quarterly Social Media Report from Jenka: for KBOO currently using Twit, FB, Insta  
Trying to get hosts/volunteers to post more tagging KBOO in things.

Review of monthly most engagement vs least engagement for all platforms

Live Streams gain more attention on FB

Political posts followers on Twitter respond most to.

Live things get the most attention music/rallies etc.

Tried FB ads

KBOO Vulnerabilities assessment-

Underwriting trade with Gazelle consulting to help with assessing Internet vulnerability

Christina- Owner of Gazelle

Evaluating risks non-prof could be impacted by vulnerability related to technology used at KBOO using a Risk Calculation Matrix.

Impact data calculating what would happen with different vulnerability

Based on Risk Capacities we can make guess to see if we need to make immediate changes.

Five Elevated Risks

Internal network failure

Firewall

Back up critical systems email Google drive

Next Steps

Roll out new policies for staff

Email

Copier/scanner

Google drive

Create backups

Business data

Employee records

**highest risk by Dept.**

**IT-** firewall and active director server

**KBOO Website-**continue to work on PHP Website interface

**Training-** non networked computer/google drive safety

**Facilities-**server room physical security

**Software/Data Backup-**donor perfect, Google drive

**Out of Control-**Political threat based on (501)c3

**Next steps:**

Transition files to online employee doc management in ADP  
Create protocols for document storage  
What can be saved on the sever and what can be saved offsite?  
Focused meetings around specific technology risks to be scheduled  
Protect server room from risk of flood fire  
Set up non network computer for folks to scan their devices

**Out comes**

Time line to continue to drive IT and Risk Management  
Create e Contingency place s  
We have done 36%+ of vulnerabilities identified in 2018  
We need more recourses people and cultural change to make clear why we are prioritizing IT security.

Dec 20th-Jan1st Closed

**Station Manager Report**

-Folks are giving feedback-calling in about station manager pod-cast

**-Peña**

**7PM-10PM**

Friday celebrating Spanish-speaking communities-gathering on air programing.

**MLK**-planning meeting went well- Del coordinating at planning meetings.

Ruben Motions:Executive Committee notes that the board did approve the agenda and is approving the amendment to the September 24 notes of the 2019 budget.

Danielle: Seconds Motion

KatMeow will update the meeting minute notes amendment post on the website.

Ruben:Motion to approve October Minutes

Danielle: Seconds motion

Board votes unanimously in favor and approves

**Resignation:** TSixx steps down from board: 11/11/18

**Finance Committee Report: Next** Finance committee meets Dec 19th

Left Over funds from 50<sup>th</sup> anniversary checking to be allocated:

24K Capitol Projects like IT upgrades & Broad Casting Equipment

24K also to the Operating reserves

Reuban moves: to transfer money \$24151.00 from the checking account to Capitol Projects

Ruben Seconds

Board Approves: to transfer money \$24151.00 from the checking account to Capitol Projects

Ruben: motion to authorize Reuben D. for checking signing Danielle second  
Board unanimously approves

**Training for upcoming board sessions:**

**Board Packet Review:** w/host Zale In Jan 9<sup>th</sup> at 6PM at KBOO in the lobby.

**Roberts Rules:** These are in our by laws that we use them.

At the December meeting w/Reuben D. will need 15 minutes to explain process.  
Foundational explanations of them.

Alteration to the order of the agenda items.

December Board Meeting Date needs to be changed b/c it falls on Xmas Eve.

**December Board Meeting Date: Monday Dec.17<sup>th</sup> 6-8PM**

**Who will do the food purchase for Dec: Danielle**

**Nominating:** Board members needed! We have a nominating workgroup that we are wanting volunteers to join and help out.

Nick D. volunteers to be on the nominating committee.

**What are we looking for with our other committees?**

Financial background

Legal Help

Building Maintenance Background

Connections to local businesses and Major Donors

Grant Writing Exp.

Engineering Exp.

Collaborating Teamwork personality! Dedication to meeting times and dates!

Facilities Help from Reuban D. to connect with Delphine about bathroom renovation  
Zale will connect John and Guinevere volunteers to Rueben so he can help oversee these folks.

## **Committee Assignments**

### Development:

KatMeow: liaison

### Government

Daniel: liaison

### Nominating:

KatMeow: liaison

Nick D.

### Programing:

Shaheed: liaison

### Finance:

Reuben D.: liaison

### Events:

Marvin: liaison

### Community Advisory Board

Meets in: Nov, Feb, May, August

Danielle and Reuban D. are liaisons

### Engineering

Nick D.: Liaison

### SPSWG

## **8:03 PM**

Board moves into a Closed Session

Out of Closed Session: 8:21

## **Adjourn: 8:23 PM**

