

Present: Dan Joseph, Paul O'Rourke-Babb, Tom Leonardi, Rob Davidson, Bobbi Tryon, Jeanne Trizzino, LeAnn Cooley, Robert Jones, Steve O'Bryan, Courtney Farrell, Mercedes Macias

Absent: Jim McCollough

Staff: Rick Anderson, Grant Parks, Ray Laager

Guests: None

1. Meeting Opening:

1.1 Call to Order/Welcome: The meeting was called to order by Dan.

1.2 Amend/Approve Agenda: Item 4.1 Add Action Item: Vote on Program Committee member. Agenda entered as amended.

1.3 Amend/Approve Minutes: Motion by Paul to approve the October 9, 2018 minutes as written. Second by Rob. Unanimous.

2. Announcements/Reports:

2.1 Announcements:

Paul: Olivia is not present due to surgery.

Jeanne: B-Line Bus is running free of charge for all of November, maybe longer. Suggestion to announce on the air will be followed up.

Dan: LeAnn Cooley won the guitar contest.

2.2 Staff Reports:

2.2.1 General Manager, Rick:

KZFR personnel and volunteers put out a tremendous effort on Camp Fire as soon as they were aware of the situation. The power to the transmitter was interrupted so the station ran on the generator until Monday when it blew up. A replacement generator was lent to us by PGE. Rick found a new one for \$4700. Paul asked if the station might qualify for recovery money from FEMA; Rick will look into the possibilities. Rick applied for a \$5000 grant from CPB. Ray suggested applying also to PGE for grant money. The transmitter building was saved due to Cal Fire cutting a line around the site and also because of clear cutting that was done as maintenance a few years ago. Darryl Scott called to say he would help pay for a generator. Hip Hop show was canceled. All Harvest Ball proceeds will go to Camp Fire relief as well as Mother Hips and Achilles Wheel. Big fire benefit on Saturday, December 29 at CWC. Internal discussion resulted in the opinion that pledge money will possibly go to other recipients which will affect the budget.

2.2.2 Office Manager Report, Grant

Pledge Drive has brought in \$34,945 which does not include money from Sierra Nevada and usual match from Alli Battaglia. Total money pledged was \$55,000 Nina Gerber and Eliza Gilkyson lost a little money. The station's portion of profit for Chikoko amounted to \$3500. No report on Pumpkin and Pancakes but when information is complete it will be posted on Google Drive. An event

analysis report on John Craigie and Darryl Scott will be given at the next meeting. .

2.2.3 Underwriting Report, Ray:

This report includes all Underwriting activity for October 2018, involving 25 contracts: 12 renewals of existing accounts and 13 new or returning accounts; totaling \$8,630.00. Underwriting activity for October 2017 was \$8,013.00. October 2018 saw an increase of 7.6%, compared to 2017. Trade, Sponsorship and House accounts are not included in the monthly totals.

During the month of October I solicited food (pastries and lunches) for the Pledge Drive phone answering crews. Participating restaurants include: Tender Loving Pizza, Has Beans, Grana, Raw Bar, Farm Star Pizza and Kona's. Pledge Drive ran from Wednesday, October 3 through Friday October 12. I also attended Business Network International meeting as well as the KZFR BOD meeting. And helped organize, set-up, teardown and work the Chikoko fund raising event as well as attend meetings.

Trades Accounts

Cartridge World	\$1,200.00	Chico Women's Club	\$1,200.00
Harrison, Daily, Wright	\$2,400.00	Chico News & Review	\$5,712.00
I.D. International	\$1,200.00	The Printed Image	\$5,400.00
Mt. Shasta Spring Water	\$1,200.00	BCAC.tv	\$1,200.00
Famous Blue Peace House	\$2,800.00	Chico Chamber of Commerce	\$1,000.00
Chico Guild	\$600.00	Paradise Guild	\$600.00
Paradise Audio	\$600.00	ARC of Butte Co.	\$432.00
Has Beans	\$300.00	Chico Velo	\$1,200.00
Chico Parade of Lights	\$750.00	CARD / Chico Cr. Nature Ctr.	\$500.00
Total	\$28,294.00		

October Underwriters

3 Months Short Term and Contracts – Open Studios Tour \$200, Chico Perf. / Mariachi \$400, Miners Alley / Force of Nature \$150, Chico Perf. / Anand Varma \$400, Nor-Cal Jazz \$100, Siphon's Restaurant \$100, The Elderberry Apothecary \$100 and Chico Home & Garden Show \$250. – Total \$1,700.00.

6 Month Contracts – ARC of Butte Co. \$432, Noble Orchards \$600, Paradise Guild \$600, Red Tavern \$432, Plumbing Supply \$1,056.00, Birchard Construction \$432, Baker's Birkenstock \$432, Chico Homes.com \$432, Peters, Rush, McKenna, Juhl-Rhodes and Cardoza \$432, Pullins Cyclry \$432, North Woodwinds \$300, Live Life Juice Co. \$486. – Total \$6,066.

Annual Contracts – Garden Connection \$864 – Total \$864.00

New & Returning Underwriters – Open Studios Tour \$200, CARD / Chico Creek Nature Center \$500, Chico Parade of Lights \$750, Has Beans \$300, Chico Perf. / Mariachi \$400, Miners Alley / Force of Nature \$150, Chico Perf. / Anand Varma \$400, Nor-Cal Jazz \$100, Siphon's Restaurant \$100, The Elderberry Apothecary \$100, Noble Orchards \$600 and Chico Home & Garden Show \$250.
– Total \$3,850.00.

Meetings & Events

10/04/18 BNI Meeting
10/09/18 BOD Meeting
10/10/18 Chikoko Meeting
10/20/18 Chikoko Event
10/25/18 BNI & Leadership Meeting

2.3 Treasurer Report

I will not be at the meeting tonight. A short report is submitted because I could not get access to QuickBooks in time to do a full report.

I have attached the Balance Sheet for the end of September. Total Liabilities and Equity is \$134,432.12. That should be compared to the end of the last fiscal year Total Liabilities and Equity of \$171,711.55 noted as of 20181009. The simple inference is KZFR is lost about \$9 to \$10k of Equity per month.

I do not know if QB is reconciled through the end of September. I am guessing that based on Dana's most recent questions being about October. I also attached the Open Invoice Report. The amount is \$1305.00.

I have not done any real analysis. I still cannot run P&L Budget versus Actual. There is no budget entered in QB.

2.4 Committee Reports:

2.4.1 Program Committee, Grant: At October meeting the committee approved Bill Nichols and Rosemary Febbo. All programmer elected members were approved. They are Terre Reynolds, Steve Scarborough and Jake Sprecher. Application from Elena Eisenlauer was presented by Grant. If accepted the committee will number six making it a working committee. Motion by Bobbi to accept Elena as a member of the Program Committee. Seconded by Paul. Unanimous

2.4.2 CAB, Paul: Nothing to report since the committee met which covered the CPB grant requirement. Minutes of that meeting are pending. There are a couple of requests out to possible new members.

2.4.3 Fundraising Committee, Bobbi: Pumpkins and Pancakes brought in about \$1000 which is good for a first time event and they learned a lot. The auction idea has been shelved due to the loss of the auction company in the Camp Fire. No other committee meeting is planned at this time.

Paul reported the dance contest is booked at CWC for March 24.

3. Matters for Discussion:

3.1 Camp Fire Update: See 2.2.1

3.2 Responsibility for BOD Run Events: Dan reiterated it was the responsibility of all members.

3.3 Responsible Party to Assign BOD Members to Run Events: A volunteer list to be established before each event. Coordinate with Leah and Fundraising Committee.

3.4 Staff Responsibility for Cash Boxes at Events: Miscommunication at Pumpkins and Pancakes. Check list for future events will be created.

3.5 Protocol for Counting Money at Beginning and End of Events: As it stands, two Board members are to be at beginning and end of event to verify amount. Since that doesn't always happen, a suggestion was made that possibly volunteers could be called upon. Leah will be consulted.

3.6 Point Person for Reconciling Monthly Income and Expenses: Grant explained that Dana looks at income and enters all expenses herself. If there are any discrepancies she will notify the office for investigation. Mandy does all of the Quick Book entries with Grant being her backup. Rick announced that CPB sent

our grant check early due to the Camp Fire. Rick also applied for CPB emergency funds.

- 3.7 Auction Idea: See 2.4.3
- 3.8 Program Logs/Underwriting/Call Sheet Errors: Ray explained there has been some problems with the website but they are being addressed. As for errors in underwriting announcements, contact Ray directly and be specific with any issues or concerns.
- 3.9 Office Tidiness: Discussion on reorganizing the two front offices. Between Christmas and New Years a good time perhaps. Keep an eye out for shelving units.
- 3.10 Potential Partnership with BCAC-TV: Added by Mercedes. Ray reported that the community access television BCAC-TV is an option for programmers if they want to use it. BCAC-TV is looking for ways to expand and improve and would be happy to consider new projects. Dan questioned if it might be helpful with pledge drives. Another possibility is conducting live interviews at the BCAC-TV studio. Mercedes initiated a discussion regarding partnering with BCAC-TV to live stream city council meetings after the newly elected council is seated. Currently can't do direct from City's hardware. Rick had approached them a few years ago but they didn't want to offer their router. Collaborating with BCAC could be done by using their player for a YouTube channel embedded into our website. Grant says this is not too technically difficult. Bobbi thinks this is better than putting it on Facebook. Thinks we should do it, good community service. Ray, others agree. Put it in the logs that we have a link. Could be done with other BCAC programming, e.g. planning commission, parks, school board, election forums

4. Action Items:

- 4.1 Potential Camp Fire Assistance: Rick reported it is an ongoing effort. Community calendar is announcing fire benefits.

Rick stressed the need for the meeting agendas to be posted 7 days before the meeting. He recommended keeping a template on the website with basic information; this can be updated with new items as they are added. Courtney needs items at least a week before the meetings.

Diversity training scheduled for tonight's meeting was canceled due to Trey Robinson being ill.. Rick will contact him regarding rescheduling a diversity training before December 31. Skype could also be utilized as suggested by Bobbi.

The meeting was adjourned.

Next meeting Wednesday, December 11, 6:00 PM in the KZFR Conference Room.