

**Golden Valley Community Broadcasters, Inc.**  
**KZFR Community Radio Board of Directors**  
**BOARD MEETING MINUTES**

Board Meeting Date: 24 May 2022

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open- 6pm/Meeting Closed pm

**Present:**

*Five needed for quorum, defined as ‘majority of board of directors’ under Bylaws, Sec. 5.*

Rob Davidson (Pres.)

Elizabeth Daniels-Curry (Liz)

Bobbi Tryon (VP-interim)

Dan Joseph (Sec.)

Jeannie Trizzino

John Burge (Trea.)

Karl Ory

**Absent:** Eliane Silva (Lili)

**Staff:**

Grant Parks, General Manager

Ray Laager, Underwriting Director

**Guests:** Mary Tribbey (board applicant)

**1. Meeting Opening**

1.1 Call to Order/ Begin Recording/Welcome/Attendance

1.2 Amend/Approve Agenda

**Discussion:**

No discussion.

**Action:** Motion to approve agenda- Bobbi Tryon

Seconded- Liz Daniels-Curry

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Lili Silva

### **1.3 Amend/Approve Previous Minutes**

1.3.1 May 10 minutes were distributed via email.

#### **Discussion:**

Rob: Commencement time was 6:00 pm. 5 members are needed for a quorum. On page 2, it should be Kay and not Jill Payden.

#### **Action:**

Motion to accept May 10 minutes as amended. - Dan Joseph

Seconded- Jeannie Trizzino

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Lili Silva

### **1.4 Public Input/Correspondence**

#### **Discussion:**

--We did receive a comment through our Google form. It was an email from a gentleman who identified himself as a conservative African American hoping that there were spaces on KZFR for his viewpoints to be represented and heard. Rob responded to this email encouraging him to focus on our news and information programming.

### **1.5 Announcements**

#### **Discussion:**

--No discussion.

### **2. Action Items**

--There are no scheduled action items.

### **3. Staff and Committee Updates**

### **3.1 Staff Reports**

--There are no scheduled staff reports.

### **3.2 Treasurer's Report- John Burge**

--There is no scheduled Treasurer's report.

### **3.3 Committee Reports**

-There are no scheduled committee reports.

## **4. Matters for Discussion**

### **4.1 Draft Budget for FY 2022-2023**

--Grant used previous year's budget vs. actual in compiling the draft for FY 2022-2023. Used fiscal year budget 2021 as a reference point.

--Karl asks about our 4040 donations category and if Grant can provide some more insight into this. Grant explains that what makes this category so large especially at the end of the fiscal year is the in-kind of service donations. This also includes estate/legacy gifting as well. Usually a \$5-\$10,000 donation Enide Allison foundation is included in this as well.

--Bobbi asks about the in-kind donations. Grant: because it's not actual cash, it cannot be treated as cash on budgetary sheets. There's always a plus and a minus- it has to balance out. Ex: If someone donates \$10,000 of labor, there's also a \$10,000 labor expense.

--New line item #4120. USDA Rural Community Facilities grant. Our application for this grant was approved and we're going through some of the preliminary conditions before we receive any funding. Figures on grants on this budget sheet are based on figures we received for current fiscal year, for a total grant funding of \$117,925.

--Jeannie asks for a reminder of what the restricted CPB funding is used for/allocated for. Grant: one of the uses is for staffing. She also asks if we're in a stable position to retain the CPB grants. Grant: When Joy did our FSR/CSG grant reporting, the amount of money for non-federal funding exceeded \$300,000. Since that report has been filed, it has still been under initial review. The \$300,000 in non-federal funding is a requirement for CPB; pending our approval, we have satisfied this requirement. Usually in January/February we receive an email regarding funding from CPB.

--Jeannie asks how the CPB funding program is doing in general, whether Grant has heard anything about that kind of federal funding being cut, etc. Grant has not heard anything like this. He said he has heard that they have been seeking out more grant funding for the CPB. He thinks it is going the opposite way and receiving more funding. She asks about if Grant sees any changes in how the station makes money; fundraisers are expensive to put on with not much return. Grant says he has seen larger donations from legacy/estate gifting in the last year and

half; Putting on concerts is a challenge. He would like to see us pivot away from these and do more philanthropic events.

--Advertising expense does include in-trade expenses in underwriting.

--Jeannie asks if our bank fees/merchant fees are routine and within a “normal” range. Grant says these are pretty standard fees. Merchant and PayPal/square fees are percentage based; the more money we spend the more the fees go up.

--DJ services includes in-kind donation of services from DJs at year end. If a programmer on air also does something musically related as a paid gig not at the station, this is considered an expert service.

--Repairs and equipment: budgeted a little higher because of some things we may need to purchase.

--Broadcast Expenses- USDA. This is a large number because it is the total amount that we wrote in for the USDA grant. This was a matching grant of 55%. This is how we received the \$27,100 and KZFR is now responsible for the difference of \$22,238. This includes expense items: new generator, STL studio transmitter link, and (4) radio FM amplifiers and transmitters. This is what the USDA grant is funding.

--Jeannie asks if we receive support back from the other non-profits that we donate to. Grant will look into this.

--Jeannie asks if our general liability and property insurance covers our transmitter site or just our office. Grant says that it does cover our transmitter site.

--Bobbi asks if we’re required to have extra insurance at our events and if this is included in any of our existing insurance policies. Grant: sometimes we need special event insurance, that would go under event expenses. We are covered for insurance when out and about.

--Licensing and permit fees is significantly higher than in the past due to it including the cost of a permit fee from City of Chico to put a generator on our roof.

--Bookkeeping and payroll: Grant added \$10,000 to the previous year because he wants to hire a company to do our monthly reconciliation of QuickBooks and other accounts. Had a consultation with the Bean Counter firm. It will be about \$6,000/year. Part of this expense also includes in-kind donation of service from John Burge and Payroll Plus.

--Outside Services-Other. Localized version of emergency preparedness plan. Costs associated with putting a generator on the roof. Cost of generator is at \$0 because we plan on purchasing a new generator using the USDA funds. Jeannie asks about contingency planning. Grant says that Billson Construction did not include this in their estimate. Jeannie asks if Billson has communicated anything about any price changes/increases since generating this estimate. Grant says they have not. The estimate was from July 2021- it will need to be revisited. In the next fiscal year, it would be great to find any kind of grants that could help offset these kinds of costs.

--Rob points out that General Manager's contract includes a provision for a cost of living increase which is to be assessed in June. Rob proposes getting together soon to discuss this.

--Karl asks if there is a cost associated with Radio Paradise in our programming expenses. There is not a cost for Radio Paradise.

--Rent-Studio/Office/Conference room- for occupying the three suites 411, 412, and 416.

--Repair and maintenance other. This is for the transmitter site. Somewhere in the total repair and maintenance is grant funding which will make the \$800 total slightly different.

--ISDL line- this has lingering expenses. AT&T- worst case scenario they will try to get another \$2,000 out of us. Voice/internet package is Comcast. With Comcast for phone and internet we're paying approximately \$350/month. Added \$3,500 expense item for a new telephone system from Christensen. Jeannie asks if this is a one-time charge. Grant confirms that it is.

--The very large budgeted items such as the generator at the transmitter site don't have large senses of immediacy. These projects can be put off for the sake of staying within our budget. Ideally, we have much more income than projected. Grant went conservative on our income and more drastic on expenses all within the framework provided by recent budget reports.

--Jeannie asks if Grant feels that this budget accounts for all that he would like to do or if there's areas that are unfunded that he feels could be beneficial. Grant will think more about this. Rob: strategic planning on the list of things to look more closely into.

--Rob calls the vote to have the draft budget for fiscal year 2022-2023 become an action item at the next board meeting. Bobbi motions. Jeannie seconds. Results: 7 in favor, 0 abstentions, 1 absent. Draft budget for fiscal year 2022-2023 will become an action item at June board meeting.

## **5. Meeting Finalization**

**5.1 Review Items for next BOD Agenda:** Draft budget for fiscal year 2022-2023 will be an action item for June meeting.

## **5.2 Meeting Close/Thank You**

Next meeting will be 14 June 2022 on Zoom.

## **6. Closed Session**

### **6.1 Review BOD applicants**

Board reviewed BOD applicants. Fran Kennedy, Laura Lukes, Mary Tribbey, and Steve Scarborough were all voted on and approved, 7-0 in favor.

### **6.2 GM Job Review**

Board reviewed the results of the recent GM Performance review.

Meeting minutes respectfully submitted by S. McCoy

