

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

Board Meeting Date: 11 April 2023

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open- pm/Meeting Closed 7:06 pm

Present:

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

Rob Davidson (Pres.)

Francene Kennedy (Fran)

Laura Lukes

Karl Ory (VP)

Mary Tribbey

Jeannie Trizzino (Sec.)

Elizabeth Daniels (Liz)

Michael McGinnis (Trea.)

Eliane Da Silva (Lili)- arrived late

Absent:

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Staff:

Ray Laager, Underwriting Director

Shirley McCoy, Office Assistant

Guests:

1. Meeting Opening

1.1 Call to Order/ Begin Recording/Welcome/Attendance

1.2 Amend/Approve Agenda

Discussion:

Rob proposes to amend the agenda to include discussion item 4.2, Program Committee applications review.

Action: Motion to approve agenda as amended. –Rob Davidson

Seconded- Mary Tribbey

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Eliane Da Silva (Lili)

1.3 Amend/Approve Previous Minutes

Discussion:

Mary requests that the future Board minutes include summarized answers to questions raised during the Board meetings.

Action: Motion to approve March minutes. – Karl Ory

Seconded- Elizabeth Daniels (Liz)

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Eliane Da Silva (Lili)

1.4 Treasurer's Update

1.4.1. Review/Approve March 2023 Financials

Discussion:

--Michael points out that all of the important revenue categories are all showing significant improvements over the last 9 fiscal months to date. This is a good sign. Rob adds that it is one of the best balance sheets he has seen in his years on the Board and that the station is in the best financial shape it has ever been in.

--Fundraising events are briefly discussed, mainly how they seem to be the only revenue/income category where significant expenses against income exist. This is a category we need to approach differently and be more aware of.

--Rob points out that the draft of the preliminary budget for FY 2023-2024 will be ready to review at the May Board meeting.

Action: Motion to approve March financials. --Michael McGinnis

Seconded- Elizabeth Daniels (Liz)

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Eliane Da Silva (Lili)

1.5 Public Input/Correspondence

Discussion:

--Positive feedback received regarding Island Rhythms.

1.6 Announcements

Fundraising Committee: 18 April at 5:30 pm on Zoom

Grant Writing Committee: 21 April at 3:00 pm in person at KZFR

Strategic Planning Committee: 24 April at 6:00 pm at Mary T

Document Review Committee: 25 April at 5:30 pm on Zoom

News Committee: 17 April at 6:00 pm on Zoom

Recommended Listening from Jeannie:

Building Vibrant Volunteer Communities

Tobi Johnson's Guide to DEI and Empowerment

Joan Garry podcast - Nonprofits Are Messy (~60 min)

LINK: <https://www.joangarry.com/podcast/ep-177-dei-volunteercommunity-with-tobi-johnson>

--Shirley updates the Board on the latest figures from the Pledge Drive. Close to \$30,000. Rob and Jeannie express their thanks to the Board members for all their help during the Pledge Drive taking phone shifts and keeping the green room clean.

2. Action Items

2.1 Approve Community Advisory Board (CAB) Guidelines

--The Community Advisory Board (CAB) was meeting during the Board meeting. Shelby Herbert has stepped up as an organizer.

--Rob moves to table this proposal until hearing back from the CAB. Karl seconds this motion. Results: 8 in favor, 0 opposed, 1 absent. The Community Advisory Board (CAB) Guidelines will still be an action item at May meeting.

--Rob points out that the CAB has lost a member and is down to 4 members. There will have to be a conversation if the policy proposal is approved since 5 members would be the minimum.

--Rob confirms that the Board is the body that is driving the policy. There is a brief discussion regarding the proposed guidelines around having a Board liaison and how exactly this might work. Rob also confirms that the CAB serves as an advisory body to the Board and does not have the same authority as the Board. There's a proposal to include that a Board liaison could be available by request to the Board and a brief discussion of the importance of a liaison to guide and support the CAB.

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report-Grant Parks

--Submitted prior to meeting.

--The Board will hold any discussion or questions until the May meeting due to Grant's absence due to the Pledge Drive.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--No discussion occurred or questions were raised.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--The Board will hold any discussion or questions until the May meeting due to Leah's absence due to the Pledge Drive.

3.2 Committee Reports

3.2.1. Executive Committee- Rob Davidson

-The Committee met last Tuesday in preparation for the Board meeting.

-Rob reports that Grant and Michael have been working on the preliminary budget and it will be ready for review at the next meeting. He also shares that Grant Parks has his annual review upcoming that the Executive Committee is starting to work on.

3.2.2. Program Committee (PC)- Grant Parks

--Submitted prior to meeting.

--The Board will hold any discussion or questions until the May meeting due to Grant's absence due to the Pledge Drive.

3.2.3. Community Advisory Board (CAB)- Rob Davidson

--The Community Advisory Board (CAB) was holding a meeting at the time of the Board meeting.

--Rob invites Lili to officially assume the Board Liaison role. Lili accepts this role.

3.2.4. Fundraising Committee/Grant Writing Sub-Committee- Grant Parks

--There is a discussion about reexamining how we approach our fundraising events and the possibility of having only 2 fundraising events a year that are a "sure bet" where we're sure that we can make "X" amount of money. Jeannie will share an events spreadsheet that she has found helpful that was taken from another radio station. The new cash count process is briefly discussed.

3.2.5. Document Review Committee- Rob Davidson

--Committee has started working on the Employee Handbook.

--Next meeting will be held 25 April at 5:30 pm.

3.2.6. Strategic Plan Committee

--Committee met in person at KZFR studios on 28 March. Initial report from this meeting will be shared at the next meeting.

--Survey link will be shared with both monthly donors and recent pledge drive donors at the same time, end of April.

--Meeting for the programmers is scheduled for 7 May. Another request will be sent out soon with more of a motivational emphasis. Rob is willing to make a video to send out to programmers encouraging them to participate. Mary is willing to call the programmers who don't check emails.

--Next meeting will be held on 24 April at 6pm.

3.2.7. News Committee

--It's suggested that feedback from the Strategic Plan Committee meeting regarding the News Committee should be shared with the News Committee.

--Next meeting will be held 17 April at 6pm.

4. Matters for Discussion

4.1 BOD Officers and recruitment discussion

-Rob encourages current Board members to share the Board application with anyone they think could be a good fit. He's been working with Grant to recruit at least 2 programmers. Interviews should be held at May meeting and the final vote should take place in June.

4.2 Program Committee Applications Review

-Rob points out that the Program Committee needs at least one additional member in order to be in compliance with the Bylaws. There is a brief discussion regarding the limit of programmers who can be on the Program Committee and whether Board members can serve on Program Committee. Rob believes it is less than 50% and that Board members cannot serve on the Committee. Rob will reconfirm this with Grant.

-The Board briefly discusses the two applications received from Michelle Mussuto and David Fuhs. Karl moves to approve both of the applications. Mary seconds. Results: 9 in favor, 0 opposed, 0 absent. Both Michelle Mussuto and David Fuhs's applications are approved for the Program Committee.

5. Meeting Finalization

5.1 Review Items for next BOD Agenda: Approve Community Advisory Board (CAB) guidelines will be an action item at May meeting. Board Officers and Recruitment discussion and Board and Preliminary Budget will be discussion items for May meeting.

5.2 Meeting Close/Thank You

Next meeting will be 9 May 2023 on Zoom.

Meeting minutes respectfully submitted by S. McCoy