

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

Board Meeting Date: 8 April 2025

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open-6:00 pm/Meeting Closed 7:30 pm

Present:

A quorum is defined as a 'majority of board of directors' under Bylaws, Sec. 5.

Laura Lukes (Pres.)	*Mark Gray	*Shelby Hebert
Mary Tribbey (Sec.)	Emmanuelle Sainte	*Josh Indar
Paul Blackwood (Trea.)	*David Fuhs	
Julie Kennedy	Eric Johnson	

Absent: Karl Ory

*programmer-elected

Staff:

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Ray Laager, Underwriting Director

Shirley McCoy, Office Manager

Diane Culpepper, Business Manager

Guests:

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. –Shelby Hebert

Seconded- Julie Kennedy

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Karl Ory

1.3 Amend/Approve Previous Minutes**1.3.1. March 2025 Minutes****Discussion:**

David points out that on page 8, places with a news Committee should be changed to places with a news program.

Action: Motion to approve March minutes as amended. –Mary Tribbey

Seconded- David Fuhs

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Karl Ory

1.4 Treasurer's Update**1.4.1. Review and Approve February 2025 Financials****Discussion:**

--Paul: budget vs. actual our net revenue is higher than what we budgeted. February lower in gross profit than prior months. Expenditures are staying steady overall. February net revenue slightly lower, due to money coming in being slightly lower.

Action: Motion to approve February 2025 Financials. –Shelby Hebert

Seconded- Mark Gray

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Karl Ory

1.5 Public Input/Correspondence

Discussion:

--Grant reports that we have received some emails and phone calls since we have taken New Dimensions out of the schedule of folks expressing they will be missing New Dimensions. The program committee is aware of these comments.

--Eric reports that he received an email from Madison Bear Garden wanting one of us to judge some music- Emmanuelle will be representing us. He also received an email regarding some new business opportunity; Grant explains that someone was cold-calling and emailing us letting us know that the city is opening up proposals to create a new ISP (Internet Service provider) in town. He and Laura discussed this via email. Grant passed the email onto someone from the city to ask if it was a legitimate email. They did not know who sent it since it came from a personal email address but they did verify that the city will be looking at proposals to be an ISP for the new fiber optic network that they will be installing.

1.6 Meeting Notices and Announcements

Community Advisory Board (CAB): 05/01/2025 via Zoom

Document Review Committee: TBD via Zoom

Executive Committee: 05/06/2025 in person

Fundraising/Grant Writing Committee: 04/15/2025 in person

News Committee: 04/15/2025 via Zoom

Program Committee (PC): 04/17/2025 in person

Technical Advisory Committee (TAC): 04/22/2025

Strategic Planning Committee (SPC): 05/02/2025 in person

See: [KZFR Board and Committee Meeting Google Calendar](#)

Pledge Drive Pep Rally 04/09/2025 in person

BOD Event Cash Counts: (signups shown as of Thursday, April 3, 2025)

Link: [KZFR BOD Internal Controls \(Cash Count\) FY 24-25 Sign-up sheet - Google Sheets](#)

Count Date	Event	Signed Up	Need
Mon, April 21	Wolfthump		1 person
Mon, May 5	Record Swap	Julie K.	1 person
Mon, May 19	Rik Jam		
Mon, June 30	35 th Anniversary		1 person

2. Action Items-NONE

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report- Grant Parks

--Submitted prior to meeting.

--Since our last meeting, two of our CDs have come up for renewal. Grant added these maturity dates to our operational calendar. Grant explains that instead of putting our remaining difference of the cash we have with Raymond James into a CD, we can put this into a high-yield interest savings account. This way we can be gaining a variable amount of interest per month. We would be able to accrue interest and easily be able to take cash out in case of emergency. Julian Mendoza and Grant met with the Butte County Fire Safe Council- we will be doing some PSAs with them over the summer and Grant proposed starting a mini-series similar to what we've done with Chico Velo and Girls on the Run. Nel with Chikoko contacted us regarding KZFR running the bar at their 2025 fashion show.

--Shelby would like us to give consideration for where the money we invest goes. She points out that there are organizations that exist to help people make investment decisions based on their values. It would be great to have a conversation with the people who invest our money regarding what our money is supporting. Grant: this is why he has steered us away from stocks in general. Our investment advisor is aware of some of the ethos that we have. Mark adds that he had similar thoughts with his own retirements investments and has been working with a company in town called Private Financial whose whole focus is ethical investments.

--Paul asks if there have been anymore IT issues with the remodel being done on the building. We have not.

--Grant points out that one of our CDs is coming to maturity on 9th April. He asks if this is something that the Fundraising Committee should discuss. Laura points out that there is usually a 10-day grace period after the maturity date to make decisions. The Fundraising Committee is meeting on 15th. Laura says it would not hurt to discuss what to do with the CD.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--Ray reports that he has been doing a lot of outreach and going to a lot of events and he has a lot of ideas. He will present them to the Fundraising Committee first. He believes that collaborating with everyone in our community is the best step forward.

--Mary asks if Tri Counties Bank has ever underwritten with us. Ray does not believe that they ever have. Members 1st supports us, and we had US Bank as supporters for a time. Julie points out that Tri Counties was on a list of potential funders since they fund KVMR. Diane asks if Ray has ever talked with Golden Valley Bank. Ray has talked with them in the past. Diane has contacts there and will pass them onto Ray.

--Shelby expresses that she would be happy to do some in-person outreach and asks about business cards for KZFR board members. Business cards lend a little more credibility. Ray has thought about an outreach committee of approximately 2 or 3 members who can rotate and attend different events. Shelby suggests that an outreach committee could also flyer for our events and table at other events.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--Sign-ups for Pledge Drive are going well. Non-profits are stepping up. There are still a few holes in the schedule for staff and non-profits. Between Leah, Ray, and Shirley, we have at least 6 different festival passes as thank you gifts. Leah has been approached by several different Board members regarding clean-up during Pledge drive. She will create a schedule and send it out to Board members. Leah explains that we try to have a staff person present from 6am to 8pm each day. We have this worked out except for one spot on Saturday night- Leah is looking for a Board member or Fundraising Committee member to fill this spot. This person's responsibility is to assist the Captain with anything unusual.

3.2 Committee Reports

3.2.1. Executive Committee- Laura Lukes

-No report was submitted. Meeting notes will be included in May's agenda packet.

-Strategic plan update report: Mary and Grant are working on software to assist us with reporting on our progress for our goals and actions. The Budget Committee created an initial draft of our projected budget for the upcoming fiscal year. The Executive Committee will be reviewing this more closely at a meeting on 14 April. They will then refine it and in May, we will receive the draft before the meeting, and vote on this in June. The Committee also discussed the line item regarding the director and officer's insurance from Accusure. Diane has been doing research on this and has created a spreadsheet. Paul has been doing background research to find a more

responsive insurance agent for us. We may also be able to find some better rates. The annual review for the General Manager is upcoming in the next month or two.

-Recruiting for new Board members: we currently have 11 Board members. Karl will likely NOT run again. This will bring us down to 10 members; our bylaws allow for 13 members. Our bylaws call for a written ballot. 4 Board members are up for re-election. There will be written ballots at the June meeting.

-Shelby suggests that having a multi-directional General Manager evaluation feels like it would be more in line with the ethos and values of our station. It could provide another direction of feedback. Laura asks what kind of structure this would take- would the Executive Committee interview staff members, provide staff with a feedback form, etc. Shelby says it's usually in the form of another evaluation form.

3.2.2. Program Committee (PC)- Grant Parks

--Submitted prior to meeting.

--There have been a lot of programming changes lately. Project Censored is now on Tuesdays from 6:30 to 7:30pm. Peanut Butter Jelly Time is now in the time slot that Writing on Air used to be in. Chico Creates will be on weekly beginning in May (Thursdays 7 to 7:30pm).

--David comments that we have been receiving a lot of new program proposals but that the Program Matrix keeps the options of where to put them more difficult.

--Eric asks if there is a way to create a matrix showing where our gaps in our schedule are and how many new programmers we are looking for. Grant responds that the Program Committee does have this document. Eric asks if this is something the Board could have access to. Grant says that the Board can view this matrix.

3.2.3. Community Advisory Board (CAB)- Laura Lukes

--Committee met last month. Mary led the CAB through a productive and useful exercise. Staff, programmers, board members, and CAB members were all present at this meeting.

--Next meeting will be held 1 May via Zoom.

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

--Submitted prior to meeting.

--The Fundraising Committee has been discussing the Brew fest. Ray was a guest at the latest meeting. Grant included several links in his report to the draft version of the registration form and suggested and proposed sponsorship tiers for this event. The Committee also looked over information received from the Public Media company explaining and detailing what non-profit organizations or foundations are funding radio stations. The Committee is trying to get more of this foundation and state funding.

--Next meeting will be held 15 April in person at the station.

3.2.5. Document Review Committee- Grant Parks

--This Committee has not met since our last Board meeting.

3.2.6. Strategic Plan Committee- Rob Davidson/Mary Tribbey

--The Committee met. They agreed on the three questions for each of the Committees to report on monthly. 3 reports were included in our agenda packet.

--Grant bought the Click Up software. Mary asks how many people would like to take a closer look at this. She said that the Committee will plan on giving the Board a demo of the software next month.

--Next meeting will be held 2 June.

3.2.7. News Advisory Committee- David Fuhs

--Report submitted prior to meeting.

--Approval of News Programming proposal in concept, pending approval of funding in our FY 2025/2026 budget. The News Committee discussed what would happen if there wasn't funding available. They all agreed that long-term sustainability is the goal of funding. They also discussed what constitutes a successful news program. Karl would like to have another meeting with the Public Affairs programmers.

4. Strategic Plan Updates

--Mary asks for feedback on the questions that the Committee came up with. Laura: she would like to see the questions in bold or italic or a different font. She would also like people to not hold back in their reports.

4.1 Executive Committee

--No update was provided.

4.2 Program Committee

--No update was provided.

4.3 Community Advisory Board (CAB)

--The CAB is working hard on their one goal and action. It has been a harder task than Laura anticipated but she thinks that this is a good thing.

4.4 Fundraising Committee

--Report submitted prior to meeting.

4.5 News Advisory Committee

--Report submitted prior to meeting.

4.6 Technology Advisory Committee (TAC)

--Report submitted prior to meeting.

5. Matters for Discussion

5.1 BOD Recruitment

--Laura: we will have 2-3 openings on the Board. Our Bylaws allow for up to 13 members. The Executive Committee would like each current Board member to ask people they know who would be a good fit.

--David asks if there are requirements around how many board members are community members and programmers, etc. Laura: Our Bylaws require a minimum of 2 programmers. The majority cannot be programmers. We could add one more programmer.

--Laura asks when Grant thinks that we should make the application public. Grant suggests that we can make it public now, but hold off on doing on-air promos until we know the number we are looking for. Laura encourages people to let her know if they know of anyone who may be a good prospect. Please get back to Laura in 2 weeks.

--Shelby suggests that a lot of people have gone from the CAB to the Board, and that some outreach can be focused their way.

5.2 Hybrid BOD Meetings

--Grant: we do not have the necessary tech to be able to do hybrid meetings. We would need multiple microphones with receivers sitting all across the tables, etc. We want to avoid making our meetings less efficient. Mary supports this statement. Ray also agrees.

--Laura points out that our Bylaws allow Board members to have 3 absences. Karl has suggested excused absences which would not count toward the 3 absences. Laura asks Grant to take the discussion around excused absences and good points around respecting the aging of our Board members to the Document Review Committee for further discussion.

6. Meeting Finalization

6.1 Review Items for next BOD Agenda: No action item at May meeting. Click Up demo and Outreach Committee will be discussion items at May meeting.

5.2 Meeting Close/Thank You

Next meeting will be 13 May 2025 at 6:00 PM via Zoom.

Meeting minutes respectfully submitted by S. McCoy

