

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

Board Meeting Date: 13 August 2024

Location: Virtual Meeting

Commencement Time: 6:00 pm

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

**Present:**

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

Laura Lukes (Pres.)	Julie Kennedy	David Fuhs*
Karl Ory (VP)	Kim Weir	Shelby Hebert*
Mary Tribbey (Sec.)	Mark Gray* (arrived late)	Josh Indar* (arrived late)
Paul Blackwood (Trea.)	Emmanuelle Sainte	Eric Johnson (arrived late)

**Absent:** None

\*programmer-elected

**Staff:**

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator (arrived late)

Ray Laager, Underwriting Director (arrived late)

Shirley McCoy, Office Manager

**Guests:**

Jeannie Trizzino, Ex Officio Board Member

**1. Meeting Opening**

1.1 Call to Order/ Begin Recording/Welcome/Attendance

1.2 Amend/Approve Agenda

**Discussion:**

Laura proposes amending the agenda to remove item 4.1 and discuss it at our next Board meeting.

-No formal vote to approve amendment to the agenda was taken. Unanimously unofficially approved as amended.

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

#### 1.3.1. July 2024 Minutes

##### **Discussion:**

No discussion.

**Action:** Motion to approve July 2024 minutes. – Mary Tribbey

Seconded- Kim Weir

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: None

### **1.4 Treasurer's Update**

#### 1.4.1. Review and Approve July 2024 Financials

##### **Discussion:**

--Paul points out that the line item for the employee retention credit of approx. \$74,000 last year does not exist this year. He believes that this is because this program has ended. This is a large lump sum and could be a reason why we see such a large difference in our current total gross profit.

--Laura asks if percent of budget is something important to pay attention to. Paul will take a closer look at this.

--Laura did not call a formal motion, second, and approval for last month's financial report. Shelby asks if we need to make a motion to approve last month's financial report as well.

**Action:** Motion to approve June and July 2024 financials. - Shelby Hebert

Seconded- Julie Kennedy

Roll Call Vote:

Ayes: All

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Noes: None

Abstain: None

Absent: None

**1.5 Public Input/Correspondence**

**Discussion:**

--No public input/correspondence was received.

**1.6 Meeting Notices and Announcements**

*Community Advisory Board (CAB): 10/22/2024 via Zoom*

*Document Review Committee: 8/27/2024 via Zoom*

*Executive Committee: 9/3/2024 in person*

*Fundraising/Grant Writing Committee: 8/20/2024 in person*

*News Committee: 8/26/2024 in person*

*Program Committee (PC): 8/15/2024 in person*

*Strategic Planning Committee: 8/19/2024 in person*

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

*All Station Meeting 8/18/2024*

**BOD Event Cash Counts: (signups shown as of Wednesday, August 7, 2024)**

<b>Count Date</b>	<b>Event</b>	<b>Signed Up</b>	<b>Need</b>
Mon, Aug 26, 2024	Summer Record Swap		1 person
Mon, Sep 16, 2024	Touch of Chico		1 person
Fri, Nov 22, 2024	Earthkry		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.

--Grant would like to postpone the State of the Station report for the September meeting. He would like the CPA to look over all of our financials and he'd like the figures he provides to be

the same as we would see on our taxes. Mary suggests moving this item to September on a regular basis. Julie: this is not the all station meeting? Grant explains that this is a report he gives annually based on the previous fiscal year's activities- programming and financials. P&L, fundraising break-downs, etc.

--Leah and Grant are currently in San Diego attending the Public Media Development and Marketing conference. He has attending a lot of workshops on planned giving and developing major gift programs. Developing and marketing focused.

--Jeannie: Park Fire updates- this could be a good opportunity to take an informal survey of how we did, what can be improved, etc. both with our programmers and our listeners. There is a discussion with various suggestions of things we can improve, what worked, etc. Grant: we also created a Sound cloud playlist where we stored all of these productions and included a direct link to these in Leah's newsletters. Grant was glad that the EAS system was going off as frequently as it was; this time it was very present and in addition to the reports we were giving. Shelby asks if there is a way for us to provide feedback to the people who do the EAS. Grant: this would be the manufacturers of the unit.

--Paul asks Grant to give everyone a brief overview of the Logiic invoice situation. Grant: Logiic is our IT company. We call them when there are any issues with our servers. We've been using them since 2017 when they installed everything. Grant received an email that Logiic did an audit of their billing system and saw some things that they never billed us for. Some services go back to 2021. One is a charge we were never aware we were going to be subject to for our LogMeIn remote connectivity software. This is for approx. \$15,900. Grant met with someone from BNI about this who suggested we contact our attorneys. Grant has done this and is waiting to hear back from them. Discussed a potential contract with JD from BNI for similar services.

--Eric asks if Grant is satisfied with how the fire reporting has been going now, commenting that it seems to be a huge responsibility. Grant said he would seek out more support in producing these types of projects. The connections Grant has made will save us these steps in the future. Eric suggests an emergency response team. Josh comments that he would bring this to our news committee. Kim agrees that this would be a news committee project. Mark suggests a phone tree of interested volunteers to help with fire reporting in the interim. Shelby suggests that perhaps we could use some kind of disaster preparedness grants in order to pay for a news/emergency response team. Mark suggests reaching out to KVMR.

### **3.1.2. Underwriting Report- Ray Laager**

--Submitted prior to meeting.

--Mark asks about any protocols around taking certain types of underwriters on. Ray: everyone is equal. As long as they follow FCC requirements. If the Board creates a new policy, then that is what he will follow.

### **3.1.3 Volunteer Coordinator Report- Leah McKean**

--Submitted prior to meeting.

--Laura congratulates Leah on obtaining more sponsors for The Touch of Chico than originally budgeted for. We have 5 sponsors- all paid money, no in-kind trades.

--Paul asks how our Youth Radio Camp with the Boys and Girls Club has been going. Leah: they seemed to be happy and engaged. Grant: there are 7-8 kids. He believes that we will have at least 2 kids with new programs within the next couple of months.

--Jeannie suggests that Leah drop Twitter. Jeannie asks if we have signed releases from the youth or their guardians to put their pictures on social media. Leah says that they do.

--Laura encourages all Board members to attend the all station meeting.

--Still need 2 volunteers for the Record Swap. One for the door and one for clean-up.

### **3.2 Committee Reports**

#### **3.2.1. Executive Committee- Laura Lukes**

-Submitted prior to meeting.

-No discussion.

#### **3.2.2. Program Committee (PC)- Grant Parks**

--Submitted prior to meeting.

--New program approval process has been working. 2 program applications have been submitted. 1 was denied.

--We will be airing two hours of Democracy Now next week during the DNC.

--Mary asks how we can air coverage of the DNC without also airing coverage of the RNC.

Grant: no one has asked us to air it. David asks how we will handle the transition to the second hour of Democracy Now. Grant: something to be handled by the staff- Shirley and Trevor to assist. Kim points out that RNC was already over by the last Program Committee meeting but it was decided that the link to Democracy Now's 2-hour coverage of it would be posted alongside their DNC coverage on the website. Mary suggests that we have the 10am programmers also mention the link to the RNC coverage. Jeannie asks if Democracy Now always runs extra time during election years for the RNC and DNC- planning purposes. Eric asks if we will be allowing any time for coverage of independent candidates. Grant: if listeners or programmers request it, we can bring it to the Committee. Eric thinks that we should include something for each candidate.

--Shelby asks if the draft response to Alicia has been sent and if there's been a response. Grant: he, Laura, and Robert Jones are drafting this. It is on his to do list. Laura says it will be on file for the public record.

### **3.2.3. Community Advisory Board (CAB)- Laura Lukes**

--Submitted prior to meeting.

--CAB met on 30 July. 4 current members.

--Mark Gray is our Board liaison.

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

--Submitted prior to meeting.

--Due to the Park Fire, The Power of 100 Women meeting has been postponed to November.

--Grant: \$301,256 in cash in non-federal funding sources. Estimating approx. \$31,000 in in-kind donations. This will put us over the amount required for our CPB grants.

--Grant shared with the Committee a draft document that can be used for an individual to create an estate plan or legacy giving. They will be reviewing this document and eventually we will be putting it on our website. Shelby comments that she has seen other nonprofits use Freewill.com to connect to people's legacy giving. May be worth checking on.

--Jeannie: consider how and when they will be calling lapsed donors. Donor stewardship is about personal contact and personal relationships. Shelby wonders if this can be integrated with Pledge drives. Jeannie says it is the data that comes from the pledge drives that helps drive these kinds of decisions. Jeannie points out not everyone needs to be called; more about utilizing our database and figuring out how our donors prefer to be communicated with.

--Shelby would like the Committee to look into emergency preparedness grants. She also suggests that we could interview a sustaining donor about why they donate and play this during pledge drives.

--Mary points out that all of this discussion is part of the strategic plan. They have the big ideas but do not have specific action steps to pull together the donor work.

### **3.2.5. Document Review Committee- Grant Parks**

--Continuing to work on the bylaws.

### **3.2.6. Strategic Plan Committee- Rob Davidson/Mary Tribbey**

--Mary: final draft version of the public-facing strategic plan has been distributed to programmers for final comments. They will gather feedback at the all station meeting. They will then meet to review the feedback and will then finalize a draft to come to the Board at the September meeting for final comments. Work will continue in each of the Committees.

### **3.2.7. News Advisory Committee- Kim Weir**

--Kim: At the last meeting, they all agreed that the Press Forward initiative is the way to go. Ran out of time to come up with a plan at this last meeting.

#### **4. Matters for Discussion- NONE**

#### **5. Meeting Finalization**

**5.1 Review Items for next BOD Agenda:** Draft strategic plan will be an action item at September meeting. Term limits will be a discussion item at September meeting.

--Eric asks for an update on our transmitter site issues. Grant: GM report included an estimate from Hass Energy. They provided the generator on the roof. Common denominator of our generator issues is Jeff's Trucks' poor installation of our generator. Grant will be setting an appointment with Hass Energy for them to review Jeff's Trucks installation work. If they find the installation work was poor, Grant will bring Hass Energy on as our generator people going forward. Grant says that we also have a leak in our propane tank. Tri flame confirmed this when they last serviced our tanks. They put approx. 84 gallons in but they will be replacing our valves and parts the next time our propane runs out.

--Josh recalls, at some point, discussions of putting a low-power transmitter on the roof of our downtown location. He asks if anything ever came of this. Grant says nothing did ever come of it. It is a possibility to do. He would need to research if we would need certain things, such as a construction permit from the FCC. Grant does not think that Rick got very far on this. Josh expresses that he feels it would be great to still be able to be on air even if our main transmitter was down and wonders if anyone else would still want to pursue exploring this. Grant: one way is how Results radio has done it, putting a second STL site somewhere. This would probably be expensive.

#### **6.2 Meeting Close/Thank You**

Next meeting will be 10 September 2024 at 6:00 PM *in person*.

Meeting minutes respectfully submitted by S. McCoy