

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

Board Meeting Date: 10 January 2023

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open- 6pm/Meeting Closed 7:30 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 Steve Scarborough

Jeannie Trizzino (Sec.) Elizabeth Daniels (Liz) (arrived late)

Michael McGinnis (Trea.) (arrived late) Eliane Da Silva (Lili) (arrived late)

Absent:

Staff:

Grant Parks, General Manager

Ray Laager, Underwriting Director

Leah McKean, Volunteer Coordinator

Shirley McCoy, Office Assistant

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. –Mary Tribbey

Seconded- Francene Kennedy (Fran)

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Eliane Da Silva (Lili), Michael McGinnis

1.3 Amend/Approve Previous Minutes

Discussion:

No discussion.

Action: Motion to approve December minutes. –Elizabeth Daniels (Liz)

Seconded- Laura Lukes

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Eliane Da Silva (Lili)

1.4 Treasurer's Update

1.4.1. Review/Approve Previous Month Financials

Discussion:

--Four different financial documents were shared via email.

--It is brought to the Board's attention that our expense accounts do not have a numbering classification system but creation of one could be discussed further later. CPB funding was received in December.

--The board discusses where the donations under the 4040 donations account come from, the cause of disparities on the profit and loss vs. actual financial document, and whether any decisions have been made on the new HVAC system.

Action: Motion to approve December financials. –Karl Ory

Seconded- Mary Tribbey

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: None

1.5 Public Input/Correspondence

Discussion:

--Received an email regarding concern over content on Peace and Social Justice which was forwarded to Grant for Program Committee review. No comments received on google form. Also received email regarding taking position against the Valley's Edge Development- Rob says these emails are usually ignored.

1.6 Announcements

Discussion:

--Jeannie and some other Public Affairs programmers served dinner at Safe Space on January 4th. Leah shared photos on our social media.

2. Action Items

2.1 Approve KZFR Board Member Committee Work Requirements

--Steve moves to approve the KZFR Board Member Committee work requirements. Liz seconds. Results: 10 in favor, 0 opposed, 0 absent. The Board Member Committee work requirements are approved.

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report-Grant Parks

--Submitted prior to meeting.

--The Board asks about where the playlist and streaming logs go to/what they're for, why the transmitter install could not happen, and the updated estimate from Billson Construction for the generator on the roof and why the original bid did not include the bridging of the elevator shaft. They also ask about whether this makes us underfunded in terms of the emergency preparedness plan and our USDA grant and whether we have budget reserves to absorb this cost increase.

--The board asks about how many lapsed donor letters went out and whether there's a goal for how much response we want and asks about the expiration of our contract with the billboard company and if we will be continuing this, renegotiating, and the costs, etc. The board also discusses opinions on the billboard location and design.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--No discussion or questions were raised.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--The Board asks about RBS training and whether they can do anything to help with recruitment. They discuss the possibility of including a cash count sheet on the cash count volunteer sign-up google sheet as well as including them along with extra envelopes in cash boxes at events. They discuss the possibility of creating a promo for KZFR volunteer outreach, possibly around Pledge Drive.

--The board asks about coffee cup sleeves and whether the cafes signed up are underwriters and asks about how we'll measure our success in this outreach effort. They ask about dates for the Touch of Chico event. They also ask about our liability coverage for volunteers at our events.

3.2 Committee Reports

3.2.1. Executive Committee- Rob Davidson

Employee/Personnel Report

-The Committee met last week in preparation for the Board meeting. The Committee reviewed Grant's employee/personnel report. It was a favorable review.

-Rob points out that this is his final term as President and encourages the Board to start preemptively planning for new Board members and officers, etc. They discuss when the recruitment and election process begins as well as what the bylaws say about officers, vacancies, etc.

3.2.2. Program Committee (PC)- Grant Parks

--Submitted prior to meeting.

--The Board discusses opinions regarding Board oversight of the Program Committee, in particular, the Board recognizing individual programmers for "exemplary" service and handling of disciplinary actions. One board member expresses his feeling that the Board should leave programming and programmer issues to the Program Committee. They discuss whether or not there are any formal or informal policies regarding this issue.

--There is also a brief discussion on the KZFR website issues and whether the Board can do anything to support any changes that Grant may want to make.

3.2.3. Community Advisory Board (CAB)- Rob Davidson

--Next meeting will be held 7 March 2023. This will likely be Rob's final CAB meeting.

--Document Review Committee has been working on CAB proposal drafted by Laura and Fran.

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

Budget objectives

--Committee did not meet in December. Next meeting will be held 17 January.

--Grant writing sub-committee meeting will be held in-person at KZFR office 1pm 11 January.

3.2.5. Document Review Committee- Rob Davidson

--Committee is finishing the Board Policy Manual and plans to move onto the Employee Handbook.

--Next meeting will be held 24 January.

3.2.6. Strategic Plan Committee

--Committee met in person on 9 January.

--Next meeting will be held in person on 30 January. Mary is hosting at her home in Durham.

3.2.7. News Committee

--Meeting was postponed due to holidays and a rescheduled meeting needs to be planned.

4. Matters for Discussion

4.1 Review Gift Acceptance Policy

--Mary moves to advance the Gift Acceptance Policy to action item for February meeting. Michael seconds. Results: 10 in favor, 0 opposed, 1 absent. The Gift Acceptance Policy will be an action item at the February meeting.

4.2 Meeting format- in person vs. Virtual (Zoom)

--The Board discusses their various opinions of meeting in person vs. continuing to meet virtually on Zoom.

--The Board concludes that there's a possibility for a March, April, or May in-person and meeting with the executive committee tasked with reporting back with a specific date.

--Tentative in-person All Station meeting is planned for end of March.

5. Meeting Finalization

5.1 Review Items for next BOD Agenda: Gift acceptance policy will be an action item at February meeting.

5.2 Meeting Close/Thank You

Next meeting will be 14 February 2023 on Zoom.

Meeting minutes respectfully submitted by S. McCoy