

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

Board Meeting Date: 11 March 2025

Location: **KZFR**, 341 Broadway, Suite 416, Chico CA 95928

Commencement Time: 6:00 pm

Meeting Open-6:00 pm/Meeting Closed 7:55 pm

Present:

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

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

Absent: Mark Gray*, Shelby Hebert*

*programmer-elected

Staff:

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Ray Laager, Underwriting Director

Shirley McCoy, Office Manager

Diane Culpepper, Business Manager

Guests:

Pete Galvany, CAB Member

1. Meeting Opening

1.1 Call to Order/ Begin Recording/Welcome/Attendance

1.2 Amend/Approve Agenda

Discussion:

Mary proposes amending the agenda to include 4.2 List of Organizations for CAB Meeting. Eric proposes amending the agenda to include 4.3 In-Person Meeting Requirements. Grant proposes amending the agenda to include 4.4 Certificates of Deposit.

Action: Motion to approve agenda as amended. – Julie Kennedy

Seconded- David Fuhs

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Mark Gray, Shelby Hebert, Emmanuelle Sainte

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

No discussion.

Action: Motion to approve February 2025 minutes. –Karl Ory

Seconded- Mary Tribbey

Roll Call Vote:

Ayes: All

Noes: None

Abstain: Josh Indar

Absent: Mark Gray, Shelby Hebert, Emmanuelle Sainte

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

--Eric proposes that we should be aware of and plan for how we will survive without federal funding. Karl: The Executive Committee has initiated this discussion. Our next distribution in federal funding would occur in December. Grant: we expect to receive \$119,000 in the 2025/2026 fiscal year. These payments usually come to us in December and March. Until we

hear that the CPB will not be giving us funding, we have to assume that all is well. Grant assures that when creating our budget, we are taking into account a scenario where we do not receive any federal funding. Laura: The Executive Committee decided that two budgets will be created: one assuming federal funding, and one assuming no CPB funding.

--Eric comments that it seems that we are paying a lot for our insurance (DNO line item in particular). Paul: our insurance broker should be shopping on an annual basis. Laura points out that the July amount is approx. eight times as much as the previous months. Diane will investigate this further.

--Eric also asks about the transmitter site; if our cost vs. what was budgeted is still pretty high. Grant: lots of work was done between July and September (replacement of electrical panel, generator work before the warranty got called in). This was making up for the work left undone by Jeff's Trucks. Eric asks if we will be better able to predict our budget in this area now. Grant says that he thinks we will be able to.

--Laura points out that we haven't actually spent much of our broadcast expense line item and that this could help balance out the transmitter site expenses. Eric asks about our property taxes; he feels we should be able to predict down to a few dollars on items such as these. Grant explains that the statement we owe taxes on includes the new operating boards, the new generator on the roof- the more capital purchases we make, the higher our property insurance becomes.

--Eric asks about what our bad debts are. Grant explains that these are underwriting payments that were never paid that were over 2 years old. This happens very infrequently.

Action: Motion to approve January 2025 Financials. – Karl Ory

Seconded- Julie Kennedy

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Mark Gray, Shelby Hebert, Emmanuelle Sainte

1.5 Public Input/Correspondence

Discussion:

--No public comments/correspondence was received.

--Josh asks how our testimonial line has been working. We have dropped this since we didn't receive many usable soundbites. This is not active anymore.

1.6 Meeting Notices and Announcements

Community Advisory Board (CAB): 03/12/2025 in person

Document Review Committee: 03/26/2025

Executive Committee: 03/31/2025 in person

Fundraising/Grant Writing Committee: 03/18/2025 in person

News Committee: 03/18/2025 via Zoom

Program Committee (PC): 03/20/2025 in person

Strategic Planning Committee: 06/02/2025

Technical Advisory Committee: 03/25/2025 in person

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

BOD Event Cash Counts: (signups shown as of Thursday, March 6, 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		1 person

2. Action Items

2.1 IT Service Providers Comparison

-Grant points out that Elam and ClearIT charge a set fee based on the number of servers and workstations we have, and they charge other additional fees. We have 5 servers and 6 workstations. Jeannie recommended VistaNet and uses it at her business. They do not charge us per server and per work station. Mary asks if any of the businesses are run by a single person. Elam is a single person, but VistaNet and ClearIT have a few people working for them. Grant likes VistaNet.

-Eric asks what we were paying Logiic. Grant: we had a call for service agreement with them. When we had issues, we would call them and paid them approx. \$150 per hour.

-Julie asks what happens if we have a need outside of regular hours for the two providers that don't have overtime rates listed. Grant: VistaNet quoted \$140 per hour for weekend and after-hour services. If our servers went down, we would still be able to broadcast.

-Eric asks how much a firewall would cost. It would cost us \$919. We need to purchase one no matter who we contract with. This is a one-time purchase. \$62 per month subscription to the firewall software. The remote connection software would be a separate monthly subscription.

-Karl asks when Grant would like to execute a contract if approved. Grant would like to begin services in April and also purchase and get a firewall installed. Laura asks about the \$11,000 budgeted for outside services-subcontractors- we have not used any of this. Grant explains that this is going to be used up when Horton McNulty sends us an invoice.

-Eric asks if we would still be funding this if we end up with no federal funding. Eric would like to see how this item would fit into the alternate budget without federal funding. Karl suggests that we can delay this action for a month, or put this into next year's budget without having IT services for 3 months. Grant does not have the skillset to handle all of our IT needs on his own. Laura shares that she feels that we cannot go without these services. Mary also agrees that this is important.

--Karl moves to authorize Grant to contract with VistaNet and to purchase a firewall. Mary seconds. Results: 9 in favor, 0 opposed, 2 absent. Grant will contract with VistaNet and purchase a firewall.

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report- Grant Parks

--Submitted prior to meeting.

--The CPB approved our annual station activity survey. We have received our second CPB payment for the fiscal year for \$36,997.

--Mary asks how much it will cost to repair our neon sign. Grant: Billson is requesting that we put the sign in a frame to offset it from the window. If we can use the existing neon it will be more price-efficient. Grant estimates the cost of a new LED sign that looks like neon will be around \$636.

--Laura points out that the Next Generation Warning System grant is NOT something that we had budgeted for, so we are not losing this from our budget.

--For Spring/Fall 2024 we are currently tied for second in our market. Lots of increases overall. Increase in weekend listening. Monday-Friday 7pm to midnight we are first in the market. Grant contributes this to our increased outreach- working with other organizations both on-air and off-air.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--We have a trade with KIXE TV. We will have KZFR commercials on KIXE. This is how we grow bigger. Social media is a great way to reach people.

--Julie asks about a business that Ray had been excited about he'd been chasing for a while. This was Lost On Main. These kinds of partnerships help us gain more visibility.

--Josh asks if the Big Room is aware that a lot of people do not know about their shows. Ray says that they've never wanted to promote their shows, just their slogan. It's a giant organization run from many cities outside of Chico. We hope to stay relevant with them.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--Art contest is closed. Leah asks everyone to put in their votes for the finalist. We received approx. 15 submissions.

--All station meeting is being held on Sunday. We will be taking a group photo at 4pm.

--QR codes on our coffee cup sleeves are trackable this time. We have also considered doing drink coasters to hand out to bars.

3.2 Committee Reports

3.2.1. Executive Committee- Laura Lukes

-Submitted prior to meeting.

-Laura: if board members were elected in an odd year, they will be up for reelection. Karl says that we will have printed ballots in June, so it is important that people let them know if they will run for reelection by May. We have 11 members and our Bylaws allow for 13 members. Officer terms are for one year. Everyone on the Executive Committee will be up for reelection. Karl announces that he will not be continuing as Vice President, so there will be one Executive position available. We will have a board recruitment promo going out starting in April.

3.2.2. Program Committee (PC)- Grant Parks

--Submitted prior to meeting.

--We are looking for programs to fill our Tuesdays 6:30-7:30 and Wednesdays 7-7:30 slots. They also discussed a program application and demo submitted by a community member.

--Next meeting will be held 20 March. They will be discussing the Strategic Plan, how to fill timeslots, and the KZFR program matrix. Mary asks for more detail about the matrix. Grant explains that they are finding it more difficult than expected to fill timeslots according to the matrix. Laura asks if the Program Matrix is still a contentious subject. Grant says it is not as much as it once was. They've been finding that the matrix is also making it harder for us to bring in new voices. Laura asks how much weight this document carries. Grant says that it is policy- it would need to be discussed, and if any changes would be suggested, they would have to bring this to the Board for voting. There is not a lot of wiggle room.

--Mary asks what problem the matrix is supposed to solve. Grant: the ongoing argument was that we had turned into too much of music station and that we did not care about news and public affairs. Certain timeslots needed to be reserved for news and public affairs. The real-life practicality means that we are finding a lot of off-site programs that aren't relevant to our audience to fill these news and public affairs slots.

3.2.3. Community Advisory Board (CAB)- Laura Lukes

--Next meeting is going to be held 12 March. Mary will be facilitating. Everyone is invited to attend.

--The next quarterly meeting will be held 1 May via Zoom.

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

--Submitted prior to meeting.

--The Committee discussed whether or not KZFR should participate in the Closing Information Gaps in Rural America Grant program. The deadline to submit questions for the RFP was 5 March and the application deadline is 16 April. Therefore, Grant feels it is not feasible for us to apply for this.

--Next Generation Warning System Grant program funding has been paused.

--Eric asks if Grant has gotten in touch with End of Normal regarding our 35th anniversary event. Grant hasn't gotten a chance to talk to End of Normal. They are still entertaining using St. John's. If we do decide to use the End of Normal, it's quite a laborious process- we would have to apply for a festival permit through the County and propose it to the county Board of Supervisors before we could even apply for the ABC license. This only applies to End of Normal because it is on county property and not city. Leah points out that we would also need a much larger volunteer crew.

--Mary asks if anyone feels it would be odd to have a brew fest at a church. No one seems to think it would be, and agrees that it is a nice venue. Ray suggests that this could become an annual event. It is more about building relationships with the distributors.

3.2.5. Document Review Committee- Grant Parks

--No report was submitted.

--The Committee is continuing work on our Bylaws.

3.2.6. Strategic Plan Committee- Rob Davidson/Mary Tribbey

--The Committee met on 10 March. They discussed where each Committee is with respect to their goals. They also decided on a format for the reports to be submitted to the Board each month starting in April. They also discussed the work that will be done with the CAB. The part

of our strategic plan that talks about building diversity in the station has not been seriously discussed.

3.2.7. News Advisory Committee- David Fuhs

--No report was submitted.

--Submitted a plan and proposal to the Executive Committee. Most of their tasks with the Strategic Plan have been completed. They have compiled a list of potential collaborators and contributors to give us content on an on-going basis. There is no external funding available.

3.2.8. Technology Advisory Committee (TAC)- Grant Parks

--Submitted prior to meeting.

--The Committee put out the website and mobile app survey. They are trying to get as much feedback on this that they can. The survey also asks if people want to be beta testers for our new website.

--We added a Google analytics code to our website to track data intel on our website traffic.

4. Matters for Discussion

4.1 News Committee Proposal Fiscal Year 2025-2026

--The proposal is a budget for a once a week 30-minute news program starting in October. Approx. \$25,000 is requested for October 2025 through June 2026. Hiring one news coordinator. David points out that all the work to have a news program is done, we just need the seed funding. If the Board votes to not fund this, this would become a fundraising issue. David's main concerns are finding the right person to fill the part-time position and our collaborators actually coming through with content. Julie points out that some of the public affairs programmers have reacted positively to being a part of this.

--Karl points out that the Executive Committee recommended approving this proposal in concept as our funding allows.

--Laura asks what the funding cycle is like for these grants. Julie is on Press Forward's mailing list to get notified about applications. She says that maybe she can try to find out more about this. Laura: if we fund this seed money, there's a possibility of the program becoming partially self-funded.

--Eric asks if the Committee has considered how they will ensure balanced reporting. David: places with a News program tend to have editorial oversight separate from management. For a year, the Committee will have monthly oversight. Karl points out that Grant has the final say in everything programming.

--Josh feels that having breaking news capacity is very important.

--Karl moves to approve the proposal in concept and to task the Executive and Budget Committees to include funding for a News department in the FY 2025/2026 budget proposal. Julie seconds. Results: 9 in favor, 0 opposed, 2 absent. The News Committee proposal is approved.

4.2 Certificate of Deposit (CD)

--Grant: we have two certificates of deposit with Raymond James for \$250,000 each that are both on a one-year maturity rate. One will mature on 13 March and the other will occur on 19 March. Grant asks if the Board would like to continue to roll this back in.

--Laura asks what our current interest rate is- is it 3.9%? Grant says that it is higher than this.

--Karl asks if in the future, we can extend the date so that we can consider whether to continue rolling these after we've adopted a budget. Grant explains that the amount of money that we are going to gain in interest from these CDs has been spoken for in the budget already. Karl expresses that he'd like us to be able to cash a CD for operating expenses. He is wondering if we are stuck with these March dates. We are not- we can do six month or nine months CDs as well. We can pull out our money at any time but do not get any of the interest earned. Penalties are not terrible.

--Ray: the best rate you can get is on the short-term. The longer the length of the CD, there's too much unpredictability.

--Grant believes that we should reinvest these CDs and continue to roll them over. Ray suggests that Grant check on better rates.

--Eric suggests that the analysis of how we're doing financially with and without federal funding should include this as an analysis so that we know how much money we should have for short-term operating expenses. Grant confirms that we do have a policy in place for this and that we are doing well.

--Karl moves to give Grant discretion to roll over our CDs for 90 days or as much as a year. Julie seconds. Results: 9 in favor, 0 opposed, 2 absent.

4.3 List of Organizations for CAB

--Mary distributes a list of different organizations that the CAB will be reviewing at their meeting. Mary asks everyone to look over this list and mark any organizations we think that we should not look further into. She asks everyone to put a checkmark next to the organizations that are good, and draw a line through organizations that we think aren't worth following up.

5. Meeting Finalization

5.1 Review Items for next BOD Agenda: Certificate of deposit will be an action item at April meeting. In person meetings/Hybrid meetings will be a discussion item at April meeting.

5.2 Meeting Close/Thank You

Next meeting will be 8 April 2025 at 6:00 PM via Zoom.

Meeting minutes respectfully submitted by S. McCoy