

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

Board Meeting Date: 14 November 2023

Location: Virtual Meeting

Commencement Time: 6:01 pm

Meeting Open-6:01 pm/Meeting Closed 6:58 pm

**Present:**

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

Karl Ory (Pres.)	Paul Blackwood	Eric Johnson
Laura Lukes (VP)	Kim Weir	Mary Tribbey
Jeannie Trizzino (Sec.)	Mark Gray*	Julie Kennedy
Michael McGinnis (Trea.)	Sarah Downs	

**Absent:** Michael Gregg

\*programmer-elected

**Staff:**

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Ray Laager, Underwriting Director

**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.-

Seconded-Julie Kennedy

No roll call vote was held.

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

#### **Discussion:**

No discussion.

There was no formal vote made to approve the October minutes.

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

#### **1.4.1. Review and Approve September 2023 Financials**

#### **Discussion:**

--Grant explains that he has been dealing with sorting out our transition from Quickbooks Desktop to Quickbooks Online and the issues we've been having with payroll. He points out that the financials are from the 3<sup>rd</sup> quarter of 2023 so we didn't have as many fundraisers, hence why our fundraising income decreased.

--Karl asks about how Chikoko went. Grant: numbers will be available at next meeting. We generated approx. \$13,000 in bar sales and profited over \$4,000.

--Laura asks where the interest from our CDs is posted on the financials. Grant: Line item 4. Grant sends monthly statements to the Bean Counting firm to calculate this. She asks if there's a line item for interest income itself. Michael explains that in general, CDs have a term of 6 months, 9 months, year etc. where you won't receive the interest until these dates- you can't book it until you receive it.

**Action:** Motion to approve September 2023 Financials. –Laura Lukes

Seconded- Jeannie Trizzino

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Michael Gregg

#### **1.4.2. Status Update on End of Year Tax and Legal Documents-due November 15, 2023.**

Federal IRS Form 990 (Federal nonprofit tax return)

California Form 199 (CA nonprofit tax return)

California Form RRF-1 (CA nonprofit registration renewal)

#### **Discussion:**

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--No discussion.

## **1.5 Public Input/Correspondence**

### **Discussion:**

--There was public comment received regarding Sanjay and his programming. The listener believed that Sanjay culturally appropriates a Jamaican accent while on air and took this as offensive and wanted it brought to the Board's attention. It is on the agenda for the next Program Committee meeting. Karl confirms that Grant has responded to this person twice explaining that this concern goes to the Program Committee.

## **1.6 Announcements and Recommendations**

*Fundraising/Grant Writing Committee: 11/21*

*Document Review Committee: 11/28*

*Strategic Planning Committee: 12/11 in person*

*News Committee: 12/11 in person*

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

***Welcome to new Board member Julie Kennedy!***

***Congratulations to staff for organizing a successful Fall Pledge Drive!***

***The companion animal photobomb count from the last Zoom was 4.***

- Strategic Planning Committee-Large Group Discussion- **Sun. Jan. 7, 2024** at TBD- **SAVE THE DATE. THANK YOU.**
- December 12, 2023 Board Meeting will be IN PERSON.

***BOD Event Cash Counts needed for the following events:***

12/1/2023- EarthKry

-Eric asks if Leah still needs volunteers for Earthkry. Leah says about half of the duties are covered. Needs people for second shift bar. She will double check and send Eric the sign-up link.

## **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 shares some updates not included in his report re: Eventbrite is just now sending ticket money from Aki Kumar due to the postponed event and confusion on Eventbrite's end. This ticket income will show up in November. Monies from the USDA grant have landed in our Tri Counties account for \$27,100. CERF initiative is continuing with KZFR as its main communication partner but there has been a change in the language of our contract where KZFR is now a consultant- our first invoice for \$12,500 has been sent to the North State Development and Planning Collective. Hope to see this come in in November. Grant submitted the ERTS FCC form #3 to the FCC. Grant and Ray had a meeting with the owners of Ramble West Brewery- they will be creating a beer called Devastation Suds. Partial proceeds will go to the station. There will be a can release party on 17 November.

--Eric asks Grant about the limitations on what the USDA grant money can or cannot be spent on. Grant: it was a matching grant of 55%. We had spent the money already and the past several months has been them confirming receipt of our proof of purchase, submitting invoices, etc. The money has already been spent on the transmitting gear for the transmitter site and installation of these transmitters.

--Jeannie asks if we are able to gather any personal information on Venmo donors. Grant sends them a thank you in the note section on the app and includes a note that if they'd like to request a gift, they can contact Shirley. We do have new donor info in Little Green Light, but do not have a way to contact them besides Venmo until we capture their emails or phone numbers.

--Mary asks how many of our new donors are monthly donors and if any of our existing donors switched to monthly donations and/or increased their monthly donation amounts. Grant will look into this for the next meeting.

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

--Submitted prior to meeting.

--Ray reports that Ramble West will be becoming underwriters as well. Jeannie asks if our connection with Ramble West could jeopardize our relationship with Sierra Nevada. Ray: SNB does not have an exclusive.

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

--Submitted prior to meeting.

--There is a brief discussion about the Open House event and how it went. A few current and past Board members attended, as well as some underwriters. Good turn out with a steady flow.

## **3.2 Committee Reports**

### **3.2.1. Executive Committee- Karl Ory**

-Committee met last week.

-The Committee reviewed the budget and the BOD agenda.

-The Board asks about when the Executive Committee is meeting. Jeannie confirms that the Executive Committee will be meeting in person on 5 December and the Board will be meeting in person on 12 December. Laura reminds the Board that the downstairs doors to the station automatically lock at 6pm so suggests someone be there a little before 6pm.

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

--No report was submitted since there was not a Program Committee meeting held last month.

--The next meeting is scheduled for 16 November.

### **3.2.3. Community Advisory Board (CAB)- Karl Ory**

--No meeting was held.

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

--Submitted prior to meeting.

--Grant reports that he and Mary were able to get the grant application for the Next Generation Warning System submitted. This will be for \$81,000.

### **3.2.5. Document Review Committee- Rob Davidson**

--The Committee is still working on finalizing the Employee Handbook. Grant reports that he and Rob will be having a Zoom meeting with People Rock on 16 November to discuss the suggested changes and how they will fit into the new draft. Grant confirms that the Employee Handbook will come back to the Board for final approval.

--Jeannie believes that The Bylaws will be on the agenda for the next Committee meeting. Karl encourages any Board members to look over the Bylaws and raise any questions or comments to the Committee. Kim expresses that she thinks we should make sure we are starting with all current California state laws regarding non-profits. Jeannie agrees with this.

--Next meeting is scheduled for 28 November.

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

--Mary thanks everyone for attending the last meeting held at St. John's.

--Sue Hildebrand will be facilitating the meeting on 7 January. More of a whole group discussion regarding the future of the station and the data collected so far and again prioritizing the next steps. She encourages everybody to come. She asks the Board what time of day they would prefer to hold the meeting. Mary will look for a different place since St. John's is only available after 1:30pm.

### **3.2.7. News Committee- Grant Parks**

--The Committee met yesterday, 13 November.

--Mary asks if and when the Committee might like to have the detailed responses regarding a News Committee gathered from the Strategic Planning Committee surveys. Karl says they would like to have these responses, but the timeline can be discussed at the next SPC meeting.

--Next meeting is scheduled for 11 December.

#### **4. Matters for Discussion**

##### **4.1 Committee Updates**

-Pending.

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

**5.1 Review Items for next BOD Agenda:** No action items at December meeting. Board member expectations for January Strategic Planning Committee meeting will be a discussion item at December meeting.

##### **5.2 Meeting Close/Thank You**

Next meeting will be 12 December 2023 at 6:00 PM *in person*.

Meeting minutes respectfully submitted by S. McCoy