

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

Board Meeting Date: 10 October 2023

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open-6:00 pm/Meeting Closed 6:56 pm

**Present:**

*Five 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.)	Michael Gregg* (arrived late)	

**Absent:** Sarah Downs, Ray Laager

\*programmer-elected

**Staff:**

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Shirley McCoy, Office Assistant

**Guests:**

Rob Davidson, ex officio Board member

**1. Meeting Opening**

1.1 Call to Order/ Begin Recording/Welcome/Attendance

1.2 Amend/Approve Agenda

**Discussion:**

President Ory assumed the agenda was approved seeing no opposition. No formal motion made or formal vote called.

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

#### **Discussion:**

Jeannie asks to confirm the end time of the meeting. Karl: 8:07 pm. Shirley will add this to the minutes and get them posted.

**Action:** Motion to approve September minutes. – Michael McGinnis

Seconded- Mark Gray

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Sarah Downs, Michael Gregg

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

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

#### **Discussion:**

--Michael reports that we are still behind from our budget projections and what we did last year; our revenue is down but our expenses are down as well.

--Eric asks about how much revenue was generated from Touch of Chico. Grant: preliminary numbers were provided for Leah in her Volunteer Coordinator report. Leah: estimating approx. \$5,000. Grant points out that most expenses for Touch of Chico were covered by an Explore Butte County grant received in previous fiscal year; we will be able to tack \$4,000 on whatever our P&L is for this event.

**Action:** Motion to approve August 2023 financials. – Michael McGinnis

Seconded- Laura Lukes

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Sarah Downs, 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:**

--No discussion.

**1.5 Public Input/Correspondence**

**Discussion:**

--No discussion.

**1.6 Announcements and Recommendations**

*Fundraising/Grant Writing Committee: 10/17 at 1:00 pm at Station (3<sup>rd</sup> Tues)*

*Document Review Committee: 10/24 on Zoom*

*Strategic Planning Committee: 10/9 at 6:00 pm*

*News Committee: 10/23 on Zoom*

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

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

***The companion animal photobomb count from the last Zoom was 3.***

***Reminder for all Directors:***

- Pledge Drive Pep Rally- October 17, 2023
- Pledge Drive- October 25-November 3
- Strategic Planning Committee- Review and Prioritize Stakeholder Input- October 16, 2023 at St. John's Episcopal Church

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

10/19/2023- Aki Kumar

10/21/2023- Chikoko

12/1/2023- EarthKry

**2. Action Items- NONE**

### **3. Staff and Committee Updates**

#### **3.1 Staff Reports**

##### **3.1.1. GM Report-Grant Parks**

--Submitted prior to meeting.

--Laura encourages Board members to sign up for Cash counts.

--The Board asks Grant about the sentence in his report stating that “we received donations from 978 donors and the average donation was \$44.62. Of these 978 donors, the average donor gave \$160.20.” They ask for further clarification on understanding these figures. Grant: it is a math error. He will look back into this and re-clarify.

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

--Submitted prior to meeting.

--No questions or discussions were raised due to Ray’s absence.

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

--Submitted prior to meeting.

--Leah asks if any Board members would be willing to come in on a semi-regular schedule once a day during Pledge Drive to help out with keeping the station tidied up. It is a big help. Mary and Jeannie volunteer to do this.

--The Board asks if Leah is still looking for non-profits to work the phones during Pledge drive. Leah says she is; if anyone has any suggestions of non-profits feel free to email or text her the contact person’s information. Julie will reach out to 530 Food Rescue.

#### **3.2 Committee Reports**

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

-Committee met last week.

-The Committee continued to discuss options for employee health benefit policies, and also will be working on drafting more specific and accurate descriptions of duties for each Committee.

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

--Submitted prior to meeting.

--Grant reports that he will be sharing the Broadcast clocks discussed in the Program Committee meeting with the News Committee as well. He asks if there’s anyone else who would be interested in joining the News Committee.

--The Board asks about the Live Band Club segment. Grant gives a brief description: it occurs on Thursdays between the Throwback Attack and the Random Pick. It features a brief interview with local Sacramento-region musicians and a quick song. Board asks if this program gets sent off to other stations. Grant: he has heard that it is on another station but he has not been able to verify this information.

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

--Michael Gregg asks about how often the CAB meets and how they determine when they are going to meet. Rob: usually they've met quarterly/three times a year. This was before the Board came up with more formal guidelines for the CAB. They are required to meet once a year by the CPB. The job of the liaison is to reach out to CAB members and keep them aware of major events at the station. Rob encourages Michael to reach out to him with any questions.

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

--Karl points out that there are events on the 19<sup>th</sup> of and 21<sup>st</sup> of this month where we will need Board members to come in the following business day for a Cash count. Grant: especially Monday the 23<sup>rd</sup>. We will be bartending at the Chikoko Fashion show; estimating between 600-900 attendees.

--The Board asks if there's enough volunteers for the Chikoko event. Grant: if people are RBS certified, they can help with bar backing. Otherwise, we can use ticket takers. Leah: can always use help with set up and break down, and bar backs.

--Leah: link to sign-up sheets for events is in her report. Jeannie asks if people are receiving Leah's emails.

--Leah explains the ABC licensing requirements to the Board members who may be unfamiliar with them. It is ABC law that you must be responsible beverage server certified to bartend for a non-profit/fundraiser. It is an online course. It takes approx. 2 ½ hours. The certifications are good for 2-3 years. Leah explains that we keep everyone's certificate numbers on file. Board asks if the organization that certifies will send notice when the certifications are about to expire. Leah will check on this.

--Leah encourages people to come for shadow shifts when they're thinking about volunteering in a new spot either bartending or captaining for Pledge drive.

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

--The Committee is in the final stages of finishing up the Employee Handbook. Next, they will work on the Bylaws. Karl asks if we could find a partner to assist us in drafting the revised Bylaws. Rob: we could consider this. Rob says the main focus will be making sure that the Bylaws are congruent with every other policy statement.

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

--Committee met Monday night in preparation for the meeting on 16 October. This will be a very important meeting.

--The Committee has received survey responses from several constituencies and have summarized all the data received into 15 key points that will be shared at the meeting on 16 October, and further analyzed.

--Mary: we will be focusing on the ideas to do things differently or new ideas. She asks if an actual report would be helpful to Board members. It is decided this is unnecessary. SPC meeting minutes are available to all Board members to view.

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

--Grant would like the first meeting to include discussions about what exactly a news committee will consist of. Grant will be picking up where the previous News Committee left off.

## **4. Matters for Discussion**

### **4.1 Committee Updates**

-Discussed above.

## **5. Closed Session**

### **5.1 Personnel Matter Discussion**

-No action was taken by the Board during the closed session.

## **6. Meeting Finalization**

**6.1 Review Items for next BOD Agenda:** No action items at November meeting. No discussion items at November meeting.

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

Next meeting will be 14 November 2023 at 6:00 PM *via Zoom*.

Meeting minutes respectfully submitted by S. McCoy

