

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

Board Meeting Date: 8 October 2024

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open-6:00 pm/Meeting Closed 8:00 pm

Present:

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

Laura Lukes (Pres.)

Mark Gray*

Eric Johnson

Karl Ory (VP)

Emmanuelle Sainte

Shelby Hebert*

Mary Tribbey (Sec.)

David Fuhs*

Paul Blackwood (Trea.)

Julie Kennedy

Absent: Josh Indar*

*programmer-elected

Staff:

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Ray Laager, Underwriting Director (arrived late)

Shirley McCoy, Office Manager

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. –Karl Ory

Seconded- Mark Gray*

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Josh Indar*

1.3 Amend/Approve Previous Minutes

1.3.1. September 2024 Minutes

Discussion:

No discussion.

Action: Motion to approve September 2024 minutes. –Paul Blackwood

Seconded-Mary Tribbey

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Josh Indar*

1.4 Treasurer's Update

1.4.1. Review and Approve August 2024 Financials

Discussion:

--Paul noted that the Deep dive financial reports will be sent out before the 16 October meeting at 4:30 pm at the station. Laura noted that a few BOD members had not yet RSVP'd to attend and asked them to please let her know either way.

Action: Motion to approve August 2024 Financials. - Julie Kennedy

Seconded- Emmanuelle Sainte

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Josh Indar*

1.5 Public Input/Correspondence

Discussion:

--No public input/correspondence was received.

--Julie notes that she received an email directed to the Board from a listener wanting to update her address. Laura asked if Grant is on the BOD email list. As he is not, she will be the first in line to any emails to the BOD and direct them to the appropriate person as needed.

--Mark reported an email from a listener about inappropriate discussion occurring on Radio Free Chico.

1.6 Meeting Notices and Announcements

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

Document Review Committee: TBD

Executive Committee: 11/05/2024 in person

Fundraising/Grant Writing Committee: 10/15/2024 in person

News Committee: 10/21/2024 in person

Program Committee (PC): 10/17/2024 in person

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

Pledge Drive Pep Rally 10/09/2024 in person

“Deep Dive” into Financials 10/16/2024 in person

BOD Event Cash Counts: (signups shown as of Wednesday, October 3, 2024)

Count Date	Event	Signed Up	Need
Fri, Nov 22, 2024	Ric Jam & the Island Federation	Mary Tribbey	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.

--Mary asked what Field day entailed.

--Grant noted that based on presentations at the conference he and Leah attended, they were working on Donor Stewardship.

--Grant spent some time talking about the issues with the generator and electrical up at the transmitter site. Eric asked about Jeff's Trucks responsibility to cover some of the repairs. Grant noted that he was working to get the warranty to cover at least some of the repair expenses.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--Ray is working on securing food for the Pledge drive volunteers. He encourages everyone to send any contacts they may have for local restaurants his way and he will reach out to them.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--Laura congratulates Leah on a successful Touch of Chico, particularly on her work getting sponsorships. Leah's sponsorships exceeded her budget. Leah shares that having a Committee made a significant difference in the planning of the event. All of the sponsors responded that they would participate in Touch next year and provided valuable feedback on how to make improvements. Emmanuelle points out that many of the bodyworkers seemed overbooked. Leah says this is a common issue, but shortening the length of the event helped manage this a bit better. Saw lots of new people.

--Julie agrees that renting a U-Haul next year may be a good idea. Emmanuelle suggests trying to get U-haul to donate a truck to use. Shelby confirms that she has worked with another non-profit that U-haul donated a truck to for 24 hours and shares that many companies/corporations have a yearly budget for donations. Generally, the bigger the business, the bigger their budget for donations. She also agrees that one big event in the spring with different sectors of the Chico community engaged and Touch in the Fall would be a good idea. Leah agrees that we need to find ways to make our events appealing and unique since there's a lot of competition. Shelby also emphasizes coming up with a strategic social media plan to encourage more people to attend our events.

--Mary asks how the public is invited to our Open House. Last year, we did on air and social media promotions. She asks if we don't want to open it up to people unfamiliar with us. Leah: not our intention to include people unfamiliar; mostly addressing the folks we already know.

--Eric suggests considering doing 2 Touch of Chico events a year. Leah explains how reliant the event is on local bodyworkers being willing to volunteer 4-5 hours of their day and how this might be difficult to do twice in a year. She thinks it would be more worthwhile to figure out

how we could expand the event- other ways to make the event even more profitable. Leah shares that at the conference she and Grant attended in San Diego, many of the other radio stations would only do two big events per year due to how intensive they are. Because of this, she thinks we could possibly do a second big event similar to the Touch.

--Emmanuelle shares that doing a spring event targeting younger people should be done.

--Julie suggests thinking about what kind of theme would have good sponsorships in the community to make a Spring event as financially awarding as the Touch.

3.2 Committee Reports

3.2.1. Executive Committee- Laura Lukes

-Submitted prior to meeting.

-No discussion or questions were raised.

3.2.2. Program Committee (PC)- Grant Parks

--Submitted prior to meeting.

--Mary asks how programming changes affect how our programs are recorded to the archives. Grant: it is a multi-step process. We have to change where it appears on the website, which is how it appears in the logs, we have to change it on Spintron which changes how it appears on the archive tab on our website, and we have to change the backup recording software so everything correlates well.

--Mary asks for an update on reaching out to recruit more people to the Program Committee. Mark reports that it has been difficult to get people to commit to joining.

--Eric asks about live-streaming the upcoming Mother Hips and Brothers Comatose shows at the Big Room. Grant says that this conversation is already happening with the Big Room.

--Grant points out that Sanjay's final show was very moving and powerful and serves as a good reminder of what kind of powerful community based programming that we provide to people. He acknowledges Sanjay for his time and energy put into the station over the years. Emmanuelle asks if we could put this archive on our social media. Grant and Leah will discuss this further.

--Emmanuelle asks what the new schedule on Fridays looks like now. Grant: per the program matrix policy, Sanjay's spot is no longer a 3-hour slot. It got broken into two slots: 3pm to 5pm and 5pm to 6pm. The Program Committee approved Caribbean Dance Radio from 3pm to 5pm. Fresh Hop Cinema from 5pm to 6pm. A new program will be on from 6:30-7:30pm.

--Leah shares that keeping reggae on Fridays will make a lot of people happy. Mark agrees it's really important to have the continuity with that show. There's a huge audience that needs to be reinforced.

3.2.3. Community Advisory Board (CAB)- Laura Lukes

--Next meeting is scheduled for 22 October.

--Laura reports that there hasn't been much response to their call for applications. She and Grant are working out some kinks in the application process. Shelby asks about increasing the frequency of times the forward promote appears in our logs. Grant will discuss this with Ray.

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

--Submitted prior to meeting.

--Eric asks for an update on the Power of 100 Women meeting. Grant: because of the Park Fire, this event got moved to the first week of November.

3.2.5. Document Review Committee- Grant Parks

--No report was submitted.

--Grant will send notes along when he receives them from Maria.

3.2.6. Strategic Plan Committee- Rob Davidson/Mary Tribbey

--Mary: Mary thanks Julie, David, and Paul for joining the Committee to help support the various committees with implementing the plan. They discussed exactly how they will support the committees. They will learn more about this process and expectations going forward in the next meeting.

--Laura: they also discussed generating excitement on a station-wide basis.

3.2.7. News Advisory Committee- David Fuhs

--Next meeting is scheduled for 21 October at 4pm at the station.

--David reports that he and Grant worked on the common application for the Press Forward funding. Grant will be working on the essay-based questions and David will review these when he completes them. Mary suggested rerunning the implementation tool with the News Committee to get everybody on the same page. They also agreed to schedule an in-person meeting in between the next 2 News Committee meetings to address the items in the Strategic Plan.

--Laura asks how many people are needed to meet their quorum requirement. She suggests looking into this. Eric asks who is on the Committee. David: he, Julie, and Grant. Emmanuelle and Josh came to a meeting but haven't come back. Karl says he will attend on the 21st and will be active on this committee. Leah points out that she has sent out nudging emails to our news and public affairs programmers over the past few months but she hasn't received much response. She will continue to send these emails.

4. Strategic Plan Updates

--This is an organizing tool to keep us moving forward. Each Board meeting, your assigned Committee Chair will be expected to give a report on what kind of progress has been made in the last month.

--Mary: this is not intended to be a burdensome item. This will be for checking in with each other.

--Julie: is the chairperson of each Committee expected to be the person to do a report? Mary: this will be decided in each Committee. It should be someone who will be at the Board meetings.

--Shelby shares that she feels that providing more clarity when recruiting people for Committees could help more people to commit.

4.1 Executive Committee

4.2 Program Committee (PC)

4.3 Community Advisory Board

4.4 Fundraising Committee

4.5 News Advisory Committee

4.6 Technology Advisory Committee

5. Matters for Discussion

5.1 BOD Term of Office Limits

-Karl: Karl acknowledges that he is currently the longest-serving Board member at 3 and a half years. He also proposes expanding the 2-year term of office. He feels it is too short. He'd like to see more continuity.

-Julie asks if Karl is proposing 3 year terms or no term limits. Karl: total term of a Board member is currently 6 years, three (2) 2 year terms. He is proposing electing Board members to a 3-year term and no limits on the number of terms that someone can get elected to. He believes we should have a formal process that we take seriously.

-Shelby thanks Karl for his commitment to the Board. She believes that if we're concerned about recruiting more Board members, a 3-year term may discourage potential new members from joining. Karl does not share concern regarding being able to recruit more new Board members. Mary agrees that 3-year terms is going to be difficult. She is in favor of term limits but shares that she would also be in favor of having four (4) 2-year terms. Mark also shares that he feels a 2-year term is best.

-Eric shares that having longer term limits may help with turnover.

-Laura points out that the bylaws do read that after you term out after 6 years, you can take a year off and come back for another 6 years. Rob has been asked numerous times to come back.

People coming back is an option. She is in favor of term limits and likes the option to take a year off. She also agrees that you can capture more people with a 2-year term.

-David asks if we have a mechanism for removing troublesome Board members if we had no term limits. Laura says that the bylaws do allow for removal of Board members by majority vote. Karl follows this up by explaining that Board members have to be elected at the end of their terms. If they see that they don't have majority support, they would not seek another term.

-Paul is in favor of extending the number of terms to have a total of 8 or 10 years while still having reelections every 2 years. Julie agrees that a 2-year term is best. She likes the idea of members being able to serve more than 3 terms.

-Karl will bring back a written proposal at the next Board meeting to be reviewed.

5.2 Review Diversity Statement

-Laura explains that the CPB has changed the name of this document to "Community Representation Statement". We are mandated to review this statement every couple of years. Laura proposes changing the name to match the new CPB nomenclature with no other changes.

-Karl asks if our current diversity statement requires a diversity training in the year. Laura says it does: "once per year board members and staff participate in diversity and inclusivity training". We had this earlier in the year. We will add the word "will participate" to the statement.

-Shelby moves to change the name of the document to keep with the CPB Guidelines. Mary seconds. Results: 10 in favor, 0 opposed, 1 absent. The Diversity Statement document will be changed to our Community Representation Statement.

5.3 Move State of the Station Report to December

-Mary proposes moving the State of the Station to be in conjunction with the full fiscal year financial report- from August to December. Shelby asks if there would be any repercussions to pushing this back. Grant: this report is exclusive to the Board, so no. It is not a CPB compliance report or included in any of our reporting. He explains that a reason for it taking so long is because of DJs and their in-kind donation of services and having them fill out and return paperwork for this. He also can't accurately tally how many programs are done in a fiscal year until the fiscal year closes. There have been notes to have the state of the station be more financial heavy as far as what it reports- without closing out the books for the fiscal year, he'd be presenting estimates only.

-Mary moves to take the language State of the Station report from August on the fiscal year schedule to the month of December. Mark seconds. Results: 10 in favor, 0 opposed, 1 absent. State of the station Report will be moved to December on the fiscal year schedule.

6. Meeting Finalization

6.1 Review Items for next BOD Agenda: BOD Term of Office Limits draft will be an action item at November meeting. No discussion items at November meeting.

5.2 Meeting Close/Thank You

Next meeting will be 12 November 2024 at 6:00 PM *via Zoom*.

Meeting minutes respectfully submitted by S. McCoy