

Golden Valley Community Broadcasters, Inc.
KZFR Community Radio Board of Directors
July 9, 2019
BOARD MEETING MINUTES

1. Meeting Opening

- 1.1 Call to Order** – Mercedes at 6:05 pm
- 1.2 Amend/Approve Agenda** – Add Action Item to approve Bylaws and Program Committee Handbook changes and updates, **missing approval**
- 1.3 Amend/Approve Previous Minutes** - Motion to approve by Paul, Second by Rob, unanimous approval

2. Announcements/Reports

- 2.1 Announcements** – Oliva has official retired; Sarah Amaral is the newest board member; Lilly (community member) announced that she would not be applying to the BOD; BOD recommended she attend next Program Committee meeting to discuss her proposed program

2.2 Staff Reports

2.2.1: GM Rick Anderson

- Big Show starts tomorrow
- Good June event at Estes Road
- July 26 show – Sam Chase
- August 29 George W. show sold out/KZFR will contribute to Camp Fire Pet Fund
- August 10 – Brothers Comatose
- 10/9to 10/18 Fall Pledge Drive
- Programmer’s Self Evaluation Scheduled. First 25 completed entered to win gift card
- Discussed the remainder of upcoming calendar of events

2.2.2: Production Coordinator & Officer Manager Grant Parks

- Update on Past Events
- Need BOD for 7/10 event
- Sound Exchange has been updated
- Camp Fire Updates with Matt will pivot to a localized news/public affairs 3 minute block
- Tech update - \$2,000 cost for computer overhaul (2 new computers for programmers)

2.2.3: Underwriting Report: Ray Laager

- Overall activity up 14% in June

2.3 Treasurer’s Report – Jim McCollough

- Met CBD grant year requirement
- Underwriter carryover -\$503

- Budget needs to be reviewed by staff and BOD and will be displayed in Quickbooks version
- Bank accounts signatures are needed: agenda item for August meeting, meeting minutes approved and taken to Members First Credit Union

2.4 Committee Reports

2.4.1: Program Committee Rick Anderson

- Met on July 1
- PC Self Evaluation Criteria sent to Programmers
- Sue Hildebrand is running for BOS. Public Radio Policy dictates that if she is on air during her campaign, other candidates are entitled to equal air time opportunity/March 3 election date/ consensus from the board is that Sue follow the policy and could participate as a guest on other scheduled programs
- PC decided on no recorded weather spots
- Suggestion from board that the PC adopt a formal template notification process regarding acceptance or rejection of proposed programs on air

2.4.2 Fundraising Committee – Courtney Farrell

- July is kick off for donor stewardship activities
- Grant will internally post donor list for BOD to sign up to meet
- Sarah would like to pitch to the 100+ Women's Club

3. Matters for Discussion

3.1 Google Drive Workshop

For those interested in training, reach out to Grant and schedule time

3.2 Community Outreach for BOD and Program Committee

Greater outreach; Table more at other events; like other radio shows; cross post with other groups; look at marketing to other boards

3.3 New Programmer Orientations

Grant is not stepping down from his role as Program Committee orientation lead. He would like qualified members from the Program Committee be trained to take over responsibilities as appropriate. A request for questions or clarification about his roles and responsibilities be directed either to him or Rick, as he is an employee of Rick.

3.4 Agenda Template

Create space for public input at the beginning of the meeting. Short, concise comments are encouraged. Paul made a motion to support this and Second by Rob. Unanimous approval.

3.5 Monthly stipend for Treasurer Position

BOD discussion stating that while this is not an illegal activity many sources discourage it. Comments were made that the position should continue to be voluntary; someone who has passion and understanding of role of the staff finance role; and, that providing a stipend could jeopardize volunteer insurance policy. BOD rejected this suggestion.

4. Action Items

4.1 Bylaws and Program Committee Handbook

Rob motions to accept changes and updates to Station Bylaws and Program Committee Handbook discussed at June meeting, Second by Paul, unanimous approval.

5. Meeting Finalization

5.1 Review Actions to be taken

- Grant and Mercedes to make changes to the Bylaws and Program Committee Handbook
- Update Agenda format to reflect July discussion
- Determine who will take meeting minutes
- GM Performance review
- Board risk assessment is due
- State of the Station is due
- Review recently submitted BOD application

5.2 Items for August Agenda

- Bank signature transfers

5.3 Meeting Close – 7:58 pm