

## KZFR 1/12/21 BOD MEETING Minutes

Meeting began at 6:00PM

Board Present: Mercedes Macías, Rob Davidson, John Burge, Steve O'Bryan, Paul O'Rourke-Babb,  
Bobbi Tryon, Jeannie Trizzino, Sandra Morales-Miller, Ken Pordes, Dan Joseph

*Board Absent: Courtney Farrell*

Staff Present: Rick Anderson, Grant Parks, Leah McKean

*Staff Absent: Ray Laager*

## PUBLIC COMMENT

- Bobbi addressed the fact that music played during the News/PA time slot 5-7pm on 12/31.
- Mercedes updated the public comment form to be more user-friendly
- Leah mentioned recent social media negative comments on two posts in the "SmallBiz Focus" campaign. One post was removed after confirming the owner is under criminal investigation. A second post was left in place after responding to the covid restriction comment.

## GM REPORT

- Rick gave a summary of his written report
- Planning four pledge drives in 2021
- 500 people attended the virtual John McCutcheon concert. No word yet on how much money raised for the station. The event was hosted by platform Mandolin which is interested in supporting nonprofits.

## OFFICE REPORT

- Grant gave a summary of his written report
- Been very busy dealing with internet & tech issues
- He posted about the issues in our private Programmer's Group page on Facebook. It was suggested that a mass email to programmers could help in reaching everyone.
- Chris Nelson asked about press passes if it becomes difficult to reach the station. Rick mentioned we used to have station ID Cards.
- Matt Fidler quit. No ill will, just very busy. Matt will help train his replacement in routine audio production tasks.
- Jeannie likes that the 'silent monitor' is up
- Grant & Jan repaired the bracket that holds the studio computer screen. Several folks asked who broke it and is there a policy to handle such actions. "Not much we can do if we don't know who broke it." - Grant responded and Dan J offered to help with repairs as needed.
- PC could post on social media & in-studio about respecting station property.
- Sandra asked about studio entrance door repair. That is the landlord's responsibility. Rick asked Dan Joseph to look at it.

## UNDERWRITING REPORT

- Ray not present but did submit his report in writing

## VOLUNTEER COORDINATOR REPORT

- Leah gave a summary of her written report

## TREASURER REPORT

- John summarized his written report comparing the same 6-month period from 2019 & 2020 (the net income is \$10,547 over where we were this time last year, excluding any potential in-kind donations)
- Pledge Drive donations down ~\$13K
- Cash & Car Donations up by \$32,519 over this time last year
- Grant explained the classification differences in Quickbooks between “Donations” and “Pledge Drives”
- John, Rob & Rick working on next fiscal year plan
- Mercedes said the Letter to CPB due by 1/27. CPB Grant Manager requested a zoom meeting with KZFR Grant Managers in February

## PC REPORT

- Programmers requested a daily professional cleaning of the studio
- Rick doesn't think we can afford it. The BOD would have to approve the cost.

## COMMUNITY ADVISORY BOARD

Next meeting in February (date TBD)

## FUNDRAISING COMMITTEE

Next meeting 2/19

## DOC REVIEW COMMITTEE REPORT

- Ken gave a summary of his written report
- Focused on the Off Site Programmer test
- He gave kudos to Rob, Steve, & Paul for all their work
- Board Policy Manual temp on hold
- Paul wants to gather all of Sue H's paperwork
- Rob said they need the docs before the next mtg

## NEWS DEPARTMENT COMMITTEE REPORT

- Rob & Bobbi resigned from the committee
- Paul asked the BOD to put the committee on hold after it achieves 3 tasks:
  - 1) Fine tune Matrix proposal
  - 2) Create News Dept Policies &
  - 3) Does Fundraising Research (research only, not applying)

- Both Leah & Chris objected to the idea of ending the NDC. This was discussed at the last meeting but no consensus was achieved. More convo needed.
- Rick says we have the commonly req'd documents in house for grant apps.
- Grant offered to help with grant writing, paperwork etc

#### PA/NEWS PROGRAMMERS' MEETING

- Mercedes gave overview of Stephen Tchudi's efforts of pulling all the news/pa programmers together to improve communication and support each other's efforts. This is a result of the All Station Meeting.

#### ZEPHYRFEST VIRTUAL EVENT

- Leah gave update
- Debut date set for March 18th on station's YouTube channel
- Dan Carter & Bill DeBlonk securing a variety of bands
- Approx a dozen folks have volunteered to be Hosts for bumpers & feature segments. Dan C would like more.
- Leah doing zoom interviews of programmers for the "Meet Our Programmers" feature segment

#### PPP LOAN

- Mercedes says there is potential for another forgivable loan so the BOD needs to be ready to submit an app on short notice.
- Docs need to be updated. BOD willing to give verbal approval asap.

#### MATRIX TOPIC

- Paul wants the BOD to vote on whether they support the Matrix
- Rob says the DRC added the Matrix to the Programmer's Handbook as a reference appendix because it was approved by a previous Board and is referenced in the Programmer's Handbook and the Bylaws
- Mercedes says the Matrix is a 2002 policy
- Rick notes only 3 members of the PC brought the Matrix up
- Chris counters: "All we are asking is if the BOD values news/pa. We're not asking for more but just what we had before. It's important that news/pa is respected."
- Bobbi said this is an approved Matrix
- Grant mentioned the Matrix is 17 yrs old and now is a good time to review/update it.
- Mercedes agreed with Grant and said the topic will be agendized in future; right now biggest priority of the Board is Succession Planning and we need to move into Closed Session now

7:33PM - Board Meeting Adjourned

KZFR'S BOARD OF DIRECTORS MOVED INTO CLOSED SESSION: (30-Minutes)  
Succession Planning Discussion