

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

Board Meeting Date: 14 September 2021
Location: Virtual Meeting
Commencement Time: 6:00 pm

Meeting Open - 6:02 pm / Meeting Close - 7:50 pm

Present:

Six needed for quorum, defined as 'majority of board of directors' under Bylaws, Sec. 5.

Bobbi Tryon	John Burge (Treas.)
Courtney Farrell (VP)	Karl Ory
Dan Joseph (Sec.)	Rob Davidson (Pres.)
Eliane Silva (Lili)	Sandra Morales-Miller - arrived late
Elizabeth Daniels-Currey (Liz)	
Jeannie Trizzino (Minutes)	

Absent:

Paul O'Rourke-Babb

Staff:

Grant Parks, General Manager
Leah McKean, Volunteer Coordinator
Ray Laager, Underwriting Director

Guests:

None.

1. Meeting Opening

- 1.1. Call to Order /Begin Recording/Welcome/Attendance
- 1.2. Amend/Approve Agenda

Discussion:

No discussion.

Action:

Motion to accept agenda as presented. - Courtney Farrell
Seconded - Elizabeth Daniels-Curry

Roll call vote:

Ayes: All

Noes: None

Abstain: None

Absent: Paul O'Rourke-Babb, Sandra Morales-Miller

1.3. Amend/Approve Previous Minutes

1.3.1. 13 July 2021

1.3.2. 10 August 2021

Discussion:

No discussion.

Action:

Motion to accept 13 July 2021 and 10 August 2021 Minutes. - Bobbi Tryon

Seconded - Dan Joseph

Roll call vote:

Ayes: All

Noes: None

Abstain: None

Absent: Paul O'Rourke-Babb, Sandra Morales-Miller

1.4. Public Input/Correspondence

Discussion: Grant mentioned a complimentary comment received on Rob Davidson's "Sunday Papers" show.

1.5. Announcements

Discussion: None.

2. Action Items

2.1. Whistleblower Policy

Discussion: None.

Action:

Vote to accept Whistleblower Policy as presented.

Roll call vote:

Ayes: All

Noes: None

Abstain: Eliane Silva

Absent: Paul O'Rourke-Babb, Sandra Morales-Miller

2.2. Preventing Workplace Harrassment and Discrimination Policy

Discussion: None.

Action:

Vote to accept Preventing Workplace Harrassment and Discrimination Policy as presented.

Roll call vote:

Ayes: All

Noes: Eliane Silva

Abstain: None

Absent: Paul O'Rourke-Babb, Sandra Morales-Miller

3. Staff and Committee Updates

3.1. Staff Reports

3.1.1. GM Report - Grant Parks

Submitted prior to the meeting; highlights follow:

- Workplace Harassment Training board completion update; this training is a requirement for the CPB funding grant and must be completed by the end of September.
- CPB meeting with Rob Davidson, Grant Parks to discuss the grant \$300K Non-Federal Funding Source (NFFS) requirement, which is based on our listening area. This is an urgent matter, and the CPB grant renewal is at-risk. Await decision from CPB. Discussion of contingency planning in the event that the grant is not renewed. Discussion of being in a position to re-apply for the grant next year. Rob clarified that CPB is well aware of impacts of Camp Fire and other disasters on listenership. Grant clarifies that CPB provides \$50-\$70K annually plus additional Community Service Grants (CSG) other federal funds. In the past two years the CSG and additional federal funds of \$400K. Rob comments that the station needs to diversify its fundraising income streams. Grant estimated that the station has received funding from CPB since at least 2012-2013.

- Staffing - applications for part-time Office Assistant position being reviewed.
 - Ratings - presentation on Radio Research Consortium listener survey for Spring 2021/Fall 2020. Grant notes that this survey is available to KZFR at a highly discounted rate courtesy of the CPB grant. Bobbi notes that the National Federation for Community Broadcasters (NFCB) may have additional survey information.
 - T-Shirt Design Contest - voting underway by public and programmers.
- 3.1.2. Underwriting Report - Ray Laager
Submitted prior to the meeting; highlights follow:
- August 2021 saw an increase of 20% compared to August 2020.
 - October 2021 will see underwriters promoting live performances, which is new.
- 3.1.3. Volunteer Coordinator Report - Leah McKean
Submitted prior to the meeting; highlights follow:
- Report mentioned programmer and guest concerns about COVID precautions. Leah mentions that recruiting volunteers is difficult. Rob suggested the Board revisit its COVID guidelines. Jeannie suggested that COVID guidelines be made clear to event volunteers as well. Exec Committee will review.
 - Power of 100 Women - award went to the local chapter of the California Court Appointed Special Advocate Association (CASA). Leah mentioned that KZFR has received a few donations from the Power of 100 Women attendees.
- 3.2. Treasurer's Report - John Burge
Submitted prior to the meeting.
- 3.3. Committee Reports
- 3.3.1. Executive Committee - Rob Davidson
- Rob Davidson reports that Exec Committee has been meeting to prepare for CPB meeting.
- 3.3.2. Program Committee (PC) - Grant Parks
- new committee Secretary Chris Nelson

- new public affairs show “Faith and Common Ground” hosted by Pastor Jesse Kearns
 - New music show “Throwback Attack” (‘90s hiphop)
 - matrix discussions
- 3.3.3. Community Advisory Board (CAB) - Sandra Morales-Miller/Rob Davidson
- Sandra Morales-Miller assuming chair
- 3.3.4. Fundraising Committee - Grant Parks
- No report submitted
- 3.3.5. Document Review Committee - Rob Davidson
- Continuing work on Board Policy Manual
- 3.3.6. News Department Committee - Paul O’Rourke-Babb
- Leah reports good conversation between staff and public affairs programmers
- 3.3.7. Virtual Event Committee - Leah McKean
see Volunteer Coordinator Report

4. Matters for Discussion

- 4.1. Budget Process Policy
- Review and discuss Draft KZFR Budget Process Timeline
 - Courtney requests clarification on wording of emergency requests, what is an emergency? Who can make the request? Etc.
 - Executive Committee to review and finalize for board vote.
- 4.2. Reconsideration of studio access for guests
- Grant presents his concern regarding incidents of Covid-19 exposure since July 2021 and revisions of studio guest policy, which was recently updated to allow programmers to have guests in studio.
 - Rob comments that programmers and guests are not using the studio sign-in sheet.
 - Elizabeth comments that quality of some shows is compromised by not having guests.
 - Ray comments that he has been able to use Zoom to book and record guests on his show, echoing a point that Eliane also made.
 - Bobbi comments that Covid-19 guest policy is dependent on programmers to follow the rules and ensure their guests do the same.
 - Courtney clarifies that Butte County Public Health masking policy is at “recommended;” Chico State masking policy is “mandated.”

- Dan agrees that it is the programmer's responsibility to comply with and enforce station policy.
- Grant clarifies that there is no station policy that asks anyone to self-attest their vaccination status.
- Rob clarifies that when there is an exposure, it is Grant who sanitizes the station again.

Action:

Motion to have General Manager coordinate with staff and programmers to return to previous Covid-19 policy at station. - Bobbi Tryon

Seconded - Dan Joseph

Roll call vote:

Ayes: All

Noes: None

Abstain: None

Absent: Paul O'Rourke-Babb

4.3. Update on public event admission policy

- Grant comments that he will notify ticketholders that masking and proof of vaccination will be required for attendees and volunteers for the Darrel Scott Concert, which is being held tomorrow. Executive Committee will discuss the overall issue.

4.4. State of the Station - Grant Parks

Submitted prior to the meeting; highlights follow:

- Grant updates that he has found a great candidate to serve as the station's Chief Designated Operator, as required by the FCC.
- Rob appreciated the report's insight that the station needs to develop a growth and evolution mindset.
- Written contracts with IT contractors Logiic and CreekFM are in progress.

4.5. Survey Report - Grant Parks

Tabled to October 2021 board meeting.

5. Meeting Finalization

5.1. Review Items for next BOD Agenda

5.1.1. Budget Process document as an action item

5.2. Meeting Close/Thank You

Motion to close meeting. - Courtney Farrell

Seconded - John Burge

Roll call vote:

Ayes: All

Noes: None

Abstain: None

Absent: Paul O'Rourke-Babb

6. Closed Session

6.1. None.

Upcoming Meetings

Please see the KZFR internal Google calendar or the KZFR website for Zoom links/location information, or contact the committee chair for more information.

Scheduled meeting subject to change.

- BOD meeting scheduled for Tuesday, October 12, 2021 at 6PM via Zoom
President: Rob Davidson
Second Tuesday of the month
- Fundraising Committee
Chair: Grant Parks
Third Tuesday of the month
- Program Committee
Chair: Grant Parks
Second Thursday of the month
- Document Review Committee
Chair: Rob Davidson
Schedule changes often.
- Community Advisory Board (CAB)
Chair: Sandra Morales-Miller
<http://kzfr.org/pages/cab>
Quarterly - date/time TBD
- News Department Committee
Chair: Paul O'Rourke-Babb
First Tuesday of the month.