Golden Valley Community Broadcasters, Inc.
KZFR Community Radio Board of Directors
BOARD MEETING AGENDA
* Items marked with an asterisk are included in the agenda packet.

Board Meeting Date: February 13, 2024
Location: Zoom Virtual Meeting
https://us02web.zoom.us/j/81181008240?pwd=Mlp2bWNZSmo1b3ZxY3FZY0xmbXIyUT09
Meeting ID: 811 8100 8240 / Passcode: 588763
Scheduled Time: 6:00 pm - 8:00 pm

KZFR Board of Directors

Paul Blackwood	Julie Kennedy	Mary Tribbey
Mark Gray (PGM)	Laura Lukes, VP	Jeannie Trizzino, Sec.
Michael Gregg (PGM)	Michael McGinnis, Treas.	Kim Weir
Eric Johnson	Karl Ory, Pres. 🎂	

KZFR Staff

Ray Laager, Underwriting Director   Shirley McCoy, Office Assistant
Leah McKean, Volunteer Coordinator   Grant Parks, General Manager

1. **Meeting Opening (~25 minutes)**
   1.1.   Call to Order / Begin Recording (internal use only) / Welcome / Attendance
   1.2.   Amend / Approve Agenda
   1.3.   * Amend / Approve Previous Minutes (December 2023)
   1.4.   Treasurer's Update
      1.4.1.   * Review and Approve December 2023 Financials
      1.4.2.   Status update on end of year tax and legal documents -
         1. Fed IRS Form 990 (Federal nonprofit tax return); 2. CA Form 199 (CA nonprofit tax return); 3. CA Form RRF-1 (CA nonprofit renewal)
   1.5.   Public Input and Correspondence
   1.6.   Meeting Notices, Announcements and Recommendations
      Community Advisory Board (CAB)   *TBD, offsite/zoom*
      Document Review Committee: *3/26/2024 via Zoom*
      Executive Committee: *3/5/2024 at station*
      Executive Committee/Personnel: *2/20/2024 at station*
      Fundraising / Grant Writing Committee: *2/20/2024 in person*
      News Committee: *XX/2024, TBD*
      Program Committee (PC):   *2/15/2024 via Zoom*
      Strategic Planning Committee: *3/11/2024 in person*
      See: [KZFR Board and Committee Meeting Google Calendar](#) ----->QRC

Sarah Downs resigned from the Board on 12/28/2023. We thank her for her service.

All-Station Meeting - 2/25/2024, 5-7 pm at Chico Library. See 2/2/2024 email from Leah McKean to RSVP.

Harassment and Bias Prevention Training (online) from CPB due 9/30/2024 - check your spam folder for email from EverFi. (<90 minutes to complete)

DEI Workshop for Board and Staff (more discussion at Item 4) - TBD

BOD Event Cash Counts needed for the following events:
    2/15/2024 - Lizzie No (Julie K + ? count on 2/16)
    3/28/2024 - The Rough and Tumble (need 2 - count on 3/29)

2. **Action Items (~20 minutes)**
    2.1. *Business Manager - consideration and adoption
    2.2. *Employee Handbook - consideration and adoption
3. **Staff and Committee Updates (~50 minutes)**
    3.1. Staff Reports
        3.1.1. * General Manager Report - Grant
        3.1.2. * Underwriting Report - Ray
        3.1.3. * Volunteer Coordinator Report - Leah
    3.2. Committee Reports
        3.2.1. Executive Committee - *see Directors Google Folder for minutes*
        3.2.2. Program Committee (PC) - *see Directors Google Folder for minutes*
        3.2.3. Community Advisory Board (CAB)
        3.2.4. Fundraising Committee / Grant Subcommittee
        3.2.5. Document Review Committee - *see Directors Google Folder for minutes*
        3.2.6. Strategic Planning Committee - *see Directors Google Folder for minutes*
        3.2.7. News Committee
4. **Matters for Discussion (~20 minutes)**
    4.1. Diversity, Equity and Inclusion Workshop for KZFR Board and staff, presented by Robert Jones.
5. **Closed Session (~10 minutes) - if needed**
6. **Meeting Finalization (~5 minutes)**
    6.1. Review items for next BOD agenda
    6.2. Meeting Close / Thank you

The next Board meeting is scheduled for Tuesday, March 12, 2024 at 6:00 pm ***via Zoom.***
Past BOD Agendas: https://kzfr.org/pages/bodagenda (KZFR website)
Past BOD Minutes: https://kzfr.org/pages/bodminutes (KZFR website)

Board Members - please see the KZFR Board of Director's Materials folder on the Google drive for the full agenda packet and additional materials, such as committee meeting minutes.

ZOOM VIRTUAL MEETING ALTERNATIVE LOGINS
Topic: KZFR Board of Directors
Time: 06:00 PM Pacific Time (US and Canada)
Every month on the Second Tuesday

Jan 9, 2024 - CANCELLED	Jun 11, 2024 06:00 PM	Nov 12, 2024 06:00 PM
Feb 13, 2024 06:00 PM	Jul 9, 2024 06:00 PM	Dec 10, 2024 06:00 PM
Mar 12, 2024 06:00 PM	Aug 13, 2024 06:00 PM	Jan 14, 2025 06:00 PM
Apr 9, 2024 06:00 PM	Sep 10, 2024 06:00 PM	Feb 11, 2025 06:00 PM
May 14, 2024 06:00 PM	Oct 8, 2024 06:00 PM	

Please download and import the following iCalendar (.ics) files to your calendar system for Zoom meetings.
Monthly:
https://us02web.zoom.us/meeting/tZUsf-iorjMoHtQ2HqyZNv2yyG1cjaCVdCnN/ics?icsToken=98tyKuGprzMrGtSdsh2HRpwcBYqgd_TziFxBgrdszjf0Ghp9dFHvL8UTMbh-M-7U

Join Zoom Meeting
https://us02web.zoom.us/j/81181008240?pwd=Mlp2bWNZSmo1b3ZxY3FZY0xmbXIyUT09
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One tap mobile
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+16699006833,,81181008240#,,,,*588763# US (San Jose)

Dial by your location
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- +1 669 900 6833 US (San Jose)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
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- +1 646 931 3860 US

Meeting ID: 811 8100 8240
Passcode: 588763

Find your local number: https://us02web.zoom.us/u/kdgR2VYXbX