

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

Board Meeting Date: December 22, 2020
 Location: Virtual Meeting
 Commencement Time: 6:00 pm

	Estimated Time
<p>1. Meeting Opening</p> <p>1.1 Call to Order/Begin Recording/Welcome/Attendance</p> <ul style="list-style-type: none"> • Board Present: Mercedes Macias, John Burges, Dan Joseph, Rob Davidson, Jeannie Trizzino, Ken Pordes, Bobbi Tryon, Steve O’Bryan, Courtney Farrell • Staff Present: Ray Laager, Grant Parks, Leah McKean • Guests: Dan Carter <p>1.2 Amend/Approve Agenda</p> <ul style="list-style-type: none"> • Rob approve with amendments, Ken second – all in favor <p>1.3 Amend/Approve Previous Minutes</p> <ul style="list-style-type: none"> • Dan approve meeting minutes with edits, Bobbi 2nd – all in favor <p>1.4 Public Input/Correspondence</p> <ul style="list-style-type: none"> • None <p>1.5 Announcements</p> <ul style="list-style-type: none"> • Yule Logs fundraiser – links on KZFR and BCAC or Comcast Channel 11 	5 minutes
<p>2. Action Items</p> <p>2.1 Approve Diversity Statement</p> <ul style="list-style-type: none"> • Rob sent the final version – 571 words • Added the mission statement • All in favor 	0 minutes

3. Committee Updates

Dan Carter: Pitch of Zephyrfest. Featuring on-camera hosts, musical performances, public affairs, leadership interviews, etc. Spots for underwriters to be highlighted.

Ray: Coming of age YouTube channel for KZFR – very desirable, works with the digital world – offers opportunity for the station moving forward.

Bobbi: Editing and production may have a lot of effort. What is the connection between this and the CHAT version.

Dan: Be organized and identify others that can assist with editing.

Ray/Leah: suggests launching this a week or two before the pledge drive, etc. Lead-in activity.

John: Other orgs have done a similar effort and their outcomes?

***Discussion around where to place the spot. Suggestions to look at other stations for examples and best practices. **Meeting tomorrow about this topic: 12/23 at 6:30 pm**

3.1 Committee Reports

3.1.1 Executive Committee

- Meeting regularly. Focus is the CPB letter and discussion
- Next meeting January 11, 2021

3.1.2 Program Committee (PC)

- Met on 12/9
- Request from a programmer to request professional cleaning of the studio – have the PC review

3.1.3 Community Advisory Board (CAB)

- No meeting this month

3.1.4 Fundraising Committee

- Grant – next meeting for January 2021
- Grant and Courtney - USDA grant is moving forward – submission for January 2021
- Jeannie and Grant working on Little Green Light CRM
- Revisit suggestions regarding fundraising topics

3.1.5 Document Review Committee

- Ken – Revised Diversity Statement was sent to BOD
- Working through off-site versus certified programmers
- Next meeting – January 8, 2021

3.1.6 News Department Committee

- Paul – nothing to report. Next meeting January 4, 2021. Minutes from last meeting forthcoming.

3.1.7 Succession Planning Committee

- To be discussed in closed session

20 minutes

<p>4. Matters for Discussion</p> <p>4.1 All Station Virtual Holiday Party</p> <p>4.2 Update on Trainings – Grant</p> <ul style="list-style-type: none"> • No in-person trainings. Off-site trainings focused on getting new programmers on air. • BOD training – completed by 12/25/2020 	<p>10 Minutes</p>
<p>5. Meeting Finalization</p> <p>5.1 Review Items for next BOD Agenda</p> <ul style="list-style-type: none"> • <p>5.2 Meeting close/Thank You</p> <p>Next BOD meeting scheduled for Tuesday, January 12 at 6PM via Zoom.</p>	<p>5 Minutes</p>
<p>6. Closed Session</p>	<p>30 Minutes</p>