

**Golden Valley Community Broadcasters, Inc.
 KZFR Community Radio Board of Directors
 July 14, 2020
 BOARD MEETING MINUTES**

Board Meeting Date: July 14, 2020
 Location: Virtual Meeting
 Commencement Time: 6:00 pm

	Estimated Time
<p>1. Meeting Opening</p> <p>1.1 Call to Order</p> <ul style="list-style-type: none"> • Call to Order – 6:03 pm <p>In attendance: Helene Ginter, Courtney Farrell, Dan Joseph, Mercedes Macias, Sandra Morales-Babb, Rob Davidson, Jeannie Trizzino, LeAnn Cooley, Paul O'Rourke-Babb, Steve O'Bryan, Bobbi Tryon, Ken Pordes</p> <p>Staff: Rick Anderson, Ray Laager, Grant Parks, Leah McKean</p> <p>Guests: John Burge, Steve Scarborough</p> <p>Absent:</p> <p>1.2 Amend/Approve Agenda</p> <p>1.3 Previous Minutes</p> <p>1.4 Public Input/Comments</p>	<p>5 minutes</p>

<p>2. Announcements/Reports</p> <p>2.1 Announcements</p> <p>2.2.1</p> <p>2.2 Staff Reports</p> <p>2.2.1 GM Report - Rick</p> <ul style="list-style-type: none"> • Hoping to increase survey respondents • Vet survey questions for validation and accuracy • Financial reports are online – modifying the 990 to reflect updated information • P&L has been provided • Draft budget is in progress – reflects decrease in past income/revenues • Researching board training options and costs • Announcement of potential retirement for GM in fall 2021 – want to ensure the sustainability of the station • Ongoing discussions with Sierra Nevada Brewery about KZFR beer slated for launch and distribution in September 2020 celebrating 30 year anniversary • Paul – Q about the survey – Matt Jacobs will be working on the survey questions based on his experience. Good timing to include news/public affairs programming questions • Helene – Q about the survey – asking about various platforms • Steve – requirement clarification on retirement date (Fall 2021) • Strategic Planning and Success planning to be discussed at the next BOD meeting • Celebration of Rick’s legacy and the 30-year anniversary and transition of the station and leadership <p>2.2.2 Office Manager Report – Grant</p> <ul style="list-style-type: none"> • Attended safety training to create an illness and injury program • Schedule proposed for programmer recertification at the Doc Review Committee • Working on e-commerce store • Tech updates • Generator functionality – power outages, planned PSPS • Utilizing the pledge drive line to keep up with donors • Compiling a donor list to send written thank you from pledge drive • New programmers have completed the training from pre-COVID 19 <p>2.2.3 Underwriting Report - Ray</p>	<p>20 minutes</p>
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- First time with no new underwriters probably as a result to COVID-19
- Have made progress in overall revenue
- July is up-ticking as businesses look to increase their community messaging
- Newsletter explained and is compliance
- Re-opening special starting July 1 for businesses

2.3 Volunteer Report – Leah

- Meet the DJs of KZFR
- Running for 12 weeks – last week August 3
- Receiving good feedback and creating traffic on social media – significant increase of views
- Instagram audience is growing
- All programmers are participating

2.4 PC Discussion

- Steve S. proposal regarding PC business and meeting times: recommendation that the PC meets the following week after the BOD meeting for oversight, timeliness of meeting minutes, and ability to better respond to board requests/directives.
- PC meeting moving to Zoom platform – will work with members of PC for access
- Rick to reach out to PC committee to move meeting and proceed with Zoom
- Request for air time for specific interests – policy and protocol to start a new program has been communicated. Currently the station is only airing programs that were on air prior to COVID-19. Process is still open for applications for new potential programs.

2.5 Fundraising Committee

- Still pursuing the USDA application
- Looking for alternative ways to fundraise

Treasurer’s Report

- N/A

2.5 Committee Reports

2.4.1 CAB – Rob

- CAB is a productive group meeting quarterly
- Next meeting will be in August
- Any board members interested please reach out to Rob
- Last meeting held in May 2020

- Mercedes asked the make up of the CAB and need for more members? Diversification?
- Interested community members are encouraged to apply – application is available on KZFR.org
- Paul – requesting that the CAB know the News committee is now meeting and would like to provide communication outlets between the two

2.4.2 Document Review Committee – Rob

- Reviewed the purpose of the committee
- Meeting almost weekly to review critical docs for the station
- Next meeting, Friday July 17
- Leah – question regarding the programmer handbook – are the volunteer hours being included and updated? Leah to provide input
- Helene – what is the date of the programmer’s handbook – encouraged to reach out to Rob with questions/comments

2.4.3 News Department Committee - Paul

- Report sent prior to the BOD meeting
- Covered the following: overall discussion about including more news/public affairs programing
- Coordinator position discussion – GM input needed
- Could include more syndicated programming
- Discuss additional funding gifted during the COVID-19 crisis – keeping in mind the 24 month financial stability
- Encapsulate programmer interviews to air at a later date
- Next meeting is scheduled for 5pm or 6pm on July 27
- Looking for coordination with PC and CAB
- Leah – copy of report sent to her
- Rob is also on the committee
- Grant – distinction between public affairs and news program – what is the distinction between the two? News programming is a journalist expanding on the story – more investigative and report of the reality. Public affairs is more advocacy journalism – particular point or area that is focused on.
- Matt Fidler currently delivers news segments for the station – rotates 2x a day

3. Matters for Discussion

3.1.1 Treasurer position

- John is a CPA/Accountant with historical experience with local nonprofits
- KZFR is in the process of recruiting a new board member and a new Treasurer – John came recommended as a good fit
- Supporting the exception of bringing on John as a new board member and treasurer

3.1.2 Recognition for past board members

- Establish new process
- Initial action should be a thank you and then determine the deliverable
- In the past the station has done a certificate for recognition

3.2 Google Drive

3.2.1 Recorded minutes protocol

- Past recordings have been removed to honor privacy laws – new board meetings will be recorded and uploaded on the shared google drive

3.2.2 Updating Google Drive – minutes, reports, etc.

- Compilation of all reports, minutes, etc. will be compiled on the Google Drive for BOD by month

3.3 2020-2021 budget

- 2020-2021 budget pending review

3.3.1 Pandemic budget expenses for telecommuting

- Looking at potential equipment for staff use and virtual hosting
- Zoom accounts for the station – recommending staff and board accounts being added to budget
- Other supplies for record keeping

3.3.2 Grant writing budget

- Deferred to executive committee

3.3.3 Consolidation of office rental spaces

- Discussed with GM prior to meeting

3.4 COVID-19 related items

3.4.1 Committee/Staff meetings on Zoom

3.4.2 Mask wearing and other precautions while in studio

3.4.3 Programmer outreach for those that have stepped back

3.4.4 Zoom office hours

3.5 Board of Directors

3.5.1 Onboarding/new board member training

85 Minutes

Estimated Time

<p>3.5.2 Board members: programmers vs. community-at-large</p> <p>3.5.3 Re-instating Bobbi Tryon</p> <ul style="list-style-type: none">• Bobbi committing to either 1 year or 2 years – whatever is best for the board.• Rob – board commitment is for 2-years <p>3.6 Dedicated news/public affairs trainer</p> <p>3.7 Station Statements/Declarations process</p> <p>3.8 Underwriter newsletter</p> <p>3.9 Committee Chairs and seats</p> <p>3.10 Second board meeting – 4th Tuesday of the month</p> <ul style="list-style-type: none">• Hold second meetings as long as needed• Commit to a fiscal year of second meetings – should there not be content for a particular month – we forego that meeting	
<p>4. Action Items</p> <p>4.1 Re-instate Bobbi Tryon as board member Motion: Paul motions to accept Bobbi for another year term; second motion by Courtney to re-instate Bobbi All in favor: Not in favor: Steve</p> <p>4.2 Second board meeting – July 28 via zoom Bobbi to motion, Sandra to second All in favor: Not in favor: Steve</p> <p>4.3 Voting John as Treasurer Voting John as Treasurer Motion by Rob to accept John as Treasurer; Steve seconds the motion All in favor: unanimous</p>	5 minutes
<p>5. Meeting Finalization</p> <p>5.1 Items for July 28 Agenda – carry over items not covered in this meeting</p> <p>5.2 Meeting close</p> <p>6. Closed Session (if necessary)</p>	5 minutes