

**Golden Valley Community Broadcasters, Inc. KZFR  
Community Radio Board of Directors July 28<sup>th</sup> 2020  
BOARD MEETING MINUTES**

Board Meeting Date: July 28<sup>th</sup> 2020  
Commencement Time: 6:00 pm

Location: Virtual Meeting

**Estimated Time**

<p><b>1. Meeting Opening</b></p> <p>1.1 Call to Order – 6:00 pm</p> <p>BOD Present: Mercedes Macías, Rob Davidson, Courtney Farrell, John Burge, Steve O’Bryan, Paul O’Rourke-Babb, Dan Joseph, Sandra Morales-Miller, Jeannie Trizzino, Helene Ginter, Ken Pordes</p> <p>BOD Absent: Bobbi Tryon, LeAnn Cooley</p> <p>Staff Present: Rick Anderson, Grant Parks, Ray Laager, Leah McKean</p> <p>1.2 Amend/Approve Agenda</p> <ul style="list-style-type: none"> <li>● Amendment: Matter for Discussion 4.9 Programmer Recertification</li> <li>● <b>Motion to accept the agenda:</b> Paul 1<sup>st</sup>, Steve 2<sup>nd</sup></li> <li>● <b>All in favor</b> – Unanimous</li> </ul> <p>1.3 Amend/Approve Previous Minutes</p> <ul style="list-style-type: none"> <li>● June 9<sup>th</sup>: <b>Motion to accept the minutes:</b> Paul motions to accept with grammar/typo changes; Steve 2<sup>nd</sup> <ul style="list-style-type: none"> <li>○ <b>All in favor</b></li> </ul> </li> <li>● June 23<sup>rd</sup>: <b>Motion to accept the minutes:</b> Rob motions to accept, Ken 2<sup>nd</sup> <ul style="list-style-type: none"> <li>○ <b>All in favor</b></li> </ul> </li> <li>● June 30<sup>th</sup> &amp; July 14<sup>th</sup>: <b>Motion to accept the minutes:</b> Rob motions to accept both/all minutes as consent agenda; Paul 2<sup>nd</sup> <ul style="list-style-type: none"> <li>○ <b>All in favor</b></li> </ul> </li> </ul> <p>1.4 Public Input/Correspondence</p> <p>None to report.</p>	<p>3 minutes</p>
<p><b>2. Action Items</b></p> <p>2.1 Vote to accept new CAB Member</p> <ul style="list-style-type: none"> <li>● All in favor of accepting new member, Davy Andrek <ul style="list-style-type: none"> <li>○ Rob will contact, as chair of the CAB</li> </ul> </li> </ul>	<p>2 minutes</p>
<p><b>3. Committee Updates</b></p> <p>3.1 Committee Reports</p> <p>3.1.1 Executive Committee</p> <ul style="list-style-type: none"> <li>● Still Incorporating John as new Treasurer</li> <li>● Committee expanded to include Rick, now an Executive “Team”</li> <li>● Documents for review will be sent out prior to the first August BOD meeting so that schedule can occur as follows: <ul style="list-style-type: none"> <li>○ August 11<sup>th</sup> – 2020-2021 Budget Discussion + Q&amp;A</li> <li>○ August 25<sup>th</sup> – 2020-2021 Budget Vote</li> </ul> </li> <li>● No directives from the Board to the Exec Team at this time</li> </ul>	<p>25 minutes</p>

- Bank signatures for Mercedes Macías, Rob Davidson, Courtney Farrell, and John Burge will need to be updated at all banks for new Executive Committee
- Rick reached out to his contact at TCBK, Ashley; will report back to Team

### 3.1.2 Program Committee (PC)

- Verbal report only at this time, written minutes will be supplied
- Met July 27<sup>th</sup> at 12PM via Zoom
- Discussed new program proposal from Steve Tchudi and possible placement of his new show
- Verbal review of programmer up for 6-month review: Lili Da Silva
- Round-table discussion on News Department
- Will speak to Don about his show
- Will reach out to programmers who have stopped doing their shows due to COVID for a welfare check-in
- Discussed programmers following COVID-19 protocols, will ask Programmers to purchase personal windscreens and sanitize 416

### 3.1.3 Community Advisory Board (CAB)

- Next meeting will take place in August, date/time TBA

### 3.1.4 Fundraising Committee

- No report at this time

### 3.1.5 Document Review Committee

- Completing edits/suggestions for the Programmer Handbook
- August – BOD review and discussion

### 3.1.6 News Department Committee

- 2 PC members interested in joining this new committee
- Group would like to establish a foundation for this committee before expanding
- Input from anyone can be submitted to Paul, Chair of the NDC
- Priority discussion includes reviewing the program matrix
- Committee is recommending a paid position of News Coordinator
- Leah submitted a funding proposal to “The Power of 100 Women” to help fund the News Director/News Coordinator/News Department
- Request from Grant Parks to be a part of the committee to bridge communication
  - The News & Public Affairs “re-branding” should be incorporated
- Paul to serve as liaison between the PC and NDC
- All committee meetings must be open to the public and minutes must be posted
- Next meeting set for August 3<sup>rd</sup> at 5PM

**Estimated Time**

#### 4. Matters for Discussion

##### 4.1 Treasurer position - Bylaws

- Bylaws need to reflect composition of this role – staff have been added to these responsibilities since this description of the Treasurer position was created
- Recommendation is to have the Executive Team review and revamp to reflect the new structure
- Executive Team will review and bring suggestions back to BOD

##### 4.2 Google Drive

###### 4.2.1 Recordings now available

###### 4.2.2 2020 BOD Roster & Website Updated

###### 4.2.3 KZFR Website Photos/Board Profiles

- Each Staff Person & Board Member to send in a picture and 4-5 sentence bio by August 11 – upload to the Google Drive – concise
- KZFR Committees Spreadsheet
  - To be created and uploaded to the Google Drive
- Google Drive is being reorganized
- Refreshing Committee Chairs and Seats:
  - Executive Committee (aka Personnel Committee)
    - consists of BOD Officers
    - Mercedes Macías (President), Rob Davidson (Vice President), Courtney Farrell (Secretary), John Burge (Treasurer)
  - Executive Team
    - consists of BOD Officers & Relevant Staff:  
Rick Anderson (GM), Mercedes Macías (President), Rob Davidson (Vice President), Courtney Farrell (Secretary), John Burge (Treasurer)
  - Program Committee
    - Chaired by GM
    - Members: Jake Sprecher, Rosemary Febbo, Chris Nelson, Steve Scarborough, Bill Nichols, Bob Crowe, Elena Eisenlauer
  - Community Advisory Board (CAB)
    - Rob (Chair)
    - Members: Steven Marquardt, Laura Lukes, Cameron Kelly, Lori Weber, Michael Branton, Davy Andrek
  - Fundraising Committee
    - Courtney (Chair)
    - Members: Steve O’Bryan, Paul O’Rourke-Babb, Jeannie Trizzino, Grant Parks, Dan Joseph, Mercedes Macías
    - John Burge to act as advisor thru Exec Team
  - Strategic Planning/Succession Committee
    - Courtney (Chair)
    - should consist of full BOD and Staff
  - Document Review Committee
    - Rob (Chair)
    - Mercedes Macías, Steve Scarborough, Grant Parks, Bobbi Tryon, Paul O’Rourke-Babb
    - duration of “temporary” vs permanent/standing committees to be discussed at future meeting
    - documents need to be reviewed/updated regularly

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- News Department Committee
  - Paul (Chair)
  - Bobbi Tryon, Ray Laager, Leah McKean, Grant Parks, Anna Kastner, Rob Davidson, Mercedes Macías

#### 4.3 2020-2021 Budget

##### 4.3.1 Current Status

- Included in Exec. Committee Report
- Plan for decrease in underwriting revenue
- Setting up merchandise site – inventory tracking/adding to be added to general Donate page
- New ideas for fundraising welcome

#### 4.4 COVID-19 related items

##### 4.4.1 Committee/Staff meetings on Zoom

- PC has moved to Zoom
- 6 Zoom accounts acquired by the station
- who will hold those accounts TBD

##### 4.4.2 Mask wearing and other precautions while in studio

- Will encourage folk to use windscreens and use proper disinfectant
- Discussed protocol and additions
- Paul offers his expertise as medical professional, will connect w/GM
- latest signage is kept up to date in studio

##### 4.4.3 Programmer outreach for those that have stepped back

- PC Committee has discussed this and compassionate outreach will occur from Rick & Leah
- Many who have stepped back have done so for non-COVID-related

##### 4.4.4 Zoom office hours & BOD volunteer hours

- Sandra had stepped forward to volunteer to help with phones; need to limit extra bodies in the office space
- outgoing message on the answering machine will be updated to reflect that the building is closed to the public
- appointments can be made via email or communications can happen electronically and via the Google Voice Number

#### 4.5 Board of Directors

##### 4.5.1 Onboarding/new board member training

- BoardSource Website reviewed – fee required to be certified to use the materials, source, etc. to train other members
- Jeannie will head up this activity and GM will connect w/her
- Combine this training with the Treasurer role for BOD training

##### 4.5.2 Programmers vs. Community-at-large (10-year projection)

- Tool uploaded to support strategic planning of election of BOD
- need to maintain a balance between programmers, community members, and election terms/timelines
- Reviewed Bylaws for compliance and will keep the spreadsheet updated regarding term limits, etc.

#### 4.6 Dedicated news & public affairs trainer/host

- recommendation by staff: training should be maintained under the current process to maintain consistency and regulations
- supported by the BOD

<p>4.7 Station Statements/Declarations processes</p> <ul style="list-style-type: none"> <li>● Recommended that future official statements be vetted by the BOD as a starting point</li> <li>● BOD &amp; Staff has the opportunity to propose ideas and statements</li> <li>● Programmer messaging should include the liability disclaimer of their opinion not representing the station’s position – PC Chair will remind programmers to read disclaimer when offering opinions</li> <li>● Review extended platforms regarding messaging from KZFR programmers, volunteers and staff to include the disclaimer</li> <li>● Recommendation to include in the programmer required training material</li> </ul> <p>4.8 Programmer Recertification</p> <ul style="list-style-type: none"> <li>● Board supports the PC to notify programmers of process of recertification update</li> <li>● Starting recertification process to begin after the letter is created</li> </ul>	
<p><b>5. Meeting Finalization</b></p> <p>5.1 Items for August 11<sup>th</sup> Agenda</p> <ul style="list-style-type: none"> <li>● Discussion about permanency of Doc Review Committee – establish timeline review process</li> <li>● News Department Committee will have updated report</li> </ul> <p>5.2 Meeting adjourned at 7:44 pm</p> <p>Next BOD meeting scheduled for Tuesday, August 11<sup>th</sup> at 6PM via Zoom.</p>	<p>5 minutes</p>
<p><b>6. Closed Session</b> (if necessary)</p>	