

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

Board Meeting Date: June 22, 2021
 Location: Virtual Meeting
 Commencement Time: 6:00 pm

	Estimated Time
<p>1. Meeting Opening – start of meeting 6:01 pm</p> <p>1.1 Call to Order/Begin Recording/Welcome/Attendance Board Members: Mercedes Macias, Courtney Farrell, Jeannie Trizzino, John Burge, Rob Davidson, Paul O’Rourke-Babb, Dan Joseph, Bobbi Tryon, Sandra Morales Absent: Ken Pordes Staff: Grant Parks, Ray Laager, Leah McKean Guests: Eliane Silva, Karl Ory</p> <p>1.2 Amend/Approve Agenda Jeannie added discussion about office manager recruitment Motion to approve agenda by Paul, second by Rob, all in favor</p> <p>1.3 Amend/Approve Previous Minutes Review/approve at next meeting 7/13/2021</p> <p>1.4 Public Input/Correspondence 1-minute time limit per speaker Introduction by two potential board members: Eliane “Lily” Silva and Karl Ory</p> <p>1.5 Announcements Grant: Updates regarding the transmitter site issues Mercedes: Discuss equipment usage, damage and repair</p>	10 minutes
<p>2. Action Items</p> <p>2.1 Vote on changing BOD meeting schedule from 2 meetings to 1 per month All in favor (except Mercedes Macias) of supporting this change.</p> <p>2.2 Vote on board officer positions Nominations: Mercedes to nominate Rob Davidson for President, second from Bobbi. Rob accepts the nomination. Vote: All in favor Bobbi to nominate Courtney Farrell as VP, second by Mercedes, all in favor Rob to nominate Mercedes Macias as secretary, Paul to second, all in favor Mercedes to nominate John Burge as treasurer, Paul to second, all in favor</p> <p>2.3 Vote on 21/22 station budget Vote to approve the budget as it stands on 6/22/2021. All in favor.</p>	15 minutes

<p>3. Staff and Committee Updates</p>	<p>0 minutes</p>
<p>4. Matters for Discussion</p> <p>4.1 Search committee for office manager position Grant: recommends that areas like donor retention should be included in the job description in addition to the regular duties: shipping, pledge drive tasks, etc. The time is now to add things to the job. Committee: Mercedes, Leah, Jeannie, Grant (chair)</p> <p>4.2 Budget discussion Courtney and Jeannie: Do we have what we need for repairs, emergencies, etc. Grant: agrees that the these categories should be reviewed and added to if appropriate Discussion about costs, previous year’s expenses, upcoming needs Grant: a once over of the transmitter site is needed Dan: electrician is willing to donate time (labor) to assist with the electrical problem. Agrees with Grant regarding the once over of the site. Jeannie: recommends a facilities assessment overall Grant: Leave the maintenance line item where it is John: there may be line item changes/amendments but not a significant change in the overall budget amount</p> <p>4.3 Board positions and recruitment Board officer positions nominated and voted. Sub-committee for recruitment created. 5 applicants, 4 spots open. 3 interviews were conducted and the sub-committee has recommendations. The nuances of the discussion will be presented to and deliberated with the board in closed session. The vote will happen publicly.</p> <p>4.4 Re-opening of the station post COVID Discussion about Cal OSHA standards, mask standards, and the overall need to be cautious and safe. Regular (possibly weekly) communication of the guidelines. What are the consequences of not complying? Need a written policy about how to reopen and what the parameters are regarding reopening. Recommendation of a policy to be completed by July 1, 2021. This policy recommendation will be workshopped by executive team and presented to board and staff before 7/1/2021.</p>	<p>35 Minutes</p>
<p>5. Meeting Finalization</p> <p>5.1 Review Items for next BOD Agenda 5.2 Meeting Close/Thank You</p> <p>Next BOD meeting scheduled for Tuesday, July 13, 2021 at 6PM via Zoom.</p>	<p>1 Minute</p>
<p>6. Closed Session – ended 8:05 pm</p> <p>6.1 Matters concerning individual employee</p>	<p>30 Minutes</p>