

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

Board Meeting Date: June 8, 2021
 Location: Virtual Meeting
 Commencement Time: 6:00 pm

	Estimated Time
<p>1. Meeting Opening – 6:03 pm start of meeting</p> <p>1.1 Call to Order/Begin Recording/Welcome/Attendance Board: Mercedes Macias, Jeannie Trizzino, Dan Joseph, John Burge, Rob Davidson, Ken Pordes, Sandra Morales, Courtney Farrell Staff: Grant Parks, Ray Laager, Leah McKean Guests: Steve O’Bryan</p> <p>1.2 Amend/Approve Agenda Dan motions to accept, 2nd by Jeannie – all in favor</p> <p>1.3 Amend/Approve Previous Minutes Jeannie motions to accept with edits of the May 25th meeting, 2nd by Dan – all in favor</p> <p>1.4 Public Input/Correspondence 1-minute time limit per speaker Written comments received since 5/25 meeting. Public comments are receiving an auto receipt and provides links to Google calendar with meetings and Zoom invites Leah: observing social media for respectful content</p> <p>1.5 Announcements Request from Jon Aull at the CSU Ecological Reserve – forest therapy session – donations to come to KZFR from that event</p>	15 minutes
<p>2. Action Items</p> <p>2.1</p>	0 minutes

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1 Interim GM Report – Grant

Report sent prior to meeting for review

EAS system meeting this afternoon with Grant. Moving forward with installing the EAS system. Engineers will coordinate for set up. Positive for our emergency preparedness plan and potential match opportunity. Timeline being worked out.

Rob: how many events are on hold at this time?

Grant: At least a dozen. Working through the logistics of the events to understand terms, deposits and revenue. George Winston doesn't want to travel to the west coast this year – but wants to return 2022. Todd Snyder is happening on 10/22/21 and John Craigie confirmed for 11/20/21.

Jeannie: under programming – there is a comment regarding that Leah is substituting for absences. Leah is contacting substitutes and coordinating. Under miscellaneous – brown paper tickets – how will the \$7,000 hit our books and how does it need to be accounted for?

Grant: due to the sensitive nature of the programmer fill for the vacant program – Grant asked Leah to contact a subgroup to fill in. Brown paper tickets: refunds for shows that happened, checks were issued but bounced. Shows that were canceled BPT was not issuing refunds. Yuba Sutter and Marysville outreach – it would be beneficial for BOD members to go on public social media groups to see if we can share the KZFR info.

Courtney: BOD contacting staff directly.

Grant: Added in the report – members contact Grant about producing forward promotes for programs. When Grant told her the protocol – a member circumvented the procedure and went to a staff member. Grant is asking that board members and committee members follow protocol of how to make requests of action to happen.

3.1.2 Office Manager Report – Grant

Grant: if anyone would like to record a forward promote – please contact Grant. City art for promo items will be available

Note: KZFR listener's survey for the July 2021 (45 minutes)

Jeannie: (1) Do you need people on the emergency response team? The link is not working. (2) How many board members have completed the harassment training? (3) How many committee/staff meetings are you sitting on each month –

Grant: (1) I will repair the link and yes, Jeannie you would be a good member. Relaying real-time messaging while the programmer is on air to help get emergency info out. (2) 3 (3) About 15 hours per month.

Dan: Has anyone been up to the transmitter site lately especially regarding fire suppression standpoint? Know that the generator needs some work.

Grant: It would be a good idea – the last person who went up was Kyle Porter who has access. Grant will be going up there soon with the Alert engineers.

Dan: Willing to go up and assist with an assessment of the property for safety precautions.

Mercedes: No one has volunteered to fill Steve O'Bryan's vacancies for the month of June.

Grant: I do not need additional support – this will be brought up at the PC meeting tomorrow 6/9/2021. Last week, Grant was in the studio to make the

25 minutes

transition. Post from Steve O'Bryan was made that day.

3.1.3 Underwriting Report – Ray

Ray: Decreased slightly due to a retirement of a business. June will have an approximate 20% increase.

3.1.4 Volunteer Coordinator Report – Leah

Report

Leah: Assisting with vacant programming slots

ZephyrFest viewing numbers are starting to climb due to volunteer effort.

3.2 Treasurer's Report – John

John: Report submitted prior to meeting.

Reviewed 11-month YTD report. We are currently at a loss YTD. CPB numbers are low at the time of this report.

Grant: 2 CPB payments came in in the first part of June 2021. CPB 21/22 will arrive 11/21.

John: CPB payment schedule explains downturn in budget at this time.

3.3 Committee Reports

3.3.1 Executive Committee

One application has been received.

Executive committee has been meeting with Grant regarding his contract.

Closed session voted to contract with _____ outside HR consulting firm for \$100/month for June and July 2021 and will revisit at the end of the 2 months whether or not to continue contract. Varying rates and tiers for services are available.

Focus of closed sessions moving forward will be to work on contract negotiations to go into effect 7/1/2021.

3.3.2 Program Committee (PC)

Report provided prior to meeting.

Mercedes: how are you feeling about the PC.

Grant: The group is working well together. Jake is the new secretary. Great group of people who are KZFR committed.

3.3.3 Community Advisory Board (CAB)

Report provided prior to meeting.

Jeannie: Can we consider having the CAB look at a specific topic and provide recommendations based on the CPB guidelines? For examples, specific community needs, etc.

Rob: Great points – recently reviewed the CPB guidelines and welcome these ideas

Leah: CAB is interested in the diversity of programming and volunteers. Included the updated diversity statement and noted that many people are interested in greater diversification of the station. Is this something that the CAB can assist the overall statement with achieving this goal of greater diversification?

Next CAB meeting in September 2021

3.3.4 Fundraising Committee

Report submitted prior to meeting.

How do we get best data return on mailers? General outreach, etc.

Tabling, sports events, bands, family friendly,

Next meeting usually the 3rd Tuesday of the month

<p>3.3.5 Document Review Committee Report submitted prior to meeting Working on board policies Meeting every other Wednesday Mercedes: a lot of discussion about board and committee responsibilities and the whistle blower policy</p> <p>3.3.6 News Department Committee No meeting this month Will meet July 5, 2021 Power of 100 Women brainstorming meeting with Grant and Courtney</p> <p>3.3.7 Virtual Event Committee</p>	
<p>4. Matters for Discussion</p> <p>4.1 Budget discussion – delayed to next meeting</p> <p>4.2 Trainings for staff, BOD and programmers – training links have sent</p> <p>4.3 All Station Meeting – delayed to next meeting</p> <p>4.4 Discussion of changing BOD meeting schedule from 2 meetings to 1 per month – delayed to next meeting and call a vote</p> <p>4.5 Board positions and recruitment</p> <p>4.6 Re-opening of the station – delayed to next meeting</p> <p>4.7 Discuss BOD in person meetings – delay to next meeting Mercedes would like to keep the Zoom as an option Ray agree with keeping the Zoom option Jeannie is fully in support of Zoom option Dan is in support of the Zoom option Leah is in support of the Zoom option Sandra is in support of the Zoom option</p>	<p>49 Minutes</p>
<p>5. Meeting Finalization</p> <p>5.1 Review Items for next BOD Agenda 5.1.1 Discussion of 21/22 Budget and Vote – delayed to next meeting</p> <p>5.2 Meeting Close/Thank You</p> <p>Next BOD meeting scheduled for Tuesday, June 8, 2021 at 6PM via Zoom.</p>	<p>1 Minute</p>
<p>6. Closed Session – start 7:43 pm ended 8:08 pm</p> <p>6.1 Matters concerning individual employee</p>	<p>30 Minutes</p>