

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

Board Meeting Date: May 25, 2021  
 Location: Virtual Meeting  
 Commencement Time: 6:00 pm

	<b>Estimated Time</b>
<p><b>1. Meeting Opening – 6:09</b></p> <p>1.1 Call to Order/Begin Recording/Welcome/Attendance            Board: Mercedes Macias, Rob Davidson, Courtney Farrell, Jeannie Trizzino, John Burge, Sandra Morales-Miller, Bobbi Tryon, Ken Pordes, Dan Joseph            Absent: Paul Babbs-O’Rourke            Staff: Grant Parks, Leah McKean, Ray Laager            Guests: Jan Biefelt, Chris Nelson, Josh Indar, Steve O’Bryan, Anna Kastner</p> <p>1.2 Amend/Approve Agenda            - Remove the budget discussion to next meeting            - Expand closed session            - Mercedes to motion to approve, 2<sup>nd</sup> by Rob, all in favor</p> <p>1.3 Amend/Approve Previous Minutes            - No meeting minutes to approve. All are approved and posted to the Web site</p> <p>1.4 Public Input/Correspondence            1-minute time limit per speaker            - No public comment</p> <p>1.5 Announcements            - No announcements</p>	15 minutes
<p><b>2. Action Items</b></p> <p>2.1</p>	0 minutes

### 3. Staff and Committee Updates

#### 3.1 Staff Reports

##### 3.1.1 Interim GM Report – Grant

- 5/4 reports sent to BOD regarding upgrades from 4/14
- office updates related to accounts
- John D. Tribute to the NVCF accounts
- Survey will be completed at the end of the month: 500 responses received.
- Next steps are to review responses. Results and updates (including Nielsen ratings) will be presented in July 2021.
- Substitutes for vacant programs are occurring. Awaiting applications to the PC.
- Preparation for the silent and pledge drive – will need office assistance to support
- Rob stated that he heard good feedback on the hip hop show that happened in the middle of the week
- Leah has heard good feedback as well
- Josh Indar – question about business as an underwriter (Grant and Ray will review)

##### 3.1.2 Office Manager Report – Grant

- See above.

##### 3.1.3 Underwriting Report – Ray

- Submitted report prior to meeting
- Have received a number of new underwriters
- Major contributors are starting to resume with an emphasis on special events and underwriting
- Jeannie – through your BNI membership, what has been the business status in the group?
- Ray – membership has decreased due to retirement or moving out of the state. New businesses are forming and hoping to engage in underwriting.
- Josh Indar – raised some concerns about some businesses as an underwriter
- Ray – if programmers do not want to read certain underwriters, they have the right to not read it. underwriting messages are a consideration.
- Josh Indar – would like to know the policy, but if I don't have to read it, that is good to know.
- Rob – since we have been going through a difficult time, and since we have had situations of programmers airing grievances on the radio: have you heard feedback and or issues that businesses are asking about.
- Ray – explained what is going on, the radio station is professionally navigating the situation. Not privy to the discussion, but explained that severance was offered and that there is a lot of hearsay. Hats off to the BOD for handling this professionally.

##### 3.1.4 Volunteer Coordinator Report – Leah

- Submitted report prior to meeting
- 60 initial subscribers with an addition of 20 subscribers to the YouTube channel including 400 views
- Uplift Community has had close to 100 views
- Dan has started a monthly project: simulcast show that will broadcast on air and on YouTube – looking for volunteer support
- Rob – thank you for the ZephyrFest videos. Two questions: upcoming

35 minutes

pledge drive, can we use the ZephyrFest videos to advertise the pledge drive?

- Rob – is there a way we can boost the views to help generate dollars?
- Leah – we will need to share, post, and help with this effort. There are recorded videos that we can utilize.
- Jeannie – suggested that volunteers track their time working on these efforts; checking to see if this has been occurring. How are volunteer commitment hours being tracked?
- Leah – yes, sign ups that are non-broadcast time are being tracked. Leah will send out an announcement that these hours are resuming.
- Jeannie – would like to be able to acknowledge the time our volunteers are contributing to the station.
- Grant – yes, we are tracking the volunteer hours, however, no one will be penalized for not making the 10 hours due to COVID. Once we are allowed to re-open, this message will be sent out to everyone.
- Leah – we will have a booth at the PRIDE event in June
- Jeannie – Power of 100 presentation happening in August update? Do you need a volunteer audience, support?
- Leah – no practicing has happened yet. The event will most likely be video, and we only have 5 minutes. Would like to ask Dan to do a professional video. KZFR will be 1 of 3 non profits will be pitching.
- Dan – update on fundraising related to ZephyrFest? Aside from underwriting facilitated by Ray, we need to do more.
- Bobbi – will the news department be included?
- Leah – next meeting will be in June – Grant, Paul and Leah have discussed. Power of the Women will send confirmation in July.
- Leah – Dan is looking for 5 volunteers by July.
- Rob – will ask the CAB if they are interested in volunteering.

### 3.2 Treasurer's Report – John

- Grant and John created a preliminary budget for FY 21-22
- Discussion of budget as of 4/30/2021
- Courtney – regarding the match for the CPB grant of \$300,000 – is match being tracked and are we meeting the requirements?
- John - \$225,000 gross revenues, not volunteer time has been identified. Need to add professional services and Dolly's services, etc.
- Grant – will follow up with the volunteer/in-kind services to be included as non-federal sources toward match. Things we haven't counted in the past, e.g., discount on the station's rent.
- Courtney – CPB letter has issued a letter for the 3<sup>rd</sup> year in a row, and it is critical that KZFR make the \$300,000 match this year. The board was first made aware of the third letter (for the first time) in November 2020.
- Leah – will make sure volunteers receive the in-kind donation form to be utilized for match
- Dan – will the CPB take some leniency on the fires, disasters and CPB?
- Courtney – this is the 3<sup>rd</sup> year that we were notified, a letter and plan was drafted, but it is important at this point
- Grant – there was a tier process put in place, three years back, but it didn't help the station in terms of reducing the match requirement

### 3.3 Committee Reports

#### 3.3.1 Executive Committee

- Mercedes – we have received 2 more grievances today (5/25/2021). That totals 6 grievances. With no HR staff or board position, the executive

committee will review and report back to the BOD.

- Mercedes – in the past, the Executive Committee would have been privy to the information about grievances, personnel, etc., but never reported back to the entire BOD. Shifting this process to the Executive Committee with the GM (Interim at this time) to discuss and then reporting back to the BOD in closed session. The closed session time includes personnel issues, grievances, hostile work environments, contracts and salaries.

### 3.3.2 Program Committee (PC)

- Grant – report for the 4/2021 meeting was submitted. In 5/2021 a meeting was held. New programmers were approved. New programmers have received their 6-month evaluation. Clerical issues regarding forms, protocol, and correct emails have been discussed.

- Bobbi – Grant wrote a great letter to the Programmers. Did Grant receive feedback from that notice?

- Grant – did receive feedback about station grievances. Grant spoke with 1 or 2 programmers that didn't understand the social media policy. Grant informed them that their personal life and their KZFR life does overlap and adhering to the policy was important.

- Courtney & Rob both backed that many companies and organizations have social media policies that include your personal presence on social media platforms

- Mercedes – we commend and respect the PC and Grant as the chair. If the committee needs support from the BOD, we will support. We need healing and restoration.

- Grant – there will be questions regarding the role of the PC regarding certain situations.

- Anna Kastner – Grant you have done a great job and have been very diplomatic. Some of the programmers do not understand. Not all of the programmers can be privy to the situation. Personnel issues are not easy and I appreciate your work. I know it has been really difficult. Taken aback by some of the comments, showing a different side of people that I thought I knew.

NOTE: future agenda item – discussion item for the training for all volunteers of harassment and hostile workplace / All Station meeting needs to be planned for further discussion

- Next meeting will be in June, located on the Google calendar. Re-occurring link

### 3.3.3 Community Advisory Board (CAB)

- Rob – next meeting is Tuesday, June 1, also on the Google calendar

- Fully compliant with CPB guidelines – public notices of meetings, etc. It is a public meeting and anyone who wants to attend is welcome. ZephyrFest volunteer opportunities will be announced.

- Leah – Possible recruitment at the PRIDE event – also include in newsletters and social media. Rob's suggestion is quarterly.

### 3.3.4 Fundraising Committee

- Grant – no meeting in May.

- Grant and Courtney have submitted draft USDA grant into the USDA program officer

- Chris – having an art show with proceeds going to KZFR and Safe Space

### 3.3.5 Document Review Committee

<p>- Rob – met on May 19 and continued work on the board policy manual. Would like to have a BOD manual that contains just policies. Separate document for orientation of new BOD members – like an FAQ. More regular updates will occur. Next meeting is Wednesday, June 2 at 5pm - link on the Google calendar.</p> <p>3.3.6 News Department Committee</p> <ul style="list-style-type: none"> <li>- Bobbi – Public affairs and the NDC have joined together.</li> <li>- Leah – moved meetings to the first Monday of the month.</li> <li>- Bobbi – aware of the 100 + women and addressing the pertinent topics.</li> <li>- Public affairs promos are happening with Megan</li> <li>- Monday, June 7 at 5:30 on the Google calendar</li> </ul>	
<p><b>4. Matters for Discussion</b></p> <p>4.1 Budget discussion – move to the next meeting</p> <p>4.2 Discussion of changing BOD meeting schedule from 2 meetings to 1 per month</p> <ul style="list-style-type: none"> <li>- Mercedes – last June 2020 the BOD decided to move the meetings to 2 meetings per month to cover all topics. 1<sup>st</sup> meeting: staff and committee reports. 2<sup>nd</sup> meeting: discussion. Current BOD’s terms end June 30, 2021, need to decide if we need to go to 1 meeting or keep 2 meetings.</li> <li>- Rob – what is most useful to staff?</li> <li>- Grant – the staff as a whole has been amazing. We have had regular staff meetings, they have stepped up to help in any area that is needed.</li> <li>- Rob if it is possible to go back to once a month that is agreeable</li> <li>- Ray – agrees. All staff members are doing staff reports in a timely manner. That hasn’t happened in the past. We are taking over an hour on things that can be handled via reports and email. Questions are always welcomed.</li> <li>- Bobbi – many of us are on committee meetings, and I am in favor of once a month</li> <li>- Jeannie – the next big topic the board will need to discuss is the budget. I think that process will take two meetings. Can rely on reports and ask staff to provide 1 topic to highlight and then answer any questions. Agree tightening up the meetings would be good.</li> <li>- Mercedes – 2 meetings per month until July 1. After that move to one meeting per month.</li> </ul> <p>4.3 Board positions and recruitment</p>	<p>35 Minutes</p>
<p><b>5. Meeting Finalization</b></p> <p>5.1 Review Items for next BOD Agenda</p> <ul style="list-style-type: none"> <li>-June 8 – Meeting</li> </ul> <p>5.2 Meeting Close/Thank You – 7:47 pm</p> <p>Next BOD meeting scheduled for Tuesday, June 8, 2021 at 6PM via Zoom.</p>	<p>1 Minute</p>

<p><b>6. Closed Session</b> - Personnel related issues, grievances regarding hostile work issues between programmers, and contractual issues.</p>	<p>30 Minutes</p>
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