

Board Meeting Minutes

Meeting Opening: Meeting called to order at 6:05 pm

Present:

Board: Jim McCullough, Rob Davidson, Jeannie Trizzino, Bobbi Tryon, Steve O'Bryan, LeAnn Cooley, Paul O'Rourke-Babb, Mercedes Macias, Courtney Farrell, Sandra Morales- Miller
Staff: Rick Anderson, Grant Parks, Ray Laager

Absent:

Agenda Addendums:

- Discuss recording the Zoom meetings
- Discussion: Staff compensation for staff carrying out multiple roles

Motion to Approve May Agenda: No changes

Motion to Approve May Meeting Minutes: Paul Motion, Rob Second – all in favor to approve

2. Announcements/Reports

- Paul – October will be the month that the Grass Roots Radio Conference and an NFCB Conference, it will be remote.
- Ray – Remain vigilant regarding COVID-19 – cases are increasing significantly

2.2 Staff Reports

- 2.2.1 GM Report – Rick
 - State of the volunteers – challenging for people. Station is trying to mitigate exposure and maintain safety precautions
 - Some programmers are not comfortable coming to the station
 - Working toward re-opening strategies – but the station is not ready for that at this point
 - PPP Loan had an update regarding guidelines and deadlines for repayment
 - Chico News & Review is relaunching – KZFR will have an ad in the July issue
 - State of the Station will be given in August 2020 – calendar year (check Google docs)
- 2.2.2 Office/Operations Manager – Grant – See attached report
 - Meet your DJ campaign has launched and is ongoing – integrating with the station's social media and the DJs pages
 - ID International moving forward with the News and Public Affairs logo and branding
 - DJs still have their own unique artwork – but looking for a unified look for Public Affairs
 - Conducted first certification test – one per week – COVID safety precautions are being taken
 - Working with new programmers who were scheduled before the COVID-19 outbreak
 - Leah and Grant working on a donor communication program to keep in touch

- Dana Hocking has taken over the contract to develop the IOS app
- Travis is putting together an updated donation site with updated merchandise info (sizes, etc.)
- Created a public comment form on Google – BOD to review and give feedback
- Android App – Grant to check

- 2.2.3 Underwriting Report – Ray – See attached report
 - Revenue was up and some underwriters returned – up 1.5% for the month
 - Some new underwriters were added
 - Forebay is hosting events – may be some opportunity with social distancing and safety precautions
 - Station has lost a total of 16 underwriters due to COVID-19
 - Student reduction is going to potentially impact other businesses that are underwriters

- 2.2.4 will be added for Leah to report next month

- 2.3 Treasurer’s Report – Jim – see attached report
 - Everything has been updated since last meeting
 - Statements from May have been reconciled
 - Balance and P&L are updated through May and are reconciled
 - PPP is in Tri Counties Bank
 - Financial data reporting should be on track by next month – meeting tomorrow with bookkeeper
 - Fiscal year will be up-to-date in QuickBooks and accounts receivables
 - New budget will be prepared for next fiscal year and will be presented by next board meeting
 - Influx of funding has been a result of one-time monies
 - Events are down due to COVID-19
 - Underwriting down because of COVID-19
 - Bookkeepers workload overall has increased because all clients are dealing with COVID-19 impacting her workload
 - Should work toward a reserve of funds and board should be diligent about funding

- 2.4 Executive Committee - Mercedes
 - Mercedes, Rob, Jim, and Courtney comprise the committee
 - Performance Evaluation in progress – to be completed in the next week
 - Executive Committee topics open for BOD questions, etc.

- 2.5 Program Committee Meeting - Rick
 - Met in the Plaza 6/8/2020 to observe social distancing – some challenges
 - Addressed housekeeping issues – personal protection gear, station maintenance
 - Looking for sanitized wipes
 - Discussed suggestion box
 - Discussed programmers wanting to go to once a month with other programmers handling other weeks
 - Discussed and supported the idea of a News Department and where a news cast would fit into the schedule

- Meeting minutes sent to Program Committee – Grant forwarded to the BOD – add section to Google docs – Mercedes and Rick to discuss
- PC meeting agendas and minutes are on the KZFR web site
- **Next meeting: Plaza (unless weather prevents) on Monday, June 22 at noon – another option is to meet at Riperia or One-Mile?**

2.4 Committee Reports

- 2.4.1 CAB – Rob
 - Met on May 18 – updates about station during Pandemic and success of Pledge Drive
 - Several members appreciated the calming and reassuring announcements sent out by staff through the PSAs and messaging
 - CAB will meet again in August 2020 – meets quarterly and will ask if there is a need for new CAB members
 - Thankful for Rob’s leadership on this committee
 - When BOD rotates off board – potential for seats on CAB in future – potential discussion/action item for next meeting

- 2.4.2 Document Review Committee - Rob
 - Currently reviewing Programmer’s handbook and will propose a reorganized and substantial changes soon for review, comment and adoption
 - Programmer’s Recertification proposal reviewed by board and needs to be made an action
 - (80 total programmers) – important for technology updates alone
 - Every two years is critical to the maintenance and relevance of the station
 - PC members can assist with the process
 - Clearly define programmer’s that have challenges with technology and other areas – appeal section provides a pathway to address these topics
 - Training videos and PDFs are currently available – accessibility is critical
 - **Motion to vote on Proposal by Paul as presented by Rob, Steve seconds – all in favor**
 - Next meeting, Friday, June 12 at 3pm via Zoom – email Rob for details

- 2.4.3 Fundraising Committee – Courtney
 - USDA grant opportunity for generator and other physical station equipment

3. Matters for Discussion

- 3.1. Potential BOD Members
 - Reviewed and discussed 5 applications
 - Schedule interviews with potential board members
 - Courtney, Mercedes, Jeannie, LeAnn, Rob, Jim

- 3.2 News Director Program Expansion
 - Move to special session on Tuesday, June 23 at 6pm

- 3.3 Staff compensation for staff carrying out multiple roles
 - Move to special session on Tuesday, June 23 at 6pm

4. Action Items

- 4.1 Vote on New Board Members (Postponed until after interviews with potential new BOD)

Motion to approve:

5. Meeting Finalization

- 5.1 Review actions to be taken
 - Retiring BOD members seats on PC
 - Induction of new BOD members
- 5.2 Items for July Agenda
- 5.3 Meeting Close: 8:06 pm

Adjourn –

Next June 9, 2020 at 6pm