

Golden Valley Community Broadcasters, Inc.
KZFR Community Radio Board of Directors
March 10, 2020

Board Meeting Minutes

Meeting Opening: Meeting called to order at 6pm

Present: Michael (CAB), Steve, LeAnn, Grant, Jim, Mercedes, Rob, Paul, Rick, Jeannie, Bobbi, Sharon, Ray, Courtney

Absent: 0

Agenda Addendums:

- News & Public Affairs
- 3.2 Matters of Discussion – KZFR Supplemental Training (Grant)
- 3.3 Matters for Discussion – Coronavirus Procedures for public events
- 3.4 Matters for Discussion – BOD Attendance
- 3.5 Public Affairs Discussion
- 4.3 Action Item – Approval of Bylaws Changes recommended by Doc. Review Committee as approved by BOD

Motion to Approve March Agenda: Paul 1st, Rob Second, All in favor

Motion to Approve February Meeting Minutes: Rob 1st, Jim 2nd, All in Favor

- Action Item – 4.1 Directive for Station Manager to open bank account

2.1 Announcements

- None

2.2 Staff Reports

- 2.2.1 GM Report – Rick
 - Coronavirus tips for safety
 - Discussed backups for programmers who may be ill, utilize other on-air alternatives for shows that cannot be filled last minute, pre-recording shows, etc., microphone covers
 - Research Wide Orbit – updated from Zara
 - Tim Flannery show successful last week
 - EDD Audit – personnel updates, paid back taxes, fees, etc.
- Office/Operations Manager – Grant – See attached report
 - Continued bank reconciliation with bookkeeper
 - Pledge drive – t-shirts in progress
 - P&L community events sheets in Google Drive
 - Logic contacted – adding 2 new workstations
 - Logic to update securities on workstations
 - Draft of recertification process sent to Doc Review committee for next steps
 - Brain Injury Coalition shorts have been recorded
 - KZFR using Hoot suite for social media management

- Web site to reflect legal requirements
- Underwriting Report – Ray – See attached report
 - February successful month
 - Chico Chamber of Commerce newsletter features KZFR this month
 - April 8 hosting the Chico Chamber of Commerce 7:30 am
 - BOD to thank underwriters when you patron their business
- 2.3 Treasurer’s Report – Jim – see attached report
 - Reconciliation of reports continues to improve, minor updates only
 - Remaining activities includes accounts receivables to match with accrual process

2.4 Committee Reports

- 2.4.1 CAB – Rob – See attached report
 - Next meeting May 18 at 6:30 – 8pm at the Station
- 2.4.2 Fundraising Committee – Courtney
 - Thank you letters – content drafted by 3/13; BOD to pick up and sign 3/16; bring back to station by 3/20; stuffing party 3/20 (10:30 am)
 - Research CRM systems that potentially integrate with QuickBooks for donor management
 - Newsletter/outreach brainstorming and research of current activities
 - Partner events for KZFR tabling, outreach and support
 - October 4/5 possible bike event
 - Cash Count Events (need BOD):
 - March 14: Tommy Castro (please add to Google Sheet)
 - March 26: Tim Bluhm – Paul
 - April 19: Todd Snider –
 - April 24: Full Moon Alice –
 - April 30: Tony Furtado – LeAnn
- 2.4.3 Programming Committee – Rick
 - Moved some show times
 - Discussed program successors, especially those with multiple hosts – language being developed
 - Created coronavirus flyer
 - 3-month evaluations have started for new programmers
 - Grant provided new programmer orientation for 3 candidates (all public affair topics)
 - Leah wants to attend next meeting to discuss volunteer protocol
 - Create new instructional videos
 - Discussed ratings with group
 - Consider future Survey Monkey activity
 - Take People’s Pharmacy back to the PC for consideration
- 2.4.4 Document Review Committee – Rob – see attached report
 - Met on Feb. 28
 - BOD to discuss the following items: proposed changes to articles in bylaws (language clarification); question about signed Secretary sections (proposed to cut); protocol of tracking changes included

- Revise language to retain e-copies versus paper copies
 - Purpose and objectives of Station read – proposal to cut from this section
 - Revisit the Diversity Statement’s location – in or out of Bylaws?
 - Related to PC Handbook – want to use revised purpose and objectives
 - Discussion: BOD may want to revisit the description of the CAB and revise to better reflect the activities of the CAB
 - Discussion: review the GM and Treasurer job description to update the Bylaws to better reflect staff and board duties
 - Next Meeting, Friday March 13 at 3pm at the Station
- 2.4.5 Executive Committee
 - No updates at this time.

3. Matters for Discussion

- 3.1. Board Recruitment/Election Committee
 - Number of members to recruit: up to 6 seats to reach 13 total seats
 - Community at large election
 - LeAnn, Mercedes, and Courtney to lead committee – Grant to Chair
 - Application online under Info: Boards and Committees section
 - Goal to have new board members seated by July 1, 2020
- 3.2 Matters of Discussion – KZFR Supplemental Training (Grant)
 - Add a document in the training and certification process regarding programmer info
 - Proposing for programmers to put down a \$50 deposit and will have it returned at the end of the full certification process
 - Recommendation to explore other options for the deposit to maintain equity and access
 - Look at language from other stations regarding fee waiver for economic hardship
- 3.3 Matters for Discussion – Coronavirus Procedures for public events
 - Discussed earlier
- 3.4 Matters for Discussion – BOD Attendance
 - Add to Document Review Committee agenda
- 3.5 Matters for Discussion – Programming including Public Affairs
 - Rebranding of the Public Affairs Programming
 - News and Public Affairs draft logo copies to create consistency among programmers
 - Consider the sound to be consistent for this group as well
 - Get our programming on iTunes, Spotify, etc. for podcast subscriptions
 - Motion to extend meeting to 8:05 pm
 - Put programs onto audio port as well for other stations to use
 - Ratio of programs to support news and public affairs
 - Keep focus of local producers but also consider incorporating national syndicated shows
 - Work on the programming matrix to ensure there is balance

4. Action Items

- 4.1 Item – Approval of Bylaws Changes recommended by Doc. Review Committee as approved by BOD
Motion to approve Jim 1st, Steve 2nd – all in favor / LeAnn abstained

5. Meeting Finalization

- 5.1 Review actions to be taken

- 5.2 Items for April Agenda
 - Move the Public Affairs Programming Discussion to next meeting with dedicated time for robust discussion

- 5.3 Meeting Close

Adjourn – 8:08 pm

Next April 14, 2020 at 6pm