

KZFR Board Meeting Minutes October 8, 2019

Call to Order: 6:00 pm

In Attendance: Mercedes, Jeannie, Rob, LeAnn, Paul, Jim, Steve, Ray, Grant

Absent: Rick, Sarah, Nancy, Bobbi

No additions to the Agenda – Motion to accept agenda: Rob First Motion, Paul Second Motion, All in Favor

September edits to the September minutes have been accepted and will be updated. Motion to accept September meeting minutes with amendments: Paul first motion, Rob to second, All in favor. Still need to complete August meeting minutes.

Public Input Comment – None

Announcements:

- KZFR Pledge Drive Meeting: Wednesday, Oct. 9 6 pm
- Programmer Appreciation: Sunday, October 13 – Farm Star Pizza
- Pledge Drive: Oct. 16 – 25, 2019

Staff Reports

Rick Anderson, GM:

- Program Committee met yesterday; discussed having Phil and Stephen act as liaison to youth programmers; added Lilli's show to the schedule, Friday 6p-630p; discussed duties of the PC Secretary; discussed the PC taking over new programmer orientation; develop protocol for adding programmers to an existing show. Minutes to follow in a day or two.
- State auditors were here on Thursday last week; went over Station's finances, asking questions about our 1099's; two hour meeting; Jim has more details.
- Events review: Achilles Wheel 9/20 went well, Hannah/Sarah's 9/27, Fragile Thunder 9/30, Touch of Chico 9/29, all went well.
- Upcoming: Brothers Comatose will sell out
- Pledge Drive starts 10/16-25.
- Various power outages in Magalia, the generator is working fine (fingers crossed), just bought some more propane, looks like we're going to be using it a lot this season.

Question from Paul – keeping the propane tank full. Is there remote access monitoring? Grant states that there is a way to do this.

Grant Parks, Office Manager:

- In regards to the PG&E Public Safety Power Shutdowns (PSPS) Grant is ensuring that batteries are in place in the studios and productions rooms in Chico to assist with emergencies.
- Tech update – new secure stream for Radio Paradise. Once that is in place, we will be able to obtain the SSL certificate (i.e., a secure Web site).
- Grant writing workshop this Friday, October 11 at 10:45 am. Look into grant funding for small solar source for transmitter, etc.

Ray Laager, Underwriting:

- Revenue up 21% this month compared to this time in 2018.
- New University Events person, adding shows to the KZFR calendar.

Jim McCollough, Treasurer's Report:

- Reconciled data was discussed through September 30, 2019.
- EDD Audit took place last week. Auditor received information requested at time of visit. Report from audit will be available in 30-90 days.
- Bookkeeper will look for CPB training to assist with required reporting for the CPB annual grant.
- Board sign-up sheet working well for events. Bookkeeper confirms that the system for cash counting for events is working well. Jim will bring the count sheets for the events to the board meetings and pass along to the board member scheduled to work. Next step to input event income and expense into QuickBooks.

Committee Reports

Program Committee: PC met October 7, 2019, Phil and Steven will act as liaison to youth programmers. Secretary discussion, Programmer training discussion, etc.

Fundraising Committee:

- The Fundraising Committee will support the pledge drive. Board members to assist with credit card verifications, follow up with gift giveaway.
- Donor thank you's are still in progress – Jeannie fulfilled all of her calls. Questions came from donors that were discussed of how to handle.
- Board members may consider continuing stewarding those donors next year.
- Many donors are listening online – some from far away.
- Feedback on archives. Jeannie would be willing to assist with a donor sheet to track information.
- Create a KZFR thank you card.
- Formal thank you to volunteers of major events.

Document Review Committee: No meeting this month. Resume work after pledge drive: Diversity Statement, Number of Board Members, Programmer's Handbook updates, etc.

Special Programmer Elections:

- Seeking 2 spots.
- Deadline to submit an application is October 31, 2019.
- Elections to run November 1 – December 6, 2019.
- Votes tallied by December meeting.
- Add this to December agenda

Other:**Community Advisory Board (CAB)**

- Outreach to University campus to solicit applicants
- 1 pending application
- Interested persons need to fill out application by November 1, 2019, which is the deadline for application submissions

- Need to set next meeting for December 2019
- Board to reach out for participants to apply

Matters for Discussion

Pledge Drive Update:

- New pledge forms to delineate if mailing or picking up gifts
- Dog collars in production, new mugs, inventory complete from spring pledge drive
- Need help – general cleanup of station, inventory merchandise
- Thank you gifts are coming in now – new contacts let Ray know
- Pledge Drive meeting on October 9, 2019 – if Programmers have show-specific gifts let Grant know ASAP
- Discussion about revamping gift system for future Pledge Drives

Community Events:

- October 31 KZFR Halloween Bash event needs sign ups; needs BOD to count cash.

Cyber Security – Grant and Paul

- Discussion of presenters to programmers: review general day-to-day activities to help with security. Board programmers: secured networks, how to not be hacked, copyright downloads, etc.
- Research a consultant to work with us to deliver this information.
- This training could become a part of a professional development series for programmers, staff and board.
- As programmers become re-certified, incorporating cyber security training
- Report any progress on this topic at November board meeting
- Grassroots Radio Conference update at next meeting from Paul

Secretary Position

- LeAnn Cooley offered to take the meeting minutes when Courtney cannot attend the meetings
- LeAnn to review the August minutes and produce meeting minutes

Other Items:

- Grassroots Radio Conference attended by Paul in Rochester, NY
- Good learning sessions, identified station resources and people that may be useful to KZFR
- We are underutilizing Pacifica Affiliates – independent entity under the Pacifica Foundation
- Collaborations with local radio and community TV stations – WIOX social media station
- Presentation on how to develop LatinX content, engaging and getting involvement from youth and internal women's news content
- NY station has well developed news content system that is all volunteer produced local news content in 10-minute segments
- Curriculum will be developed for programmers and volunteers for local stations – Paul to stay in touch to see if useful to KZFR
- News discussion – utilizing volunteers, engaging youth, engaging different demographics, etc.

Action Items

- Motion to accept new CAB member: First Motion by Rob, Second Motion by Paul, All in Favor.

December Action Items:

- BOD present at October meeting agreed to seek CAB members
- Vote Programmer's Election Committee members

Next Program Committee Meeting: November 4, 2019, at 5pm, 341 Broadway, Suite 416.

Next Fundraising Meeting: November 12, 2019, at 5:15 pm, 341 Broadway, Suite 416.

Next BOD Meeting: November 12, 2019, at 6pm, 341 Broadway, Suite 416.

Meeting Adjourned: 7:42 pm