

KBOO BOD Meeting Minutes

June 22, 2015

Board Members present: Jen, Sekoynia, Rauol, Del, Jeff, Mel, Timothy, Michael W, Lesly

Excused: Joe, Michael P

Staff: Mic, Ani (public comment only), MacRae

Guests: Yaney LA MacIver – public comment before closing: passed around invites to/fundraising for walking water

Public comment: need more volunteers for Good in the Hood this weekend – see Ani to sign up

Minutes: Approved April and May minutes

Agenda: Approved agenda

Staff report: Mic presented the June staff report – see report distributed electronically prior to meeting for more details. Here are some highlights:

- \$53,680 income, \$15,535 ahead of budget goals, YTD \$28,633 ahead of budget
- Graphic Design RFP awarded to Anni Mackin (funded through MMT grant)
- 683 new members pledged since Oct 1, 2104
- FY2016 budget draft that will come to BOD in July and August
- 2 potential interns identified
- KBOO will partner w/ Portland Community Media for broadcast of Good in the Hood and potential partnership with Metro East on Hip Hop Radio Union workshop
- Participated in Portland Pride Festival and Parade
- Received \$10k from Collins Foundation for Production Room 3
- Monica and calligrapher are working on note of thanks for planned giving
- Created draft mission and vision statement – back out to membership for input
- Underwriting raised \$14k in May
- Website and app will be ready before fall drive
- New IT contractor Abe Conway taking care of chronic problems

Staff presentation: MacRae – finance coordinator/HR

- Payroll – switched from Paychex to ADP (timekeeping system staff can log into/input)
- Deposits
- Alex is assistant and Zale helps with deposits
- Do check log and then enter in QuickBooks – internal controls
- 2 people open checks – Zale and Alex
- Work with Finance committee to review / reconcile budget
- Create FY budget – operating budget, revenue, expenses
- Every system in finance has a triple check
- Grants are hard b/c have to enter them into accounting software a certain way and you have to track every expense to the grants
- Training is the most fun part of her job
- Can't think of anything she needs to feel more supported – glad to have Mic and Monica here everyday

Station manager supervision support group and recommendations

Station co-managers meet 2x/mo w/ supervision team – Michael W, Jen Davis, and Matthew Bristow (the hiring team serves as station co-managers' supervisors)

- Discuss successes and challenges
- Recent months – some inconsistency in meetings
- Tim has expressed interest in being part of the committee
 - Question from BOD about most appropriate approach to add board member to committee

- Supervision team was formed as a smaller committee so that station co-managers can limit interactions/channel everything through them
- Group formed when Mic and Monica were hired
- Comments:
 - Michael P – management has authority to make decisions without having to ask the BOD's permission
 - Tim – natural progression in helping station co-managers be successful
 - Jen – welcomes opportunity to come to GovComm and talk about it
Important to remember that this is not a supervisory group – not supervising station managers – originally created because Mic and Monica were getting overwhelmed by too many communications from different board members
Functioning more as support group for station managers
Everything discussed in the group is everything read in station manager's report
 - Del – likes the impetus behind this committee, encouraged that its helpful to the station co-managers
 - Michael P – GovComm will hear the presentation from the group and make recommendations
 - Michael W – performance reviews?
 - Jen – should we do a universal station manager evaluation (360 feedback) per Matthew Bristow's suggestion?
Send ideas to Jen re: experience evaluating employees, forms, relevant questions, etc.
 - Sekoynia – group is simply a proxy board support w/out having all 12 participating
 - Jen – now getting to point where we need to evaluate station co-managers – board needs to agree / vote on how the eval happens
 - Mel – didn't know about committee. What forms/process did we use in the past?
 - Jen – mentioned lots of times in board meetings, just a support group
 - Last time evals were done – BOD was in a very different place, came up w/ list of questions submitted by BOD members and did very cursory evaluation
 - Lesly – if we sent delegates to support and supervise station co-managers, we should trust that they are doing that. Not comfortable evaluating station co-managers
 - Jen – group was requested/created by Monica and Mic – divulged everything that happens and asked board support and involvement
 - Sekoynia – newest board members didn't vote on creation of group
 - Del – understand clearly what the group is for and that Jen is requesting feedback from the BOD
 - Sekoynia – agrees with what Del is saying re: understanding purpose of group and collecting feedback. Wants to know if the station managers have concerns around consistency?
 - Mic – not really a problem but Matthew's work has not allowed him to be as present as Jen and Michael Wells are
 - 2 things happening: 1) 1 year came up, time for eval, and 2) time to reflect on where things are with the group and going forward, if there need to be any adjustments
 - Sekoynia – is Matthew's inconsistency or his not being present inhibiting the work of the group?
 - Mic – not hindering anything to not have Matthew present
 - 3 were chosen because they were familiar through hiring process
 - Jeff – only concern is that we haven't heard from Monica

Committee Reports:

Governance: already discussed part of the business (supervision issue). #63 – Legal matters. Per revised language in 042715 minutes. Del moves to approve, Raoul seconds. 1 abstention. Passes #14 – KBOO holidays. Approved unanimously.
#49 – terms for BOD. See language in 042715 minutes. Approved unanimously.

MW – if committee has recommendation for revision of policies, etc., does it bring it to board or to governance committee? Bring it directly to the BOD

Nominating: Michael P stated a wish to write a minority report on what was recommended by the committee – not done

Nominations committee functioning as elections committee?

How to modify nominations committee so that election questions can be properly dealt with by

Budget for upcoming event - \$250 for band if we can afford it

When to schedule candidate interviews?

Might want to consider meet and greets – Jen experienced productive meetings

Invite candidates to August 15 volunteer appreciation picnic

Mark Sherman resigned his position – NomComm wants to recommend considering appointing Matthew Bristow to temp seat for next 3 mos

Moved to appoint to board for that term. 1 opposition. Approved.

Del – don't have to take on the Secretary role – we will need to vote in this office

Programming: poorly attended – Erin, Jenka, and Del were there and 1 other gentleman. Very awkward. Pathetic that this was goodbye party for Out Loud and only a few attended.

Jenka and Erin – Interns, support for am and pm programs

Jenka is doing crazy work on the web and as news director – job created for outreach person

Erin reported on work w/ youth and some collaborations going on

Reviewed proposals submitted for queer programming to replace Out Loud

Del supportive of show re: queer and trans issues for POC

Other submissions from folks starting WildPlanet radio – low-powered FM station on air 12 hrs/day on 99.1. Very youth-oriented programs

One of the gentlemen doing Out Loud, Allen, also submitted a proposal

Maybe a different show every week, every other week

Personnel: Missed last meeting, no minutes yet. No meeting held (no quorum).

Events: came up w/ objectives and budget for next year. Volunteer appreciation parties, 2 open houses, Latino event, book and record sale at Milagro theater

- Harder they come film: July 9 – introduced reggae to US
- Good in the Hood: June 26-28. Sign up, volunteer, help out

Finance: Ahead of budget \$28,633 YTD, a little ahead in income, but more under budget in expense (good staff work). Starting to work on budget w/ staff – putting together income projections
KBOO hasn't done a capital budgeting project (large purchases) for a long time – facilities, equipment, IT. Starting now w/ capital budget

Equipment used to be purchased through NTIA, no longer, need to find a new source for purchasing

Jen – surplus, might want to be thinking about whether we're in a position to give raises. Station

managers have talked about raises for the staff

Michael W – unusually flush year because this year we had 4 pledge drives and next year we'll have 3

So we need to bank some of this for next year

Executive: emailed after Mark's resignation re: recommendations

Strategic Planning: SPSWG – discussed retreat, mission and vision

Talking about next round of strategic planning for KBOO

Drafting a budget re: what that planning is going to look like (\$10k?)

Board goals and objectives, like staff do

MW – bring budget to finance committee rather than to BOD directly

Youth position on the BOD

Sekoynia and Erin working with youth trainees

Couple of board seats?

Full voting member

Some sort of structure for designated seats

Amendment to the by-laws necessary?

Status quo cannot continue – take action to ensure diversity of voices represented

Hesitant to add 2 more positions to the board for time's sake

Make it a priority for next year

Suggestion – check in w/ parents to ensure their values and systems are aligned w/ KBOO

If we don't open up 2 seats on board, we encourage or demand that each committee have a youth person on committee and get youth on each program

Mel – offers NICWA example – 2 designated youth board seats w/out any bylaws change

Identifying and supporting young folks coming in, don't need bylaws change

Identify qualified candidates

Define youth – 18-25?

Objectives and budgets w/in committees – BOD does same

Mel – needs to submit more detailed proposal

Sekoynia – board can create a youth council that reports to the board – move to create board committee at next mtg

Expose the youth to the board – invite them to come to occasional meetings

Tim - ≠ want to scare youth away w/ dysfunctional committee

Sekoynia disagrees – only program is problematic

Committees' charge from the BOD – tabled until next meeting

MW – committees are rebuilding

Objective of strategic action plan that the board have functioning committees – assessment / housekeeping. Where are these committees? Are they fulfilling their charge from the board? Do they need work?

Dovetails with BOD objectives – think about in tandem

These committees help drive those objectives