

July 25, 2016 KBOO Board Meeting Minutes

1. Welcome KBOO members and visitors: Zale, Monica, Della Rae, Ben, Counc
2. Read House Rules- DONE!
3. Introductions (2 min),
 - a. Board Members Attending: Kipp, Sekoynia, Mel, Gil, Jen, Michael Wells, Patrick, Delphine
 - b. Board Members Absent: Lesly, Mimi, Michael O'Rourke
4. Opening Public Comments (10 min) None
5. Minutes Approval – June 2016 (10 min) APPROVED!
6. Discussion and approval of agenda (5 min) APPROVED!
7. SPSWG: Strategic plan report and passage. SEE FULL PLAN BELLOW INCLUDING A DESCRIPTION OF THE PROCESS.

Motion to pass the Strategic Plan for 3 years: 1 abstained, MOTION CARRIES

8. Station Manager's Report - Monica (15 minutes) 1 day drive raised \$13 000. 50th Anniversary is meeting and has now 4 sub-committees to continue the work. Lots of remote this time of year and the fuzzy boo is going around town. Book and Record sale is coming up. 3 hour beloved-community workshop on anti-oppression for staff, board and volunteers. FCC mock inspection. September 9 Fall membership starts.
9. KBOO staff person discussing what their job really entails – (10 mins) NONE
10. Board Liaison Committee Reports (30 min)
 - a. Finance Committee: Staff is working on 2017 budget and will have an extra meeting to put this together.

Audit: We will approve the Audit report next month so every board member should read the audit report and be ready to approve it. Same thing with the 990.

Motion for finance committee.

Motion to add Melissa Parsons, Assistant Treasurer and Delphine Criscenzo, Board Secretary and to remove Timothy Welp, resigning Board President to KBOO's bank account as signers as described below. MOTION CARRIES

The KBOO Board approves adding these new signers to its bank accounts at Bank of the Cascades:

Melissa Parsons, Assistant Treasurer

Delphine Criscenzo, Board Secretary

The KBOO Board also approves removing this signer from its bank accounts at Bank of the Cascades:

Timothy Welp, resigning Board President”

BACKGROUND:

KBOO policies require two signers on every check – one staff and one board member. In practice, this has meant that a board member comes to the station every Friday when MacRae cuts checks. This has been Timothy as President and Michael as Treasurer. With Timothy's resignation, this creates a problem if Michael is out of town, for example.

Lesly as President should be a signer, but coming to Portland every week for a 15 minute signing is a large imposition.

So in addition to Lesly, we're suggesting adding Melissa as assistant and next years treasurer, and Del as Secretary. Mel works downtown and Del is regularly at the station, so one of them can be available on any Friday.

Also when Michael leaves the board in September, KBOO will still have active signers until new officers are elected, which may continue to be the same people.

The bank requires an approved board motion to change signers, so this is it.

b. Governance Committee: Did not meet

c. Nominating Committee:

- Planning of membership meeting next steps:

- On-air candidate forum: Sekoynia will coordinate with Lisa and keep Delphine informed of dates. Delphine will communicate the dates for on-air candidate forum to the candidates.
- Food potluck: Jen and Mel
- League of Women's voters: Michael will call if yes cool, if not Board members will recruit 2-3 non-KBOO volunteers to count our votes and Sekoynia will supervise at the annual meeting
- Band: Kipp will be contact
- Ballot: Sekoynia and Delphine will be responsible to coordinate

- Ballot box at KBOO: Patrick
- Schedule: Treasurer's report by Michael and Lesly will do the board address. Jen will do the address if Lesly can't.
- Speaker: Delphine will coordinate

- Discuss board elections: We have 4 candidates. We will have a candidate forum

- Discuss how to replace Timothy and Gil's seats: 2 year terms. "We have had some unexpected board openings we are trying to fill by board appointment..." We will use the process to fill candidates we used in the past. Delphine will post opening on the website. Candidates will be invited to submit a 500 word statement and an application with self-evaluation by the deadline of September 15. Candidates will be invited to the September board meeting to make a 3 minute statement. Board members will vote at the September meeting.

d. Program Committee: 2 goals to work on: 1. Create in house program evaluation process, 2. Create ways to give feedback and to process feedback about programming at KBOO.

e. Personnel Committee: Finished the revision of the volunteer handbook. Ani will include some anti-oppression info in the volunteer manual. Review policies and fleshing out the one we don't have and need to make sure there is no interference with union contract.

f. Development Committee: Received \$20 000 from Spirit Mountain, 1 day drive was good. We were turned down by Meyers Trust. Grant pending with Murdock.

g. Executive Committee:

Motion for Executive Committee

The KBOO Board delegates regular supervision of the KBOO Station Manager to the Board Officers (President, Vice President, Treasurer, Secretary). Major personnel decisions would still be made by the full Board.

BACKGROUND:

When Monica and Mic were hired, they requested that they report to a small committee, which would also act as their supervisor and support. This was to keep the lines of communication and responsibility for both the board and the managers (rather than direct reporting to each member of the 12 member board.)

It was decided to use the station manager hiring committee, since they had the most direct knowledge of Mic & Monica. However, there was no formal process for joining or leaving the supervision committee. The original committee was Matthew Bristow, Jen Davis and Michael

Wells. Matthew has left the board, but may be rejoining. Jen and Michael will complete their 3 year terms in September.

Rather than continue to operate in an ad hoc manner, the supervision committee recommends that the Board establish a formal membership and recommends using the Executive Committee as the station manager supervision committee.

Discussion: How will we provide the right supervision support for the station manager?
How will we make sure the folks on the supervision committee know how to supervise?

PROCESS RESET: Michael brought this motion forward, not the Executive Committee. The Executive Committee will convene, discuss this motion and represent the motion at the next board meeting.

h. Events work group: Book and Records sale in August on 7th and couch. Looking for drivers for the Fuzzy Boo. Clinton street theater events and movies continue... comedy show case coming up in October.

i. Engineering committee: P3 is done and great party!

12. Agenda items

- Work on Board Retreat (20 minutes)

- How long? 4 hours

- When? A week end in October

Where? Sekoynia has a spot!

Who? All board members

What to cover (facilitation + note taking 101, Volunteer orientation + anti-oppression basics, intro to KBOO board + elections of offices and committee liaisons...)

13. Closing Public Comments (10 min) Kristin Yount made appeal for being appointed to the board. The board decided to follow the process discussed above under the nominating committee report and invited Kristin to apply.

Meeting Adjourned 8:50PM.

KBOO’s vision for 2017-2020 is to become Oregon’s community media hub, leveraging the power of the airwaves to support a revolution for a just and sustainable future.

It will achieve this through the pursuit of these three strategic goals:

- By 2020, KBOO has deepened its internal and external connections to build “the Beloved Community.”
- By 2020, KBOO has strengthened its internal systems to live its mission and core values more effectively.
- By 2020, KBOO’s dynamic programming better serves and engages the local community to connect us with the broader world.

2018 = by end of 2017 fiscal year (Sept 30, 2017)

2019 = by end of 2018 fiscal year(Sept 30, 2018)

2020= by end of fiscal year 2019 (Sept 30, 2019)

\$ = we cannot do this activity without more money or more resources.

Strategic Goal 1: By 2020, KBOO has deepened its internal and external connections to build “the Beloved Community.”

Objectives	Strategies	Functional areas impacted				
		people	\$ health	Facilities / equipment	programs	Place & impact in community
Objective 1.1: By 2020 PoC, women, trans people, youth and people with disabilities will have increased leadership roles, programming, and training and volunteer time and will report that KBOO has significantly reduced micro-aggressions and systemic oppressions- helping to make KBOO a model for anti-oppressions work and a place where all people can thrive.	<p>Measures:</p> <ol style="list-style-type: none"> 1) Increased percentage of leadership roles. (all 3 years - measure and support) 2) Survey that reports that KBOO has significantly reduced micro-aggressions and worked to address systemic oppressions by the people in our community who are targeted/hurt by them. 					

	<p>3) Beloved Community charter statement and goals created and implemented (year 2)</p> <p>4) 100% participation in first training and on-going trainings happening (year 1 and on-going)</p> <p>5) Written tech-gap plan (year 2)</p> <p>6) At least 50% of our on-going support/relationships with community groups are with PoC led/based organizations (by year 3, work & strategy needed in years 1 & 2 as well)</p>					
	<p>Strategy 1: By 2018, KBOO will create an organization-wide “Building Beloved Community” charter (statement) and goals.</p>	x			x	x
	<p>Strategy 2: By 2018, all KBOO staff, board and lead volunteers will participate in Beloved Community/Anti-oppressions 101 training.</p>	x				x
	<p>Strategy 3: By 2019, KBOO will have a written plan for overriding the tech gap that many members/listeners experience.</p>			x	x	x
	<p>Strategy 4: By 2020 at least 50% of KBOO’s intentional and on-going partnerships with community organizations will be with PoC-led and PoC-based community organizations.</p>	x			x	x
<p>Objective 1.2: Expand youth engagement and</p>	<p>Measures:</p> <p>1. We were able to fund</p>	x			x	x

youth leadership across our organization (see also objective 3.1)	continuation of Youth Hip Hop Outreach Program (\$) 2. Plan for increasing youth engagement and leadership (year 2) 3. Measure and increase youth engagement, leadership (years 2 & 3).					
	Strategy 1: By 2018, continue to support/fund Hip Hop Youth Program. (\$)	x			x	x
	Strategy 2: By 2019 create and implement a plan for expanding youth engagement, leadership and programming across KBOO.	x			x	x

Strategic Goal 2: By 2020, KBOO has strengthened its internal systems to live its mission and core values more effectively.

Themes that led to this goal	Sample objective language	Functional areas impacted				
		people	\$ health	Facilities / equipment	programs	Place & impact in community
Objective 2.1: By 2020, KBOO will have increased its membership each year.	<u>Measures:</u> 1. Increased membership by 5% a year. 2. Communications plan in place and systems for implementing. 3. 50th Anniversary Committee leading all activities (primarily volunteer planned and led). 4. All 50th anniversary activities are well-planned and have enough resources. 5. All 50th anniversary					

	<p>activities will have a membership development and/or fundraising component.</p> <p>6. Funding received for Oregon History Society exhibit at least 6 months in advance. (\$\$)</p> <p>7. All outreach will have a membership development component and component and will be staffed by trained volunteers.</p>					
	<p>Strategy 1: By 2018, KBOO will develop and implement an external communications plan with goals, target audiences, and metrics.</p>	x	x			x
	<p>Strategy 2: By 2019, we will have had a fun and successful 50th anniversary celebration that has helped to increase membership and listeners.</p>	x	x		x	x
	<p>Strategy 3: By 2020, KBOO will have led effective, consistent & documented outreach campaigns to increase awareness and build audience and revenue.</p>	x	x			x
<p>\$\$\$Objective 2.2: By 2020, KBOO will have achieved all priority #1 facilities & equipment plan goals (see 3-year IT, Equipment and Facility Plan) and have a plan for the remainder.</p>	<p><u>Measures:</u></p> <ol style="list-style-type: none"> 1. Maintain an updated, prioritized 3-year plan (years 1, 2 & 3) 2. Create annual capital budgets and work plans from this for 1) facility (staff), 2) IT (Tech team) and 3. Engineering (Engineering Committee) (years 1, 2 & 3) 3. Fundraise for capital budgets (years 1, 2 & 3) 4. Hire part-time and/or 					

	contracted facility staff to help oversee/lead this (years 2 and 3)					
	Strategy 1: By 2018, develop an engineering committee that oversees engineering annual plan and budget.			X		
	Strategy 2: By 2018 develop an annual capital budget.			X		
	Strategy 3: By 2019 plan for funding for all priority 1 needs on the list.		X	X		
	Strategy 4: By 2020, fund and hire a part-time facility organizer.	X		X		
(\$)	Objective 2.3: By 2019 KBOO will have more diversified funding to support operations and projects.	Measures: 1. We will create a process for researching and planning for possible new revenue streams(year 2) 2. We will have a new revenue stream (year 3)				
	Strategy 1: By 2019 KBOO will develop one new revenue stream to lead to more financial sustainability.		X	X		
Objective 2.4:	By 2019 we will retain more volunteers and the percentage of people who volunteer in two or more departments in their tenure at KBOO.	Measures: 1) 75% of all volunteers who go through the orientation will continue to engage with KBOO as a volunteer or member. (year 2) 2) 50% of all volunteers will volunteer in 2 or more areas across KBOO (year 2) 3) Written tech and engineering volunteer training & mentorship program in place and followed (year 1 and on-going)				

	<p>4) On-line volunteer program used across the organization for sign-ups (training and jobs), tracking training and hours and coordination/supervision (year 1 and on-going)</p> <p>5) Plan and resources to increase support and individualized plans for each programmer's skills and capabilities (year 3) .</p>					
	<p>Strategy 1: By 2018 KBOO will have implemented a written tech & engineering volunteer training & mentorship program that maintains and improves our technical equipment which fosters consistent, quality broadcast.</p>	x	x	x	x	
	<p>Strategy 2: By 2018 KBOO will provide an on-line system for volunteer engagement that tracks volunteer support across the organization. (\$ needed to purchase on-line program)</p>	x			x	x
	<p>Strategy 3: By 2020, survey programmers' needs and interests and develop and implement a plan to increase their programming skills and capacities.</p>	x			x	x
<p>Objective 2.5: We will increase staff sustainability and support so they feel like they can succeed in their job.</p>	<p>Measures:</p> <ol style="list-style-type: none"> Budget increased annually for staff continuing education/training (all three years. Plan in place for each staff for annual training (years 2 and 3). 					
	<p>Strategy 1: (\$) By 2018 we will</p>	x	x	x	x	x

	increase staff support by increasing budget per year per staff for continuing education.					
	Strategy 2: By 2019, we will make a plan for staff sustainability and support through input from the annual reviews and self-assessments.	x				
Objective 2:6 KBOO will maintain its three-month operating reserve, and KBOO will strive to grow it to a four-month operating reserve by the end of three years. Pursuit of this objective will be balanced with KBOO's capital needs.	Measures: 1) KBOO will have at least a 3-month operating reserve at the end of the 3-year plan.					
	Strategy 1: KBOO staff and board will create a balanced or surplus budget each year of the 3-year strategic plan. (years 1, 2 &3)		x			
	Strategy 2: KBOO staff and board will do a 6-month redo of the budget each year if behind in net revenue. (years 1, 2 &3)		x			
	Strategy 3: KBOO staff and board will develop an annual capital budget track and address equipment, facility and IT needs for the station. (years 1, 2 &3)		x			

Strategic Goal 3: By 2020, KBOO's dynamic programming better serves and engages the local community to connect us with the broader world.

Objective	Strategies					
		people	\$ health	Facilities / equipment	programs	Place & impact in community
Objective 3.1: By 2020 KBOO will increase listenership each year. \$	Measures: <ol style="list-style-type: none"> 1. Funding budgeted for baseline listenership data - including on-line listening (year 1) 2. At least a 10% increase each year after baseline established. (years 2 & 3) 3. Program evaluation plan created (year 1) 4. Program evaluation plan funded and implemented and on-going (years 2 & 3) 5. Plan for local programming written and implemented (years 2 & 3). 6. Plan for increasing youth programming (by and/or about) (years 2 and 3) 7. Survey of programmers (year 3) 					
	Strategy 1: \$\$\$ By 2018, We will fund and budget the purchase of baseline listener data.		x			x
	Strategy 2: By 2018, we will develop a plan for carrying out program evaluation, and these will include a discussion of what could be done to improve / learn for next time as well as providing programmers with easily accessed listenership metrics and feedback from listeners and peers. (will take \$ to implement the plan)	x	x		x	x
	Strategy 3: By 2019, evaluate our local programming and make a plan for maintaining and/or increasing this.	x			x	x
	Strategy 4: By 2019, increase youth programming (programming by or about youth)	x			x	x

	Strategy 5: By 2020, survey programmers' needs and interests and develop and implement a plan to increase their programming skills and capacities.	x			x	x
Objective 3.2: By 2020 we will have completed our analog to digital (A to D) archiving project, and tapes will be available and listened to on-line as well as on-air (\$ needed to complete this project - some transfer can take place without money)	Measures: <ol style="list-style-type: none"> 75% of all tapes will be transferred and preserved (by year 3) These will be easily searchable and available on-line. We will be keeping metrics on usage (years 2 and on-going) Promotion plan for use of the content implemented (years 2 and 3) 					
	Strategy 1: By 2018, get funding for project and hire a coordinator. Complete creation of database. Promotion plan in place.		x		x	x
	Strategy 2: By 2019, Organize and continue transfer of tapes from A to D, creating meta tags and ensuring access and use of the historic content.				x	x
	Strategy 3: By 2020, use 50 year anniversary to put a call out for tapes that exist in the community. Assess and transfer these tapes, creating meta-data.				x	x
Objective 3.3: By 2018, KBOO will have implemented at least one new programming stream to more nimbly respond to the external environment.	Measures: <ol style="list-style-type: none"> We will have a new stream with content 24/7 (by year 1). We will have a podcast training & support program integrated into our current training program (By year 1). 					
	Strategy 1. By 2018, we will research and develop plan for software, scripting, website, schedule and rollout of second stream.	x		x	x	

	Strategy 2. By 2018, develop a plan for filling new stream with content.	x			x	x
	Strategy 3. By 2019, develop & support a community of new and existing podcasters.	x	x		x	x
Objective 3.4: By 2020, KBOO will continue to strive to be the go-to resource on a daily basis and when important things happen in the community.	Measures: 1. Survey of media completed, assessment and plan based in data (year 3) 2.					
	Strategy 1: By 2018, the programming committee will make a plan for addressing the strategic plan survey input and the call for local programming & listener engagement, etc.	x	x			
	Strategy 2: By 2019, KBOO will have completed a community-wide survey of media and others, to identify KBOO's niche and gaps to be addressed in the landscape, in terms of content and systems (\$ for survey)		x		x	x
	Strategy 3: By 2020, implement plan based in survey input, on gaps needing to be addressed, and how KBOO can be more responsive.		x		x	x