



## BOARD OF DIRECTORS MEETING MINUTES

**Date:** Monday, 6/24/2024  
**Time:** 6:00pm - 8:00pm  
**Location:** KBOO Community Radio  
20 SE 8th Avenue  
Portland, OR 97214

and

Zoom:

<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhFbl7gNDb7Sjg3i8Eb2wbo.1>

Meeting ID: 812 8371 0721  
Passcode: 288778

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### WELCOME

#### INTRODUCTIONS & CHECK-IN (10 minutes)

##### IN ATTENDANCE

Board members: *Emma Lugo, Jill Blanchard, Mike Frost, Yousef Mayel, Joyce Nance, Charles Shambry*

Station Manager: *Nathan Vandiver*

Staff: *James Neale, Danielle Schira, Zale Chadwick*

Members/Volunteers: *Robert Rogers*

#### HOUSE RULES & MEETING GUIDELINES (5 minutes)

- [KBOO House Rules & Meeting Guidelines](#)
  - Read by Nathan

#### HOUSEKEEPING (5 minutes)

- Choose facilitator - Emma
- Select time keeper - Emma
- Designate note taker - Mike


### **APPROVE AGENDA (5 minutes)**

- Approve April 2024 Board Meeting Agenda
  - Motion to approve - Mike
  - Seconded - Yousef?
  - Motion is approved


### **PUBLIC PARTICIPATION (10-15 minutes)**





- Robert - Apologies for pronoun joke which may have violated the meeting guidelines

### **APPROVE KBOO BOARD MEETING MINUTES (5 - 10 minutes)**

- Approve May 2024 board meeting minutes
  -  KBOO BOARD MEETING MINUTES 05202024
  - Unable to approve this month due to lack of quorum

### **KUDOS & APPRECIATION (5 minutes)**

- Jill - Charles thanks, Joyce is new to the nominating committee and doing a great job, Nathan as always we want to say thank you for driving the boat.
- Emma - thanks to Nate (Volunteer Coordinator), Arthur for all the work in the air room, and the whole KBOO staff for all the remote work which is so important for our visibility. Thanks to Ender for all the coverage of Pride month.
- Danielle - Arty and Kate have also been putting a lot of effort into Pride coverage.
- Jill - Azia has done a great job on her classes
- **Staff presentation:**
  - James Neale
    - Development at KBOO
    - Emma - What major foundations are we looking at? James - Marie Lamfrom Charitable Foundation (we went on the list in November), Collins Foundation, Oregon Community Foundation, Miller Foundation Grant for Youth collective (\$35k)
    - Jill - Once we have a strategic plan it should make dev work easier. James - Yes, having a plan would be a great tool for us to create programs from.
    - James - Are we a radio station that happens to be a non-profit, or a non-profit that happens to be a radio station? The answer to this question will shape how we engage with the community.
    - Robert - What's the Cuba trip about? James - We work with Charles to arrange the trip, we get \$1k for each person that attends the trip. We facilitate getting people signed up and Charles donates his profits.
- **Station Manager Report (5 - 10 minutes)**
  -  Station Manager Report - 2024-06.pdf

- **Engineering Committee (5 minutes)**
  -  Engineering Committee Meeting June 2024
- **Finance Committee (10 minutes)**
  -  FC Report 20240620
  -  FC Report 20240620 - Cover Sheet-3.pdf
- **Development & Events Committee (5 minutes)**
  - Covered in James presentation above
- **Programming Committee (5 minutes)**
  - No report
- **Governance/Policy Committee (5 minutes)**
  - Need to make a change to the Youth Safety Policy for minors in the station and at remotes.
  - On Tuesday the Governance and Policy Committee approved revisions to the policy regarding how we handle the credit/debit card information of donors. The revisions reflect KBOO's actual current practices, and we request that the board approve the policy changes. A link to the file is below:
    -  Revisions to Cardholder Security Policy.docx
    - Unable to vote on the new policy due to lack of quorum.
- **Nominating Committee (5 minutes)**
  - Trainings
  - Recruitment strategy FY24
  - Board policy: candidate requirements
  - Board member job description
  - Annual meeting
  - Board applications
  - Applicants
  - Board member profiles on [kboo.fm](http://kboo.fm)
- **Other**
  - Summer events - covered in Development & Station Mgr reports
    - Waterfront Blues Festival (Remote + tabling) July 4-7
    - Cathedral Park Jazz Festival (Remote + tabling) July 19-21
    - Hawthorne street fair (Tabling) August 25-26
    - Columbia Gorge Bluegrass Festival (Tabling) July 27-30

## ADMINISTRATIVE

- September 2024 board meetings (there are 2)
  - Annual meeting & board elections
    - Saturday, 9/21 in the early-afternoon
      - 4 new directors will be elected
- Last board meeting of the fiscal year
  - Monday, 9/23 at 6pm
  - The board will vote on the FY25 budget

#### **CLOSED SESSION**

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#### **ANNOUNCEMENTS**

#### **NEXT BOARD MEETING**

- Monday, 7/22/2024
- 6pm
- At KBOO and on Zoom

#### **ADJOURN**