



Development Committee Meeting Notes

Date: Thursday, 1/23/2025

Time: 5:30pm

Present:	Station Manager	Nathan Vandiver
	Directors	Mike Frost, James Draznin, Carmen Garnica, Thomas James Martinez, Ethan Scarl, Jill Blanchard
	Staff	Arty Wall
	Volunteers	Sekoynia Wright, Jamie Bair, Drew Alcoser

Note taker: Jill Blanchard

JANUARY AGENDA

- Welcome and introductions
- End of year campaign
 - Results
 - Thank you volunteers
 - Thank you cards for donors
- Art Walks
 - Business sponsorships
 - Food donations
 - Major donors invitations
- Graphic request process
- Grants
- Planned giving
- Personal on-air messages
- Announcements
- Adjourn

NOTES

Welcome and Introductions

End of year “Catalog of Connections” campaign

- Results
 - Campaign goal = \$136,000
 - Campaign actual = \$156,482
- Thank you to all Development Committee members who participated in fundraising activities during the end of year campaign.
 - Thomas, Michael, Mike, Sekoynia, and Jill made calls to major donors to solicit their donation and ask if KBOO could use their donation as part of a match pool to build excitement during the last week of the drive.
 - Sekoynia, Jamie, Josh, Ona and Jill wrote to donors to complete the 2024 thank you card list.
 - In-person donation events
 - Michael, Mike Frost, Sekoynia, Carmen, Ona, Josh, and Jill hosted the first ever in-person donation events at the station.
- Thank you cards for donors
 - Kate, KBOO’s Engagement Coordinator, designed new cards
 - Jill will distribute along with the thank you card lists and stamps
 - Now that we have received so many generous donations, it is time to thank everyone for their support for KBOO Community Radio.
 - Jill has the master list of donors.
 - Contact Jill if you can/will help with thank you cards

Art Walks

- First Friday Art Walks are taking place throughout Portland’s Central Eastside
- December’s Art Walk took place on Friday, 12/6
- No KBOO Art Walk in January 2025
- Next Art Walk is Friday, 2/7 from 5:00 until 8:30pm
 - The theme for this event is “Valentine’s Day”



- Committee members are needed to seek (tax deductible) business sponsorships for the art walks
 - Jill has a list of businesses that KBOO has worked with in the past
 - Drew offered to help with this task
- Committee members are also needed to seek food donations
 - Perhaps baked goods, candies or other sweets
 - To go with the Valentine's Day theme
- Invite major donors to the February or future Art Walks when writing thank you cards
- Are any committee members available to help as KBOO ambassadors during the February Art Walk on Friday, 2/7?

Graphic request process

- Kate, KBOO's Engagement Coordinator, shared the new process for volunteers to request graphics to promote their shows and events.
 - James will test this process to see if it can be applied to other tasks/projects

Grants

- Marie Lamfrom grant
 - Letter of intent was submitted on 11/1
 - Awaiting response in January
 - \$20K to \$50K per year for 3 years for operations
- Do any committee members know about or are connected to other grant opportunities?
- Does anyone want to do grant research?
 - Which foundations/grants would be a good fit for KBOO Community Radio

Planned giving

- James is leading the planning for another (series of) planned giving event(s) during March 2025
 - Before Spring Break
 - 3/18 or 3/19 has been proposed
- Direct outreach to loyal donors

- Paper invitations via USPS to specific donors with followup by email and phone
 - Paper letter on KBOO letterhead
- KBOO (Development Committee members) will think about “recognition” activities or a program for donors who plan to leave part of their estate to KBOO when they pass
- Volunteers will be needed to make followup communications with donors after the invitation is sent in the mail.
- Timeline
 - Once the date for the seminar has been set, we can finalize the timeline for communications and any other preparation for the event.
 - Nathan will set up a workgroup meeting for next week
- Testimonials
 - Find donor who has already included KBOO in their estate plans

Personal on-air messages

- Ethan brought this idea to the Development Committee in October 2024.
 - Similar to underwriting, individuals can purchase air time for a personal message
 - Examples:
 - “Happy birthday, Romeo - wishing you many happy returns!”
 - “Niara, you are the love of my life. Here’s a short poem I wrote for you...”
- Nathan researched the feasibility of this project
 - Personal messages can be processed like underwriting purchases
 - Staff does not currently have the capacity to pull this together in time for Valentine’s Day
 - The Development Committee can consider this suggestion again in the future

Underwriting

[KBOO Underwriting Information 2025](#)

Announcements

- The next meeting of KBOO’s board of directors is scheduled for Monday, 1/27 at 6pm

Next Meeting

- Tuesday, 2/11/2025
 - 5:30pm
 - Hybrid meeting
 - At KBOO Community Radio
 - On Zoom