



BOARD OF DIRECTORS DRAFT MEETING MINUTES

Date: Monday, 6/23/2025

Time: 6:00pm - 8:00pm

Location: Attendance via Zoom preferred due to the flood at the station

Zoom:

<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhfbl7gNDb7Sjg3i8Eb2wbo.1>

Meeting ID: 812 8371 0721

Passcode: 288778

IN ATTENDANCE

Directors: Mike Frost, Carmen Garnica, Michael VanKleeck, Josh Roberts, Jamie Bair, Jill Blanchard, Ona Harshaw, James Draznin

Station Manager: Nathan Vandiver

Staff: Danielle Schira, Zale Chadwick

Board applicant: Tyson Sanger, Alex Privee, Cory Elia

Members/volunteers:

WELCOME - Mike Frost

INTRODUCTIONS & CHECK-IN - Everyone (10 minutes)

HOUSE RULES & MEETING GUIDELINES - (5 minutes)

- [KBOO House Rules & Meeting Guidelines](#) (Read by Michael Van Kleeck)

HOUSEKEEPING - Mike Frost (5 minutes)

- Choose facilitator - Mike Frost
- Select time keeper - Jill Blanchard
- Designate note taker - Jamie Bair

APPROVE AGENDA - Mike Frost (5 minutes)

- Approve June 2025 Board Meeting Agenda (this document)
 - Move: Jamie

- Second: Ona Harshaw

PUBLIC PARTICIPATION (2 minutes per participant)

- none

APPROVE KBOO BOARD MEETING MINUTES - Mike Frost (5 minutes)

- Approve May 2025 board meeting minutes
- KBOO BOARD MEETING MINUTES 05192025

Move: Jill Blanchard

Second: Michael Van Kleeck

KUDOS & APPRECIATION - Everyone (5 minutes)

- Azia Hawthorne and Althea Billings for work with the Youth Collective from Jamie
- Nathan Vandiver, working on the plumbing from Jill
- Jamie Bair, handling How to Be a KBOO Board Member Meeting from Jill
- RevOps Team for a great strategic plan meeting from Jill
- Remote Broadcast Planning Team doing amazing work from Mike
- Azia and Program Ops Team working on remote broadcast events from Nathan
- Josh Roberts and Mike Frost for cleaning the KBOO roof from Nathan
- Planners of First Friday, last event was nice from Ona
- Prospective Board members for their time commitment from Jill
- Azia's amazing board op training from Mike
- All planners of Queer Joy Fest, great time and great event from Tyson


STAFF PRESENTATION

- No presentations until after Remote Season

OLD BUSINESS


-

NEW BUSINESS

- **Station Manager Report - Nathan Vandiver (5 - 10 minutes)**
 -  Station Report - 2025-06.pdf
 - Plumbing/water remediation
 - Quote selected for Sewer Line Work
 - Sewer Renewal Specialists
 - Working on permitting process
 - Hopefully fix problem, or could be first stage
 - Have to do the work in order to do the next step in repair
 - 7th working day waiting for city permit (10 day timeframe)
 - After sewer is fixed, look at the Remediation Work
 - Three quotes
 - Portable toilet outside station
 - Tried to lock the porta-potty, but lock did not last
 - Jupiter Next and Grendel's Coffee

- Board discussed remediation costs, Nathan confirmed that KBOO has \$10,000 in insurance
- Queer Joy Fest
 - \$760 contributions
 - Positive feedback from vendors and food trucks
 - Mike Ftacalas and Jon Giacoppi helped with Audio
- Music from the TrueVine at the Foster Food Carts
 - Learned some lessons
 - Will be more information on these types of events soon
- KBOO Bulletin
 - Communications sent out
- Althea Billings on Sabbatical
- Hanna is interim news director
- Good in the Hood remote event
 - Volunteer opportunities available
 - Ready for Saturday, load up starts at 9:30 AM at KBOO
 - Group discussed scripts and getting interviews
 - Largest transition time is 10-30 minutes, will come with interstitial music
- Waterfront Blues & Cathedral Park Jazz also coming up
- Six trainings with 9 volunteers
- Camp KBOO
 - Halfway to goal with \$5,000 match
 - Mailers are just beginning to return
 - \$50k is online goal
- Sustaining Gifts
 - \$22k
- 3 Grants in process
- Underwriting is up
- 2026 Budget Info ready next month for board
- No First Friday in July
- No Engineering Meeting in July
- Discussion on live remote - outreach tabling opportunities? No tabling at Good in the Hood or Waterfront Blues Festival
 - Can hand out stickers and stuff at the event
 - KBOO had to pay for table at Waterfront Blues Fest and feel disrespected, unsupported by festival
 - Bluesfest started as grassroots, and is more commercialized
 - KBOO helped get Bluesfest off the ground, may be time for KBOO to look at other festivals to help grow in place of Bluesfest
 - Bluesfest supporting any nonprofit? Changed from a community event supporting a nonprofit into a commercial event
 - KBOO started Pickathon and it turned into a for-profit event, so KBOO no longer works with it
 - If their mission doesn't align with KBOOs, then the station should consider pulling away
- No on-staff Engineer
- Jon Giacoppi is contracted to help this summer for the 3 festivals

- **Finance Committee - Jill Blanchard (10 minutes)**

- Treasurer's Report
 - Learning to be the treasurer
 - Jill will present on behalf of finance committee
 - Learning to reconcile bank accounts with Danielle
- Financial Report
 -  The KBOO Foundation_MGMT+Reports+Portrait-9.pdf
 - Highlights:
 - Finished May \$-19k, supposed to be down \$133
 - Sewer work is the same as the amount under
 - Revenue
 - Expenses-double revenue
 - Expenses are outpacing revenue, but Fall Drive end of fiscal year
 - Sustaining gifts \$24k first time since May 2022
 - \$44k variance due to drive shift
 - Emergency Expenses approved for sewer
 - Rev Ops and Finance on SWOT analysis
 - Working on starting a Facilities Group
 - Grant fundraising on facilities, spanish-language and immigrants
 - Recission of CPB passed through the House. 10% of budget
 - Contingency Plan for 10% cut...?
 - Part of strategic plan
 - Appeal to membership
 - Mailer includes messaging about loss of CPD funding
 - Seek grant funding
 - Budget is estimated conservatively
 - 10% of next year's budget (which hasn't been structured yet)
 - Question about timeline for next year's budget
 - 2026 Draft for finance committee in July
 - Budget Policy requires revenue with narrative, present expenses
 - Rough Draft in August
 - Vote on 2026 Budget in September
 -  II.D.4 Spending Authority Outside Budget (formerly #39).docx(1)-1.pdf
- Communications and messaging
 - Volunteers and programmers
 - Jill will begin writing updates, can send them through Volunteer Newsletter, Boo Bulletin, and Constant Contact email list
 - How do we raise our money, and where does it go?
 - Members

- **Executive Committee - Mike Frost (5 minutes)**

- Nathan review
- RoI staff time allocation on events - make sure staff is using time wisely, not always about the financial
- Sewer Repair -shcoked by amount of time to get a permit from the city



- Salary Adjustments for Nathan
- Fundraising
 - Do goals match reality of how much money KBOO needs for the budget
 - Biggest drive is End of Year \$160k 2025
 - Ongoing monthly donations (sustaining gifts)
 - Merch Campaigns
 - Events
 - Drives have different goals based on their history and placement in the year
- Annual Meeting
 - Create an event
 - Live music
 - Raise some money
- Branding consistency/logo usage

- **Development Committee - Jamie Bair (5 minutes)**

- Messaging
 - Camp KBOO Summer Campaign
 - Pitch guide
 - [25SD Additional Pitch](#)
- Events
 - Bluegrass at the Foster Food Carts
 - Queer Joy Fest at the Foster Food Carts
 - KBOO DJ pride celebration at The Get Down
- Planned giving
 - Testimonials
- Major Donors
 - Workgroup meeting in July to determine list for coffee invitations
 - Workgroup meeting in July to determine process to invite major donors to the Annual Meeting in September


- **Nominating Committee - Jill Blanchard (5 minutes)**

- Training and development
 - Stonehenge
 - Broadcast Tower (CouncilCrest)
 - Mike Johnson and working board meeting
 - Training requests
- Recruitment
 - How to become a KBOO board member information session report
 - End Monday, June 30, 2025
 - 15 people expressed interest in joining KBOO Board
 - 10 people
 - 2 seats filled, 2 seats open, 1 seat ends this year, 1 open seat to fill before the end of the year, then re-elected 2026

- If you're interested in being a board member, you will be eventually
 - Board prospects
 - Application process
 - Friday July 18, application deadline
 - Bylaw Calendar on notifying public/members/etc
 - Annual Meeting/election September 20
 - Annual Meeting
 - Date
 - Location Mississippi Studios is location (yay, Mike!)
 - Workgroup to plan the fundraising event piece of the Annual Meeting
 - Other
 - The Standard - Volunteer Expo
 - Join Jill at this event
 - Carmen will join Jill at this event
 - Thursday, September 4
- **Engineering Committee - Michael Van Kleeck (5 minutes)**
 -  Engineering-Committee-Meeting-Minutes_2025-06-05 [DRAFT].pdf
 - Remote broadcast
 - Jon hired on contract to manage remotes
 - Equipment review and testing
 - Vinyl session with Michael Van Kleeck on hold
 - A distorted record played on the radio today
 - Sign ups for remote
 - Holding pattern to move forward until they can get people back into the station
 - Where are we with PME contracting?
 - In the background, trying to see if it's an option
 - Also Bob, a few feelers are out there for contracting help
 - **Program Advisory Committee - Michael Van Kleeck (5 minutes)**
 -  2025_06_03 Program Advisory Committee Meeting Agenda.pdf
 - Althea on sabbatical
 - Great success with interns from Clackamas Community College
 - Man on the Street Interviews/beat format for news
 - Hanna taking a week off in June
 - Azia remote partners
 - Get more details on remote broadcast policy
 - Can we post it to the website?
 - New Shows!
 - Pause on any new program applications
 - All Programmer Meeting Oct/Nov
 - New Agreement + training
 - Restart application process after January 2026
 - Discussion on process if programmer doesn't want to sign new agreement

- Used to be an annual review to make sure everyone is following the programmer agreement
 - Follow up with show complaints
 - Lacking in enforcement policies
 - Co-hosts who have not signed the programmer agreement - remote hosting/recording from home is an issue. Original host who started the program is liable for content to KBOO, but KBOO does need all “non-guests” to conform to guidelines, culture shift
 - Some items not cut-and-dry: email programmer obscenity issue, suspended for predetermined amount of time, KBOO fined and set policy. Program agreement is part of process.
 - Accidental obscenity/indecency
 - Maybe close revolving program process and set up limited time frame to accept
 - Guardrails on syndicated, non-local programs
- **Governance and Policy Committee - Jill Blanchard (10 minutes)**
 - Conflict resolution policy
 - PUBLIC PARTICIPATION POLICY WILL BE BACK IN JULY

Conflict Resolution Policy

- input requested
 - Who should be on the Conflict Resolution Team
 - Nate -volunteer coordinator, receives complaints
 - Does nate convene team?
 - Team: staff, volunteers, board members
 - Governance versus operations
 - Board does not have the power to undo a suspension
 - If Board Chair convenes resolution group, what are the implications...?
 - Maybe should be elected person
 - 2017 approved policy: 1 board member, 1 staff member, 1 volunteer, appointed by personnel committee (no longer exists)
 - Impartial person who is not related to the event, doesn't need all the details, gets recommendations from the Volunteer Coordinator
- **Strategic planning - Josh Roberts (5 minutes)**
 -  STRATEGIC PLANNING 2026-2029 | WORKING OUTLINE
- **Other (5-10 minutes)**
 - Facilities workgroup (Jill Blanchard)
 - Recruiting board volunteers for the workgroup
 - Prioritization

- Based on needs/values

ADMINISTRATIVE

- n/a

ANNOUNCEMENTS

- n/a

CLOSED SESSION

- Personnel

NEXT BOARD MEETING

- Monday, 7/28/25
 - 6pm
 - Zoom

ADJOURN

Motion: Ona Harshaw

Second: Michael Van Kleeck

*June board meeting minutes submitted by: Jamie Bair 7/11/25
Approved by the board of directors: 7/28/25*