



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 9/22/25
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=aNC71rejhfbl7qNDb7Sig3i8Eb2wbo.1>
Meeting ID: 812 8371 0721
Passcode: 288778

IN ATTENDANCE

Directors: Mike Frost, Michael Van Kleeck, Jamie Bair,
Jill Blanchard, Ona Harshaw, Ethan Scarle, James Draznin, Josh Roberts,
Carmen Garnica

Incoming Directors: Alex Privee, Tyson Stanger,

Station Manager: Nathan Vandiver

Staff: Danielle Schira, Zale Chadwick

Board applicant:

Members/volunteers: Xan Scott, Kerry Lengel, Korvin Vale

Absent: Meagan Bradley

WELCOME - Mike Frost

INTRODUCTIONS & CHECK-IN - Everyone (10 minutes)

HOUSE RULES & MEETING GUIDELINES - (5 minutes)

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

HOUSEKEEPING - Mike Frost (5 minutes)

- Choose facilitator -Mike Frost
- Select time keeper - Tyson Stanger
- Designate note taker -Jamie Bair

APPROVE AGENDA - Mike Frost (5 minutes)

- Approve September 2025 Board Meeting Agenda (this document)
 - Move: Jill Blanchard
 - Second: Ona Harshaw

PUBLIC PARTICIPATION (2 minutes per participant)

- *There may be guests from the annual meeting who wanted to speak but we ran out of time*
Community meeting

- Zale thanked the annual meeting planning committee and mentioned that the youth collective was a great component that should be incorporated every year. Zale indicated the 2025 Annual Meeting was one of the best annual meetings in twenty years of attending

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

- Approve [August 2025 board meeting minutes](#)
 - Moved: Michael Van Kleeck
 - Seconded: Jill Blanchard

KUDOS & APPRECIATION - Everyone (5 minutes)

- Jill thanked Danielle and Nathan for their work on the budget and getting the 2026 budget to a good place.
- Jill thanked Mike Frost and Nathan for their work on the Annual Meeting and for their thoughtful response to questions from the membership.
- Jill thanked Jamie for speaking and handling the Youth Collective.
- Jill thanked the Board Candidates, Ona Harshaw, Tyson Stanger, Alex Privee, for running and participating in the Annual Meeting.:
- Jill thanked Michael Van Kleeck for timekeeping at the Annual Meeting
- Jill thanked Arty, Kate, Mike Ftaclas for their staff support during the annual meeting.
- Jill thanked James Draznin for three years of service
- Jill thanked Mike, Michael, Ona, Jamie as officers
- Jill thanked Nathan for leading us to this point and providing much needed direction and support.
- Ona thanked Josh for operating plan
- Tyson thanked the Annual Meeting Workgroup for facilitating the Youth Collective participation in the Annual Meeting.
- Jamie thanked Jill for planning the Annual Meeting, picking up all the pieces, and pivoting at the end.
- Danielle thanked Jill for food
- Nathan thanked Jill for the Annual Meeting and Operating Plan.
- Nathan thanked James and Josh for their service to KBOO on the Board.
- Danielle thanked the Folk Collective for bringing mentorship to KBOO and congratulated Celeste Carey as the first recipient of the Diane Karl Award.
- Mike thanked programmers for coming out to the meeting
- Ethan thanked Jill as treasurer and for all the things she does
- Alex thanked Jill for getting them to run for the board

OLD BUSINESS

- Vote to change the station manager pay by the amount the board agreed to in closed session during the June 2025 board meeting.
 - Ona moved to increase Nathan Vandiver's salary as station manager
 - Jamie seconded the motion
 - Mike Frost: Yes
 - Ona Harshaw: Yes
 - Jill Blanchard: Yes
 - Jamie Bair: Yes
 - Ethan Scarle: Yes
 - Michael Van Kleeck: Yes
 - James Draznin: Yes
 - Josh Roberts: Yes

NEW BUSINESS

- **Station Manager Report - Nathan Vandiver (5 - 10 minutes)**
 -  **Station Report - 2025-09.pdf**
 - The next phase of the sewer work is stalled while the contractor waits for City approval. The external restroom is serviced three times a week and picked up daily.
 - Live Remote Season
 - The three consistent live remote events: Waterfront Blues Fest, Good in the Hood, Cathedral Park Jazz, were three high days of listening via webstream.
 - Good in the Hood and Cathedral Park Jazz had more listeners than the Waterfront Blues Fest.
 - KBOO received a new mixer for mixing live music.
 - The Engineering Committee met last Friday (9/19/25) and discussed furniture and audio installation to improve Production One.
 - The goal is to have zero downtime on Production One during installation.
 - Althea Billings has returned from sabbatical. Hanna Francis did a great job filling in.
 - KBOO offered thirteen trainings with fifty-six volunteers, for a total of eighty-one training hours
 - Update on the 2025 Fall Drive "KBOO Out Loud"
 - \$57k online donations (original online goal was \$45k)
 - \$17k received so far from mailers (original mailer goal 20k), still counting mailers
 - Nineteen pieces of drive merch sold
 - Nathan will check on how many donations may have come from QR scans during Annual Meeting
 - KBOO is thirty percent toward FY26 Underwriting Goal
 - KBOO met the FY25 budgeted revenue goal in August 2025
 - Nathan will provide more information on grants KBOO applied for, but did not receive
- **Finance Committee - Jill Blanchard (15-20 minutes)**
 - Finance report
 - [Monthly financial reports](#)
 - Total August revenue = \$49,684
 - Total August expenses = \$70,589
 - Average FY25 monthly revenue through August = \$72,062
 - Average FY25 monthly expenses through August = \$80,422

- Net operating profit/loss as of 8/30/2025
 - FY25 budget = (\$245,944)
 - FY25 actual = (\$80,894)
 - FY25 variance = \$165,050
 -
- FY 26 Budget discussion
 - The Finance Committee recommends the proposed FY26 budget
 - Discussion included
 - FY26 underwriting
 - Property and assets owned by KBOO
 - The policy-mandated three-month operating reserve
 - Budget for Spanish-speaking programs and events (included in Events and Contracting budget lines)
 - The discussion was extended by five minutes
 - Moved by Michael Van Kleeck
 - Seconded by Jamie Bair
 - Michael Van Kleeck stated that he plans to vote for budget, but he is voting under extreme duress for a deficit budget and does not believe the station is being fiscally responsible by adopting a deficit budget. He has heard the member concerns, feels it is irresponsible, but does not see a better option.
 - Carmen Garnica discussed programming related with native immigration/issues and the Marla Davis Fund
 - Restricted fund in a bequest can be allocated toward events like those proposed
 - Carmen's work is going toward normal operations, and not from restricted funds
 - Could release some funds to cover translation and additional native programming services
 - No additional grant funding, but it would be written in, as grants increase, some costs increase a little, depends on approval of Station Manager to make sure we're in budget
 - Grant funds are not included in budget because we're not sure about how much KBOO will receive
 - Extended 5 more minutes
- VOTE | approve FY26 Budget
 - Ona Harshaw moved to vote to approve the budget for FY2026
 - Seconded by Jamie Bair
 - Discussion
 - Suggestions to amend the budget needed to be brought to Finance Committee prior to this meeting
 - If the FY2026 Budget vote fails, the Board would be required to approve all expenses over \$3,000
 - KBOO should get more involved with community to find more opportunities for granting money
 - KBOO has a tabling kit any volunteer can borrow to represent KBOO at community events. Staff time for this is limited.
 - Mike Frost: Yes

- Ona Harshaw: Yes
 - Jill Blanchard: Yes
 - Jamie Bair: Yes
 - Ethan Scarle: Yes
 - Michael Van Kleeck: Yes
 - James Draznin: Yes
 - Josh Roberts: Yes
 - Vote to approve the FY26 Operating Budget was unanimously approved
- Vote to reduce operating reserves to be three months of FY26 operating expenses
 - Moved by Michael Van Kleeck
 - Seconded by Ona Harshaw
 - Vote to reduce operating reserves to 3 months of the budgeted FY26 operating expenses was approved unanimously.
- **Executive Committee - Mike Frost (5 minutes)**
 - September 11, 2025 meeting
 - Recommending virtual meetings continue until sewer repairs are complete
 - Insurance: Liberty Mutual sewer funds some have been received
 - Volunteer grievance process is in place and being used
 - Spanish language translation cost approved for 2025 Annual Meeting,
 - Discussion on expanding this service to the Zoom component of the Annual Meeting in 2026
 - People's Institute for Survival and Beyond Undoing Racism 10/10-12
 - All board members should attend this meeting to build common language with staff who have already taken this anti-oppression training
- **Development Committee - Jill Blanchard, Meagan Bradley, Jamie Bair 10 minutes)**
 - Events strategy presented by Arty Wall
 - Includes three tiers of planning to build processes around planning events
 - Goal is to build structure that volunteers can use to do heavy lifting around events
 - Currently recruiting members for the Events Workgroup on Galaxy
 - Fall drive activities
 - Calls to major donors completed ahead of the Annual Meeting, inviting them to attend the event
 - Annual Meeting
 - Successful event
 - Business outreach
 - Tyson has secured a couple of underwriting partners
 - Add board spreadsheet to minutes
 - Suggestion to create Spanish-language underwriting materials
 - Donor outreach
 - Will have new thank you cards for Fall drive
 - Jamie will have list for everyone
- **Nominating Committee - Jill Blanchard (10 minutes)**
 - Annual Meeting
 - Successful and engaging event

- Board Orientation moved to 11/1/25
- Training and development
 - Think about what you want to learn
 - Finance training
 - Discussion on workgroups versus assigning committees, some standing committees are outlined in the bylaws, others can be assigned by board
 - Committee is open to any KBOO member who attends three meetings in a row
- Recruitment
 - Three open seats beginning October 1, 2025
 - Have three potential candidates
 - Discussion on youth collective involvement on board and at large members
- **Engineering Committee - Nathan Vandiver (5 minutes)**
 - Volunteer who does carpentry projects around the studio is working on plans to adjust the furniture to install the new live music mixing board in Production One
 - Refurbished CD Players for the Air Room are in process
 - Discussion on the Open Signal Partnership
 - Kate Chase facilitated video collective
 - Arty Wall also works with Open Signal
 - Engineering Committee will offer a live broadcast training for volunteers on 10/5/25
- **Program Advisory Committee - Michael Van Kleeck (5 minutes)**
 - September program advisory committee meeting
 - Azia, working with the Program Advisory Committee, is updating the programmer agreement
 - New program submission reviews are paused
 - Committee needs more members
 - Committee is re-evaluating submission review process
 - Look at a rush model and review all submissions in bulk
 - Committee is working on procedures for Programmer Evaluations
 - First annual review: remind all programmers of new program agreement
 - Second annual review; accountability and show reviews
 - Greg Glover - Portland DJ, has a program "Bottom 40," would like to offer it to KBOO free of charge and do some fundraising
 - The Program Director receives requests like this regularly, it will be reviewed per procedure.
 - Discussion on having people reviewing current shows, not enough volunteers
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- Jamie will look at creating blurbs for each committee for the website to add clarity to the purposes of each committee for recruitment purposes
- **Governance and Policy Committee - Jill Blanchard (5 minutes)**
 - New Board Liaison
 - Meagan Bradley
 - Public participation policy update
 - Will have the next round for board review at the October meeting
 - Work plan prioritization
 - AI Policy #15 on policy list

- Discussion on members feeling uncomfortable attending meetings where AI is present
 - Board needs to review all policies and re-prioritize which policies should be updated first
- Recruitment
 - Need at least four new people for the Governance and Policy Committee
 - Board discussed focusing the Volunteer Newsletter to highlight the different committees in need of members on a staggered basis
- **2026-2027 Operating Plan - Mike Frost (10-15 minutes)**
 - VOTE | approve 2026-2027 Operating Plan
 - Union section is not complete, working in partnership with CWA
 - Jill Blanchard moved to approve as a living document
 - Jamie Bair amended the motion to approve as a living document with union representation section fleshed out in partnership with the union
 - Ona Harshaw amended the motion to approve as a living document with union representation section fleshed out in partnership with the union and the Operating Plan will not be published until the Union piece is complete
 - Seconded by Michael Van Kleeck
 - Discussion
 - Appreciate the focus on stabilizing finances
 - The format does not look like a plan, Ethan has suggested how to update the phrasing with goals instead of actions and descriptions of the world as we would like to see it; not a lot of goals to put metrics on
 - Ethan will support the Strategic Plan Committee in creating measurable goals
 - Board voted to approve Operating Plan as moved by Ona Harshaw and seconded by Michael Van Kleeck
 - Board discussed some of the feedback presented by members at the Annual Meeting are addressed in the operating plan
 - Once the document is ready to be published, the Board will look into ways to share it more widely with the membership
 - Request to match formatting to Danielle's "Glossy" Budget Report
- **Other (5-10 minutes)**

ADMINISTRATIVE

- no discussion

OTHER

- People's Institute for Survival and Beyond Undoing Racism Workshop - Ona Harshaw (5 minutes)
 - Discussed during Executive Committee Section
- Community Meeting - Jill Blanchard (5 minutes)
 - The Annual Meeting did not have enough time for all the members to speak or ask questions
 - Suggest offering an opportunity for members to address the Board
 - Suggested that when KBOO releases the Operating Plan to the membership, announce a Community Meeting/Board listening session for community feedback
 - Discussion on the Community Advisory Board, but the purpose of the Community Meeting would be more general than the proposed community meeting

ANNOUNCEMENTS

- n/a

CLOSED SESSION (10 - 15 minutes)

- n/a

NEXT BOARD MEETING

- Monday, 10/27/25
 - 6pm
 - Zoom

ADJOURN

Jamie Bair moved to adjourn the meeting

Jill Blanchard seconded

*September board meeting minutes submitted by: Jamie Bair 9/23/25
Approved by the board of directors: 10/27/25*