

Present: Dan Joseph, Paul O'Rourke-Babb, Tom Leonardi, Rob Davidson, Bobbi Tryon, Jeanne Trizzino, Steve O'Bryan, Courtney Farrell, Mercedes Macias, Jim McCollough, LeAnn Cooley

Absent: Robert Jones

Staff: Rick Anderson, Ray Laager, Grant Parks

Guests:

1. Meeting Opening:

1.1 Call to Order/Welcome: The meeting was called to order by Dan at 6:10 PM.

1.2 Amend/Approve Agenda. Steve made a motion to approve the January 9, 2019 agenda as written. Second by Rob. Unanimous.

1.3 Amend/Approve Minutes: Approval of November 2018 and December 2018 minutes tabled due to unclear issues. Olivia's absence has complicated the matter. Paul again asked that members send corrections to Olivia. Mercedes would like to see the minutes sent out earlier for review.

2. Announcements/Reports:

2.1 Announcements:

Steve: There will be an interview on his show tomorrow with representatives from FEMA and Small Business Association regarding application deadline January 11 for emergency funds.

Dan: Chuck Brodsky, Chico Community Guild/Paradise Community Guild January 19.

Rob: Eric Bachmann of Archers of Loaf, Maria Olsen's house, January 27.

2.2 Staff Reports:

2.2 1 General Manager, Grant for Rick:

Michael Wright behind on the audit. New deadline for CPB grant is potentially February 15. He asked for clarification on how the Camp Fire is affecting KZFR pertaining to donations, underwriting, staff and volunteers. He also asked how the difference might be made up but Rick said that is an unknown at this point. Paul asked if we had considered making an insurance claim for the generator and any other physical losses, damage at the transmitter. Discussion about inspecting tower guide wires, electrical equipment, propane tank for damage. Discussion by Rick, Steve, Dan that in some cases organizations have had fire insurance canceled after filing claims so might be bad idea. Paul asks as an alternative could we approach FEMA or NVCF for grant. Ray says strong support argument is that we are part of the information response system.

Searching this month for a new bookkeeper. A few candidates will be talked to. Mandy is still coming in on Fridays to work data entry and small forms of reconciliation and open invoices. Dana needs to remain as bookkeeper until the audit is complete.

Past Events: Both the Christmas party and Julian's telethon were flops.

Future Events: Ma Muse/Jonathan Richman, January 18, CWC; :Butte Strong Session featuring Joe Craven, Alex De Grassi, Laurie Lewis, Nina Gerber, Hattie Craven, Bruce MacMillan, February 1, CWC; Will Durst rescheduled to February 8; Women's March live broadcast, January 19. Ben and Alex Morrison Camp Fire benefit, February 22.

Diversity training report was submitted. Due to the scheduled instructor not showing up, members did an online training. Paul thought it was inadequate and would like to see it be more comprehensive with better planning instead of waiting until the last minute. Robert Jones was mentioned as a possible instructor and he will be contacted.

A generator was purchased along with \$2,000 worth of propane. Kyle will be checking on it every few months. Paul asked if there are heat stress concerns. Rick said the air conditioning unit in the building should probably be upgraded to the next thousand BTUs. Regarding possible future effects from the fire to the equipment, Rick said it can be monitored remotely. A check in December showed no damage.

Radio Pacifica is doing a profile about the effects of the Camp Fire on KZFR.

2.2.2 Office Manager Report, Grant:

Camp Fire updates continue to be aired three times a week. Previous segments are on the website. Matt Fidler is gathering information for the updates from NSPR as well as using his own journalism/news reporting skills and experience. All sources are accredited.

Around the Camp Fire campaign fund has brought in \$23,800. This does not include the expected donation from the California Bluegrass Association. Rick obtained gift cards in the amounts of \$250 and \$500 which will be given to the first forty-four applicants. The remaining thirty-two will be given the same amounts when the California Bluegrass donation is received. The Donate A Radio campaign is still happening.

KZFR bar booth made \$1500 at the Mark Kozelek event.

2.2.3 Underwriting Report, Ray:

This report includes all Underwriting activity for December 2018, involving 25 contracts: 12 renewals of existing accounts and 13 new or returning accounts; totaling \$8,859.00. Underwriting activity for December 2017 was \$8,281.00. December 2018 saw an increase of 6.9%, compared to 2017. Trade, Sponsorship and House accounts are not included in the monthly totals.

During the month of December, I continued to sell the annual "Holiday Special". We had 4 additional Underwriters participate, all for the 3 week program.

**Trade Accounts**

Cartridge World	\$1,200.00	Chico Women's Club	\$1,200.00
Harrison, Daily, Wright	\$2,400.00	Chico News & Review	\$5,712.00
I.D. International	\$1,200.00	The Printed Image	\$5,400.00
Mt. Shasta Spring Water	\$1,200.00	BCAC.tv	\$1,200.00
Famous Blue Peace House	\$2,800.00	Chico Chamber of Commerce	\$1,000.00
Chico Guild	\$ 600.00	Paradise Guild	\$ 600.00

Paradise Audio	\$ 600.00	ARC of Butte Co.	\$432.00
Chico Velo	\$ 1, 200.00	CARD / Chico Cr. Nature Ctr.	\$500.00
Total	\$27,244.00		

**December Underwriters**

3 Months Short Term and Contracts – Cotton Party \$125, Koszis Studio \$50, The Dungeon \$100, Oroville Parade of Lights \$50, Knockout Collision \$125, G Town Glass Art \$200, Arbonne \$125, Chico Perf. /\$400, Tender Loving Pizza \$100, Bean Counter \$100, Cascade Theater / Temptations \$250 and North Valley Promotion / DSO \$100– Total \$1,725.

6 Month Contracts – HRIQ \$600, Dr. Michael Shuell \$432, Knockout Collision \$432, Farm Star Pizza \$432, Michael O. Hays \$432, Satava Art Glass \$432, North Rim Adventure Sports \$432, Chico Custom Cabinets \$486, Big Foot Carpet \$432 and Chico Sky Watch \$432 – Total \$4,542.

Annual Contracts – Cold Creek Inn \$864, Duffy’s Tavern \$864 and Quicksilver Courier Service \$864 – Total \$2,592.

New & Returning Underwriters – Cotton Party \$125, Koszis Studio \$50, The Dungeon \$100, Oroville Parade of Lights \$50, Knockout Collision \$125, G Town Glass Art \$200, Arbonne \$125, Chico Perf. /\$400, Tender Loving Pizza \$100, Bean Counter \$100, Cascade Theater / Temptations \$250, North Valley Promotion / DSO \$100 and HRIQ \$600 – Total \$2,325.

**Meetings & Events**

- 12/06/18 BNI & Leadership Meeting
- 12/11/18 BOD Meeting
- 12/13/18 BNI & Staff Meeting
- 12/20/18 BNI meeting

**2.3 Treasurer Report, Jim:**

Reconciled data through October 31, 2018 is discussed in this report.

The last Fiscal Year 17-18 was reported reconciled in BOD Treasurer Report Revision 2 on 20181009. FY17-18 Balance Sheet Total Liabilities and Equity was \$171,711.55. Bookkeeper has provided year end report to Auditor. Audit is still in progress. Due date has been extended for CPB Report because KZFR FY17-18 audit is not completed.

a. KZFR Balance Sheet Report FY18-19 Total Liabilities and Equity as of: Oct 31: \$175,486.61 See Attachment a. (NOTE: Grant Funding received to date appears to be in the checking account. TCB Account has over \$119,000 now compared to \$76,000 in Account in September 30, 2018 Balance Sheet.) Sep 30: \$135,136.12

Aug 31: \$153,230.36

Jul 31: \$165,571.19

Jun 30: \$171,711.55 (End of FY 17-18 as reported 20181009)

b. KZFR Profit and Loss Budget vs Actual FY18-19: See Attachment b.)

(NOTE: Grant funding already provided is not in the P&L Budget vs Actual Report. The question is open to the bookkeeper.)

Total Income: \$99,129.67

Total Expenses: \$84,661.72

Net Ordinary Income: \$14,467.95

c. KZFR Open Invoice Report. Last month \$1117.00 was reported as Open. I used a new report in the QB Report list and ignored the prior Report that has always been used. This month two reports are provided in Attachments c and d. The first report (Attachment b) Balance has a negative balance of -\$230.00. The second report (Attachment c) Balance is \$464.00. Both reports contain negative Payment entries. Payments should not be in the Open Invoice reports. If negative numbers are removed, the first report in Attachment a has a total Open Invoice balance of \$532.00. The second report also includes

future payment due dates as well as payments. After checking with bookkeeper, both reports require review for correct data entry. The Open Invoice ALL Report is not accurate based on bookkeeper information. The Attachment a Open Invoice Report is likely accurate if Payment entries are removed.

d. The FY18-19 Budget was not reviewed to check for entry of new Grant Funds. According to bookkeeper new monies are not documented yet in Quickbooks. Issue will be reviewed again next month.

Actions:

a. KZFR Staff and Board of Directors develop and implement more fund-raising opportunities for KZFR. b. KZFR Staff report data to allow Bookkeeper to reconcile a month within 45 to 60 days of the end of the month. c. Review Grant Funding documentation for all Grants.

General discussion: a. Current actual versus planned income does not appear to be sufficient to meet expenses for new FY. Income increases are required for all Fundraising Categories: Events (25%), Pledge Drives (25%) and Underwriting (10%). Expense to Income ratio is actually better than planned but total income is less than planned. More income is needed in all categories. b. QuickBook software issue reported by bookkeeper requires discussion. c. Bookkeeper issues require discussion.

End of Text Report

## 2.4 Committee Reports:

2.4.1 Program Committee: Rick reported that an introductory meeting was held. Programming discussed and program schedule was handed out. Walter Mahoney submitted an application. Rick recommended appointing him as a Board appointed community member. Vote on Walter Mahoney: Motion by Steve to seat Walter Mahoney on Program Committee. Second by Bobbi. Discussion: Since Paul nor Mercedes has seen Walter's application, they abstain. Paul and Mercedes also expressed concern for the Board's lack of process on Walter's application. Motion withdrawn. **ACTION ITEM: Vote on Walter Mahoney for Program Committee at February meeting.**

2.4.2 CAB, Paul: Nothing to report.

2.4.3 Fundraising Committee: Bobbi: Next meeting will be scheduled soon. Paul: Dance Contest has been put on hold for now.

## 3. Matters for Discussion:

3.1 Update on Station Clean Up: Grant handed out a list of tasks and explained specific needs. Members signed up for various duties.

### 3.2 Future Grant Opportunities:

Fund raising suggestion from Steve to send letters to record companies the station supports asking them for financial help.

Regarding NVCF grant, Courtney reported the request form is fairly simple. She asked for guidance in determining the amount to apply for. Factors to be considered are transmitter site maintenance, revenue and business loss and whether to apply for insurance compensation. Give Courtney a list of station needs and income loss due to the fire and she will work up an estimate and report back to the Board.

Since it is a public safety issue, FEMA. Cal Fire, PGE might be grant sources.

News Department: Bobbi reported that a few members of the Board approached Lorraine Dechter and discussed news programming. Tom stated that developing a news department is a Strategic Plan goal but has been on hold due to lack of money. He suggested starting small, perhaps with weather reports and

incrementally add to the time with news reporting. Bobbi introduced the idea of hiring Lorraine to help set up news programming at an hourly rate. Grant offered the option of Matt Fidler since he is already on staff and has news experience. After discussion members decided that Matt would be the more suitable choice. Grant will ask Matt if he is willing and if so, set up specifics and report back to the Board.

3.3 Matters for discussion

- 3.3.1 Bobbi: Bobbi presented a proposal to make changes to the By-laws regarding the Program Committee. She distributed handouts outlining her recommended changes. They are:

Current: The Program Committee shall be chaired by the Program Director or General Manager who shall only vote in the event of a tie among member. **Change: The Program Committee shall be chaired by a Program Committee member. The General Manager will participate, advise and vote in the event of a tie among other members. Minutes will be taken and kept.**

**Add: The Board shall appoint a liaison son to attend the Program Committee meetings to facilitate communication.**

Bobbie asked that a vote be taken on the above changes to the By-laws at this meeting. However, since it had not been put on the agenda as a discussion item. a vote could not be taken. Members will review Bobbi's handout with proposed changes. .Tabled to the February meeting.  
**ACTION ITEM: Vote on proposed changes to the By-laws regarding the Program Committee.**

4. February Discussion/Action Items:

November and December minutes. Minute approval process.  
Review Bookkeeping Position  
Vote on Walter Mahoney for Program Committee.  
Program Committee By-law Change.  
Robert Jones for Diversity Training

Motion by Courtney to adjourn the meeting. Second by Paul. Unanimous The meeting was adjourned at 8:24 PM.

Next meeting Tuesday, February 12, 2019 6:00 PM in the KZFR Conference Room.