

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

Absent: LeAnn Cooley

Staff: Grant Parks

Guests: Diane Suzuki, Rosemary Febbo

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. Paul made a motion to approve the December 11, 2018 agenda as written. Second by Courtney. Unanimous.

1.3 Amend/Approve Minutes: November 2018 minutes tabled to January 2019 meeting.

2. Announcements/Reports:

2.1 Announcements:

Dan: Chico Community Guild/Paradise Community Guild will have a music event December 12. KZFR Christmas Celebration December 14. Christmas Jug Band at MONCA December 15.

Rob: Camp Fire fundraiser featuring Mark Kozlelek/Red House Painters, December 16, CWC.

2.2 Staff Reports:

2.2 1 General Manager, Grant for Rick:

New fund Music Around the Camp Fire for musicians who lost their instruments is seeking donations; over \$12,000 has been brought in. Used instruments can be collected at Music Connection. Financial requests can be submitted in January and applications will be available on the website. Collaboration with the California Bluegrass Association will also add money to the fund.

Ma Muse and Jonathan Richman, January 18, CWC.

Rick is predicting a donation drop due to the Camp Fire which means we will have to redirect fundraising efforts to our own means.

We received \$6,000 emergency grant from CPB for the installation of a new generator which was purchased last week and will be installed in the coming weeks. We are now back on normal power. Darrell Scott contributed \$4,000 towards the generator.

Payment for service grant was received from CPB in the amount of \$50,000. Station audit by Michael Wright in progress and should be completed by January 15.

In answer to a question from Paul regarding the loss of donations from Paradise, Grant replied it was fifteen to twenty percent. According to Paul North Valley Community Foundation presently has unprecedented funds for projects that the station might qualify for. Courtney brought up the lack of an information conduit in regard to the Camp Fire recovery process and stated she knows many

people do not know where to go for help. Perhaps the station could become a central communication in the flow of information. This might be an area to research as a project for a grant from North Valley Community Foundation. The county is overwhelmed but is making progress. Community forums are improving. Paul reported that he attended the Board of Supervisor's meeting today and heard t there are three sections of nine entities the county is working to stay on top of and are trying to put all the information they have on the Butte County Recovery site. This would be the best place for the station to acquire information for broadcasting. Dan mentioned the Disaster Recovery Center as a means for assistance in many areas. Paul suggested putting it out there to the Public Affairs programmers. Grant said the new person, Matt, who has been downloading prerecorded programs works on the After Paradise NSPR production. Matt and Grant have been creating a new segment on the fire aftermath and it will air three times per week, Monday, Wednesday and Friday at 5:00 and 7:00 PM. Courtney is willing to write up a proposal to fund this endeavor. Rick will be consulted.

Grant mentioned Dana's bookkeeping position; to be revisited.

2.2.2 Office Manager Report, Grant:

Two campaigns going on right now, The Camp Fire fund and a radio donation program initiated by Jan.

Event Analysis: John Craigie made \$1,800. Darrell Scott lost \$1,700 but he made a \$4,000 donation to the station.

2.2.3 Underwriting Report, Ray: Sent by email in lieu of his absence.

This report includes all Underwriting activity for November 2018, involving 25 contracts: 15 renewals of existing accounts and 10 new or returning accounts; totaling \$9,219.00. Underwriting activity for November 2017 was \$9,271.00. November 2018 saw a decrease of .6%, compared to 2017. Trade, Sponsorship and House accounts are not included in the monthly totals.

During the month of November, I once again began the annual "Holiday Special", which I began in 2015. We offer a higher concentration of spots for a 6 and 3 week time period during the heart of the Holiday Season. The 6 weeks Special cost \$200 and the 3 week is \$125. We limit the program to the first 10 companies. A number of the participants are regular Underwriters looking for greater exposure and smaller, up-start businesses looking to reach new clients. To date 6 businesses sign up for the 6 week program and 3 for the 3 week program.

Trades 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
Has Beans	\$300.00	Chico Velo	\$1,200.00
Chico Parade of Lights	\$750.00	CARD / Chico Cr. Nature Ctr.	\$500.00
Total	\$28,294.00		

November Underwriters

3 Months Short Term and Contracts – Chico Perf. / Believe \$300, Chico Perf. / Cinderella \$300, State Theater / Petula Clark \$200, The Dungeon \$200, Cascade Theatre / Trey Anastasio \$250, Merchants @ 4th & Broadway \$200, Affordable Automotive West \$200, Honey Run Winery \$200, Om Foods \$200, White Glove Chimney \$200, and Gale Vineyards \$243 – Total \$2,493.00.

6 Month Contracts – Hall Marketing \$432, Tim Kemper \$300, GRID Alternatives \$270, Alternative Energy Systems \$432, Apothecary Options \$432, Chico Certified Farmers Market \$432, Dahlmeier Insurance \$432, Mountain Sports \$432, Northern Star Mills \$432, Turner Chiropractic \$432, and Payroll Plus \$432 – Total \$6,066.

Annual Contracts – Baird Roofing \$864, and Hot Yoga Club of Chico \$864 – Total \$1,728.

New & Returning Underwriters – Chico Perf. / Believe \$300, Chico Perf. / Cinderella \$300, State Theater / Petula Clark \$200, The Dungeon \$200, Cascade Theatre / Trey Anastasio \$250, Merchants @ 4th & Broadway \$200, Affordable Automotive West \$200, Honey Run Winery \$200, Om Foods \$200, and White Glove Chimney \$200 – Total \$2,250.00.

Meetings & Events

- 11/01/18 BNI Meeting
- 11/08/18 BNI Meeting
- 11/14/18 BOD meeting
- 11/15/18 BNI Meeting
- 11/29/18 BNI & Leadership Meeting

2.3 Treasurer Report

Reconciled data through September 30, 2018 is discussed in this report along with other data provided as noted through December 11, 2018. 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.

- a. KZFR FY18-19 Budget as of 20181211. (Attachment a.) Revised Budget data is now included in QuickBooks. Partial payment of Grant Funds has already been deposited. Since Balance Sheet has Grant Funding included, Budget has Grant Funding included also. To date, it is CPB Grants will total \$71,471.00, of which \$50,029.00 has already been deposited. Two additional grants of \$6000.00 and \$10,000 are not included in the Budget.
- b. KZFR Balance Sheet Report FY17-18 Total Liabilities and Equity as of:
 - Sep 30: \$135,136.12 (as of 20180930 Attachment b.)
 - Aug 31: \$153,230.36 (as of 20180831 Attachment c.)
 - Jul 31: \$165,571.19
 - Jun 30: \$171,711.55 (End of FY 17-18 as reported 20181009)
- c. KZFR Profit and Loss Budget vs Actual FY18-19: (as of 20180930 Attachment d.)
 - Total Income: \$33,983.95 (Grant Funding of \$50,029.00 is not yet included in P&L as of 20180930)
 - Total Expenses: \$60,890.82
 - Net Ordinary Income: -\$26,715.80
- d. KZFR Open Invoice With All Terms Report is \$1117.00 (as of 20181211 Attachment e.)

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.

General discussion:

a. Current 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%). Grant Funding already received is keeping KZFR solvent.

b. While reconciliation is now through September 30, October 31 is not reconciled because of various information required by Bookkeeper. Since it is now December 11, it is now 72 days since last reconciliation. KZFR business should be reconciled with 45 to 60 days after the end of the report month.

In regard to underwriting rates, Jeanne initiated a conversation regarding reducing rates to businesses impacted by the Camp Fire. Loss of such income could be funded by a grant. Ray needs to be consulted. Motion by Bobbi to allow Courtney to move forward with Rick and Ray with the purpose of applying for a grant from North Valley Community Foundation. Second by Paul. Amended by Tom to simplify the motion by saying the grant is for the purpose of giving businesses financial relief from the station. Amendment by Jeanne that Courtney consult with Rick and Ray within a week and notify Board members by email of progress. Unanimous.

In regard to diversity training, completion by the end of year is duly noted.

2.4 Committee Reports:

2.4.1 Program Committee: Rosemary Febbo reported that she has joined the committee along with Bill Nichols, Terre Reynolds, Elena Eisenlauer, Jake Sprecher and Steve Scarborough. Hopefully the committee will meet during the second week of January.

2.4.2 CAB, Paul: Nothing to report.

2.4.3 Fundraising Committee: A meeting date will be set.

3. Matters for Discussion:

3.1 Raffle at pancake breakfast: Diane Suzuki attended the meeting in regard to a silent auction at the pancake breakfast in the fall which she will assist with if the Board will join in and does not conflict with date of The Touch of Chico.

3.2 Rosemary Febbo attended the meeting to promote the idea of a capital fund campaign that would target large donors, businesses, musicians the station has supported, etc. She has experience in this area and would be willing to head the campaign. The station needs to come up with a specific cause to promote. Rob supports the idea and pointed out that it will take a concentrated effort. The Fundraising Committee would be directly involved of course. A nice letter and information sheet is a good idea to send out with the appeal. As a side note, Steve is still interested in doing a Bikes and Beer event.

3.3 Station clean-up: Dan brought in shelving and will set up. We need to be out of 404 by January 31 so cleaning needs to be done by then. Grant will come up with a list of tasks; send him suggestions.

3.4 Request for special program, Paul: Tabled to January meeting.

3.5 Request for dedicated time on future agendas, Paul: Wants to set up a time to get to know other Board members in regard to skills, connections and interests. Members brainstormed ideas. To be revisited.

4. January Action Items:

November 2019 minutes approval.

Rick regarding North Valley Community Foundation grant.

Rick and Ray regarding underwriting adjustment for businesses affected by the Camp Fire.

Rick regarding new program on fire aftermath grant.

Paul regarding an idea for a new program.

Dedicated time for Board fellowship.

The meeting was adjourned at 7:39 PM.

Next meeting Wednesday, January 8, 2019 6:00 PM in the KZFR Conference Room.