

**Board of Director's Minutes
June 12, 2018**

AAPROVED

Present: Dan Joseph, Carrie Welch, Robert Jones, Rob Davidson, Jim McCollough, Bill Nichols

Absent: Tom Leonardi

Staff: Rick Anderson, Grant Parks, Ray Laager

Guests: Paul O'Rourke-Babb, Steve O'Bryan, Laurel Avalon, Ann Seymour, Mercedes Macias, Chris Nelson, Terre Reynolds, Jan Bielfelt, Sue Hildebrand, Jeanne Trizzino

1. Meeting Opening:

1.1 Call to Order/Welcome: The meeting was called to order by Dan at 6:01 PM.

1.2 June 12, 2018 agenda entered as written.

1.3 Amend/Approve Minutes: Motion by Rob to approve the May 8, 2018 minutes as written. Second by Carrie. Unanimous.

2. Announcements/Reports:

2.1 Announcements: None

2.2 Staff Reports:

2.3.1 General Manager, Rick:

Madea Benjamin, tomorrow, June 13, in studio. Father's Day event at CWC. Paul Thorn and James McMurtry, July 10, Paradise Performing Arts Center; On air with Linda Watkins-Bennett to talk about KZFR.

Generator problems due to a tree falling on the power line. Getting it to run again has taken some effort.

Programming survey has been running on the website and Facebook for awhile. 51 respondents. Comments are on file and available on request. Will keep going as 120 is a right number of responses for the audience we have weekly. It cost \$35 a month to have the data sorted and compiled.

2.3.2 Office Manager Report, Grant

In regard to Event Summary Reports, data is available as a Google PDF giving itemized expenses from end of event cash boxes. Events that have been officially closed out are Terry Hanck and Lazy Lester, T Sisters and the Shook Twins.

Chris Mullins, teacher of sound engineering and sound production in Glenn County, will do a six weeks externship paid for by the Glenn County Office of Education. He will help create another sound production studio, archives and the community calendar. He will be working 4 hours every Monday.

Server is functioning perfectly. As is Radio Paradise.

2.3.3 Underwriting Report, Ray:

This report includes all Underwriting activity for May 2018, involving 27 contracts: 13 renewals of existing accounts and 14 new or returning accounts; totaling \$10,591.00. Underwriting activity for May 2017 was \$10,034.00. April 2018 saw an increase of 5%. Trade, Sponsorship and House accounts are not included in the monthly totals.

During the month of May I organized and facilitated the KZFR Booth at the Chico Chamber of Commerce Summer BBQ Bash. This is the third year KZFR has participated performing Community Outreach at the event. I also meet with Tony Catalano, Director of the Forebay Aquatic Center about the upcoming 3rd Annual Forebay Float fundraising event on June 23.

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	Chico Velo	\$1,200.00
Total	\$25,112.00		

May Underwriters

Short Term Contracts – Forebay Aquatic Center \$250, Feather Fiesta Days \$50, Enchanted Forest Gathering \$150, Circle of Justice \$100, Paradise Guild / Mike Beck \$50, The Elderberry Apothecary \$100, Gratitude Market \$225 – Total \$925

3 Month Contracts – Go Dry Carpet Cleaning \$270, Grana \$270 – Total \$540

6 Month Contracts — Payroll Plus \$432, Turner Chiropractic \$432, Northern Star Mills \$432, Mountain Sports \$432, Dr. Michael Shull \$432, Dahlmeier Insurance \$432, Chico Certified Farmers Market \$432, Apothecary Options \$432, Alternative Energy Systems \$432, GRID Alternatives \$270, Oak Ridge Cabinets \$432, Tim Kemper / Stanford Mortgage \$300, Climate and Energy Solutions \$480, Hall Marketing & Designs \$432, Brian Arntzen / Arvit Insurance \$540 - Total \$6,342

Annual Contracts – Unitarian Universalist Fellowship \$960, August Bullock \$960, D.A. Lampe Construction \$864– Total \$2,784

New & Returning Underwriters – Unitarian Universalist Fellowship \$960, August Bullock \$960, Climate and Energy Solutions \$480, Hall Marketing & Designs \$432, Brian Arntzen / Arvit Insurance \$540, Go Dry Carpet Cleaning \$270, Grana \$270, Forebay Aquatic Center \$250, Feather Fiesta Days \$50, Enchanted Forest Gathering \$150, Circle of Justice \$100, Paradise Guild / Mike Beck \$50, The Elderberry Apothecary \$100, Gratitude Market \$225

Meetings & Events

5/03/18 BNI Meeting

5/08/18 BOD Meeting

5/10/18 BNI Meeting

5/17/18 BNI Meeting and Leadership Luncheon

5/23/18 Meeting with the Forebay Aquatic Center for the 3rd Annual Forebay Float

5/31/18 BNI Meeting and Chamber BBQ at Patrick Ranch

2.4 Treasurer Report, Jim:

Jim and Rick went through the budget and eliminated the discount to underwriters which was \$13,000.

20180612 KZFR BOD Treasurer Report - Revised and re-submitted July 9, 2018
(This replaces the original report submitted by message for the June 12 meeting.)

A new Budget for 2018-2019 is provided for review and approval. The 2018-2019 Budget is in Attachment a. The last year budget is included for comparison. The new budget eliminates discounts for underwriting and implements income increases in Pledge Drive, Underwriting, Event Income, and Donations categories. The expense for an Audit is included in the budget. The budget assumes Grant Funding for one more year. However, if elimination of Grant Funding occurs, expenses for salaries and other expense items will be reduced. The goal however is to attain the income listed so that elimination of the Grant Funding is not an issue.

An Event Cash Balance Sheet was implemented at the latest Event for Tim Flannery. That sheet is now part of the Event Summary Status posted on the KZFR Google Drive. Cash Balance totals for Door, Bar, Tip Jar, and Raffle income are posted on the Event Summary. Each Board Member has access to those documents now and going forward. Prior to the Tim Flannery event, notes were made for the cash at the Events starting back in April. Those notes are now included with the Event Summaries starting in April and May and are posted on the KZFR Google Drive. The Treasurer will issue New Event Cash Balance Sheets prior to all new Events. The new procedure will track actual cash collected at Events and require two signatures on the form after the Event. A sample Event Cash Balance Sheet is contained in Attachment b. All BOD Members must participate in counting cash at Events.

Data through the end of April is discussed in this REVISED section of the report.

c. KZFR Balance Sheet FY17-18 Jul to Apr Report: Total Liabilities and Equity is \$186,517.72 compared to \$108,880.62 for the report last month. Increase is due to cash increase in checking account. February checking account balance was \$63,076.85. March checking account balance was \$46,601.44. April checking account balance is \$136,672.18. Net Income is \$42,978.13 (including interest income of \$647.23) compared to Net Income of -\$28,436.74 last month. Increases are due to receipt of Grant Funds. Note paragraph b.

d. KZFR P&L Budget vs Actual FY17-18 Jul to Apr Report.

Actual Income: \$283,100.98 (includes Grant Funding of \$50,274)
Actual Expenses: \$240,770.08
Actual Net Income: \$ 42,978.13 (Includes actual interest income of \$647.23)

Budget Income: \$277,080.66 (Includes Grant Funding of \$72,500)
Budget Expenses: \$252,295.82
Budget Net Income: \$ 25,159.84 (Includes budgeted interest income of \$375.00)

Actual Net Income: \$ 42,978.13
Budget Net Income: \$ 25,159.84
Actual Net overage: \$ 17,818.29 (Overage due only to receipt of Grant Funds)

d. The current KZFR Open Invoice Report as of July 5, 2018 shows an outstanding balance of \$6,623.00 compared to \$8,192.64 as of May 7, 2018. Issues include: a) accounts with discounted price for being paid up front yet the account is past due; b) accounts are past due for up to 315 days. Reconciliation of accounts past due compared to advertising being provided on air is required. Business process resolution required.

Recommendations: (Consolidated list.)

- a. KZFR Staff and Board of Directors approve attached budget for 2018-2019.
- b. KZFR Staff and Board of Directors develop more fund-raising opportunities for KZFR to meet income shortfall and increase the Net Equity. Probation ending and continued grant funding is dependent on increasing local fund raising.
- c. All KZFR Board of Directors provide individual frequent participation at Fund Raising Events to help Staff with supporting Events.
- d. Resolve Open Invoice issues.

2.4 Staffing/News Director Committee Report: No money in the budget. Tabled.

2.5 Fundraising Committee Report:

Bill reported on the tabling indefinitely of the fundraising committee meeting in lieu of establishing a budgeting process for the future. There was discussion about events to meet the goal of \$20,000 by the Board and will be revisited with new board members. Motion by Bill to form a new committee to formulate an objective to meet our financial requirements in order to possibly not lose our grant comprised of staff and board members to work with other board members to help implement goals and to support KZFR management. Second by Rob. Carried by majority vote with one abstention.

3. Matters for Discussion:

3.1 CPB Harassment Training. There are nine sign ups from the Board Executive Committee and staff members.

3.2 KZFR Women Programmers Ad Hoc Committee:

Laurel reported on the committees concern for recruitment of more women for Board. Chris stated she sees a gender bias and the station needs more people of color on the Board and as new programmers. She feels we need to get back to Grass Roots. Sue suggested that consideration could be made to the Board application which might be daunting. A recommendation was made by Chris to get the Program Committee going again and with more efficiency. Sue reminded members that there is a documentation of all the policies created by the Board and is available on request.

3.3 Board Openings: Four people were interviewed during the course of the meeting: Steve O'Bryan, Mercedes Macias, Jeanne Trizzino and Paul O'Rourke-Babb. Two other candidates, Bobbi Tryon and Courtney Farrell will be interviewed electronically. A decision will be announced in order for those chosen can attend the July Board meeting.

3.4 CAB and PC: When members are confirmed, Grant will update names of the website.

3.5 Annual Diversity Session: Set for September with Trey Robinson.

3.6 Public Affairs Program Requests: Rick informed members that there was one request but he changed his mind. Rick agrees to work on PSA's that emphasize the need for diverse programmers.

4. Action Items for July meeting.

4.1: Formation of Financial Objective Sub-Committee: See 2.5

The meeting adjourned at 7:35 P.M.

Next meeting Tuesday July 24, 6:00 P.M. in the KZFR Conference Room.

Submitted by Olivia duMosch