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**Golden Valley Community Broadcasters, Inc.
KZFR Community Radio Board of Directors
January 14, 2020**

Board Meeting Minutes

Meeting Opening: Meeting called to order at 6pm

Present: Leanne, Sandra, Courtney, Rick, Ray, Grant, Rob, Jim, Mercedes, Paul, Jeannie, Steve

Missing: Bobbi

Agenda Addendums: PC Application added to 3.8
Sandra Morales new BOD to announcements 2.2
BOD members resignations under announcements 2.2

Motion to Approve January Agenda: Paul motion, 2nd Leanne, all in favor

Motion to Approve December Meeting Minutes: Rob motion, Jim 2nd, Courtney abstained, all others in favor

2.1 Announcements

- Resignation of Nancy Rolston – Grant to remove from communications
- Resignation of Sarah Amaral – Grant to remove from communications
- Women’s March this Saturday, January 18 – Jeannie to man KZFR banner and 1-3 booth
- January 18, Saturday – benefit for Sue Hildebrand

2.2 Staff Reports

- GM Report – Rick – working on fictitious business statement. At least 6 weeks out backlogged at the County. At that time, County will notify paper, back to County.
 - Extended CSD grant to 2/13
 - All station meeting on 2/23 at the library. 5:30 set up / 6pm meeting start date – everyone is invited.
 - Upcoming events
 - 30th KZFR celebration with Mother Hips. Will table at the Butcher Shop
 - George Winston September 4 and 5, 2020
- Office Manager – Grant – See attached report
 - Considering cost of platform
 - Diversity statement updated
 - KZFR calendar available for sale – looking at donors, etc.
 - Fundraiser events added to Quick Books – better classification of items
 - PC changes updated online platforms
 - Volunteer cleanup day – 2/16 – working on organization
 - Grant to double check the recurring pledge charges
- Underwriting Report – Ray – See attached report
 - Met with Phil Wilke from NSPR discussed Trivia Night
 - Looking for a location to hold event – room to hold minimum of 60 people

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2.3 Treasurer's Report – Jim – see attached report

- 1st table a reduction of the overall reports – last column reports the difference – a lot of activity
- Differences from last report to the current report is in the last column – differences are meaningful
- Nov/Dec are what is reported in Quick Books – overall display is showing that the numbers of in flux
- Treasurer is not sure why the change in numbers from month to month. Numbers that are changing have previously been reconciled
- Jim and Rick are requesting that the Executive Committee and the accountant to meet to understand the changes
- Official record by month needs to be documented including any changes
- Need to review the budget once numbers are verified
- CBD training is out – Dolly and Jim need to schedule
- EDD report has not been received yet
- Event expenses being finalized and QB report training will happen to begin event analysis
- Current 1099 data is needed moving forward to ensure that we are collecting all necessary information for reporting and tax accounting
- CBD status still in process – possible reconciliation by spring
- Typo of NYE door collection should reflect \$2,080 not \$2,800
- NYE door collection was counted by BOD member, distributed direct to bands, no QB documentation – creates challenges with tracking 1099 forms
- Bookkeeper not writing all checks again – need invoices, documentation and accurate tracking to ensure efficiencies and accuracies – assists with reconciliation
- Bookkeeper has not been paid for several months. She has not submitted a bill. Hourly rate has been provided but no contract in place. GM states there is a statement in place. Recommendation for a contract to be put in place and a process for billing be established.
- Discussion about bookkeeper either donating services or establishing a paid contractual commitment between KZFR and bookkeeper
- Treasurer recommendation that we have a formal tracking process for all transactions
- Question regarding 1099s – musicians provide W-9 to issue 1099s
- Rob has requested we provide some meeting times for Executive Committee meet with bookkeeper, auditor, staff

BOD Community Event Sign Ups

1/26 – Leanne and Jim

1/31 – Rob and Mercedes

2/08 – in station Mercedes

2/14 –

2.4 Committee Reports

2.4.1 CAB – Rob – See attached report

- Robust discussion about utilizing social media more for marketing and attracting new board members
- Suggestions for reaching out to Butte and Chico State students – connection to LatinX and political science students
- Next meeting in February 20, 2020 at 6:30 pm – all interested in continuing to meet quarterly

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- Minimum CAB requirements listed in CPB grant. Not specific on terms served, number of meetings, etc.
- Recommended to have bylaws or procedures for an active CAB – will see how next meetings progress to determine if we should address from the BOD
- Question raised about diversity on CAB
- Consider social media internship, trade with a social media company
- Next meeting February 20

2.4.2 Fundraising Committee – Courtney – see attached report

- Discussed engagement of CAB
- Establishing merchant account – what can we do to move this forward – differentiate pledge drive items versus things to sell
 - Vintage line of t-shirts
 - Pledge drive thank you gift – figure out what the ROI is for pledge gifts (looking at the true costs and time and effort)
- Revisit donor list – match opportunity
- NSPR – Trivia Night
- Butte Strong Fund grant has been submitted
- Next Meeting February 4, at 5:15 pm

2.4.3 Programming Committee – Rick

- Approved Amber to do Electronic Phonic on Saturday nights
- Rose is gone through Summer – Steve volunteered to be Secretary
- Bob Crow may be a board appointed member
- Issue raised of losing 30 minutes for public affairs on Tuesday evening – concern over the potential of shrinking time dedicated to news/public affairs – the 30 minutes was given to a youth programmer
- Discussion about not limiting news and public affairs content to only local content
- Recommended that public affairs/news content be addressed at PC meeting and during the discussion time at our next BOD meeting
- Next PC meeting on February 3 at 12 pm at the Station Room 416

2.4.4 Document Review Committee – Rob

- Friday, February 21 at 3pm at the Station Room 416
- Grant assisted with loading documents to Google drive for review by the Committee

2.4.5 Executive Committee – signatures updated and awaiting Fictitious Business Statement completion – TBD – potentially February 4 at 4pm.

3. Matters for Discussion

3.1 Diversity Statement – documentation updated online (General Boards and Committees and Public Section)

3.2 Access to Google Docs for BOD – reviewed access

3.3 Security trainings for Programmers

- Postponing this until July – overall Web security

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- 3.4 Community Events – BOD to sign up for cash counting
 - Sign-ups occurred
- 3.5 Remaining activities to close out fall pledge drive
 - Double checking pledges and hats came in
- 3.6 BOD and Committee participation discussion
 - Understanding that this is an active board, additional activities beyond the 2 hours a month, BOD discussion
 - Recommendation of better on-boarding of BOD members – maybe a mentor for new BOD members
 - Create one document of ways you can help – committees, clean-up day, etc.
 - Recommendation – BOD members should sit on at least one sub-committee
 - Review board application to ensure that it is open and doesn't present barriers
 - Financial buy-in from board – Give or Get your BOD seats
 - BOD to continue working on this and present progress report
- 3.7 CPB upcoming webinars & CPB public affairs vs. other programming
 - 1/22 – Intro to SAS
 - Later on in the year – training for the Community Service grant
- 3.8 PC Applicant – Bob Crow
 - Steve Motion, Rob to second to approve Bob Crow, Mercedes and Paul no. Passes

4. Action Items

- 4.1 Ratio of Programmers to Community members on BOD

Motion to accept language to change the bylaws:

- Motion by Mercedes to accept the language change to our bylaws by Rob, all in favor. Approved.

- 4.2 Update bylaws to reflect BOD members' participation on Committees – no action taken.

5. Meeting Finalization

- 5.1 Review actions to be taken
 - Postpone security training to July 2020
 - Establish BOD Recruitment Committee
- 5.2 Items for February Agenda
- 5.3 Meeting Close

Adjourn – 7:55 pm

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