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
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
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
  o Vintage line of t-shirts
  o 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

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
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