

## Personnel/Governance Comm April 2021 Minutes

Members attending: Eugene (left at 7pm), Tim (Diablo), Emma, Zale

Staff: Jenna

Members absent: Ruba (excused), Shaheed (Zale left several messages with Shaheed)

### 1. Check-in/meeting guidelines/agenda approval

Agenda approved.

### 2. Approve March minutes (linked [here](#))

Minutes approved.

### 3. Review action items from March:

- The committee will look at the draft Employee Guide (linked [here](#)) in depth before the April meeting, and bring back comments. DONE.
- Zale will create a proposed bylaw revision to cover proposed changes to the PAC bylaw, AND, Zale will create a proposed bylaw revision, renaming the committee to the Governance and Policy Committee, along with the language mentioned in the minutes, and send these revisions (linked [here](#)) to the committee for review before the April meeting. DONE.
- Ruba (Board liaison) will ask the board to ask the Development Committee to review Fundraising (#9) and Underwriting (#11). Do they need modernizing? How do they work with our current staffing plan? Report was given to the board, wherein the Dev. Committee was officially asked to look at these policies.
- Zale will re-send draft revisions to EEO policy to management (linked [here](#)), asking for discussion in June. DONE. Zale didn't say in meeting, but she thanks Jenna for the work she's already done on that policy.
- Gene will forward some language on clarifying the powers of the president to Zale for distribution to this committee before the April meeting. DONE.

### 4. Discuss Employee Guide (linked [here](#)).

Jenna: Saw Zale's comments--thank you. It's a mish-mash of different texts, so there will be conflicts.

Emma: If the board doesn't have enough money at any particular period to pay the staff, how do we deal with those kinds of issues, within the area of employee rights. There's an assumption that employee rights will be met. I've been trying to have us reduce our budget by about \$100,000. This is always a constant concern for me.

Gene: Covered under the layout clause... meet with the union to look at the situation. There are details about how much notice needs to be given.

Jenna: This is also a finance committee question, and budgeting.

Gene: Certainly a budget re-do question--can we afford to pay folks for the rest of the year? Decisions can be made at that point, like not filling empty positions.

Emma: We really need to think hard about how we can fund KBOO. There's a long-running habit of spending more money than we bring in. KBOO has to be stable. We should try to save a little money every year. Once we issue an employee manual, does this issue become more important?

General discussion: This is covered in the layoff clause.

Zale: Conflicts between language within the CBA and other spots. Eligibility, who's a member of the union, which of these benefits apply to which class of employee. Zale mentions the part about sabbatical.

Jenna: we'll be talking to the union in June. I'll be working again on it, filling in the benefits, eligibility, who is a union member, removing redundancies. Will get the new versions to the committee about a week before the next meeting.

Gene: The union contract states that "employees may take a sabbatical, so that applies to all employees.

Emma: sexual harassment question--if you're at a non-KBOO function, and there's sexual harassment, how does that affect their responsibilities as an employees

Jenna: There is nothing in this guide about that. We need to look at other manuals, and other policies, to see what's legal, what's required.

Gene: that kinda thing would fall under the "code of conduct" area of the guide. Be as specific as policy.

Zale: Would like to see language be the same among employee guide/policies/volunteer contracts/other rules. Want to be sure that everyone is held to the same standard, or if there differences are intended, then we're aware of that.

Tim: include guidelines for guests of the station.

## **5. Review and (approve?) bylaw revisions regarding committees (linked [here](#)).**

PAC bylaw:

Emma: looks good, clearly explains the CAB, which many people didn't know about. But, the PAC doesn't really report to the board; it reports to management.

Zale: they advise regarding programming goals.

Gene: The program committee is a committee of the board.

Emma: the board really plays more of an observational role

Jenna: what if instead of advising, they "report"

Emma: what about "inform"

Gene: most of the time, the PD explains to the committee changes in programming, etc., and the PAC asks questions. The board does have goals for programming. In 2000, the board set gender-equity goals. The board would be advised on the progress of these goals. This has atrophied a bit over the last couple years.

Emma: "advise" is fine. Programming is going well right now.

Jenna: the part about the Personnel Committee being changed to the Policy and Governance Committee needs to say: "The Policy and Governance Committee", not "The Personnel Committee".

Zale: well it looks like the person who wrote that didn't know what she was doing (and that's me).

**Bylaw revisions approved. To go to the board to be approved to go on the next ballot.**

## **6. Discuss bylaw revision to clarify the powers of the president. Linked [here](#). Tabled until May.**

Emma: Wish we had Gene here so we could ask questions. The board of directors speaks for the whole, not as a single person. We're an egalitarian organization. To give the president all of these powers doesn't seem right for KBOO. The new language is a little softer. KatMeow is a great president, but we've seen others who were not. We could have some language that would exclude authoritative types from taking all of the control.

Zale: One thing Gene mentioned is that someone needs to be made responsible for these things, because they may not get done otherwise. The buck has to stop with someone.

Table to May (1st item on May's agenda)

**7. Discuss (and approve?) bylaw revision (linked [here](#)) requiring board members to attend volunteer orientation.**

Jenna, Tim: Is there a time limit for going to volunteer orientation?

Zale: I left it broad on purpose, like the first part of the bylaw. People often become members after they are elected, but before they are seated.

Emma: Before they run for the board. One of the problems is that a bunch of people were elected, and at the last meeting, half weren't even there. We would get better board candidates.

Jenna: Now I feel like I like the wording the way it is. I've been asked to be a part of boards where I was not a part of the organization prior to being on the board. That's what I brought to the organization, that I had board and governance experience, not necessarily program experience with the organization. It would allow us to recruit from a broader population. Celeste and I were talking about why we wanted board members to take vol orientation, and it's because we wanted board members to understand the volunteering aspect and what's required of our volunteers. What if we're looking to fill an empty seat? Wouldn't we want someone to be seated right away? I'm a fan of things that are broad like this.

Emma: Sure

Tim: I agree with Jenna. I think having diversity on the board could be challenged by requiring vol orientation before they're candidates. What happens if you don't attend?

Jenna: Like other obligations, like attending committee and board meetings, fiduciary duties. We don't really need punitive measures.

**Bylaw revision approved. To go to the board to be approved to go on the next ballot.**

**8. Review policy revisions from Finance Committee?**

None provided. Will move to May meeting.

**9. Revise work plan (linked [here](#)) based on tonight's progress.**

Zale: will revise our work plan, and make revisions based on what happened tonight.

Jenna: Wants the committee to be thinking about something. Celese and I are looking into what formalized policies and guidelines we have regarding the safety and protections we provide around youth in the building. I'm going to start looking into that. If you have any ideas around that, like you have a kid who is in a program somewhere.

Diabo: I'll shoot you an email, but one thing that's been a concern is that the board op didn't know who was on the youth collective, and the parents weren't let in the building.

Jenna: all the youth collective would have key cards. The reason we started talking about key cards is this is how everyone gets in the everytime. Maybe we close down the building during the youth collective--I don't know.

**Confirmed May 10 attendance**

**Adjourned 7:36pm**