

February 28th, 2022  
KBOO Foundation Board Agenda  
Via Zoom Meeting: <https://zoom.us/j/466500368>  
6:00 PM-8:00 PM

Attendees: Alan-itsyk, Jabbara, Phil, Doug, Janet, Jill, Zale, Barbara, Desiree,  
Kamau, Reggae Bob, Phil G, Kristin, Becky, Delphine, Aurthur  
Board members: Brian, Ruba, Malik, Laurie, Charles, Layla, Jessica

Facilitator: Ruba

Co-host: Charles

Notetaker: Alyssa

Stack and timekeeper: Layla

**1 Call to Order /Introduction** **5min**

- [Review Abbreviated House Rules](#) & KBOO Mission
- Facilitation: Ruba and Charles
- Stack/timekeeper:
- Notetaker:

**2 Approval of Agenda** (vote) **1min**

Motion: Laurie

Second: Layla

**3 Approval of January meeting minutes** (vote) **1min**

Motion: Layla

Second: Charles

**4 New Board Business** **20min**

Nomination Committee Seating New Members (VOTE)

Motion: Charles

Second: Brian

Unanimous vote

Vote to remove Jenna as a signer on the OnPoint account and replace her with Layla and Brian (Layla will have to go into the bank in person to be added onto the account with a copy of the meeting minutes from February documenting the change.) (VOTE)

Motion: Brian  
Second: Alyssa  
Unanimous vote

6:30

## **5 Old Board Business**

**10 min**

### [Approval of PAC Responsibilities Policy Revisions](#)

(vote)

Motion: Laurie  
Second: Malik  
Unanimous vote

## **6 Executive Committee Report**

**15mins**

Brian: talking about the severe need for fundamental change at KBOO and the work he has been doing on that, difficulties with management stepping down and interim finance director stepping down and communicating with CWA but has been working diligently with positive mindset and hope for the future.

Ruba: expresses appreciation for Brian's work

## **7 Administrative update**

**10 min**

CPB Renewal (Zale)

Zale: Filed for license renewal with FCC, renewal has been approved, currently in comment period and will become official on March 8<sup>th</sup>, renewal lasts for 7 years. In order to get the annual CPB funding we need to file a report, do a station activity survey and AFR (Annual Financial Report). Needs financial information, connecting with finance and executive committee for information on salaries and contractors to include in report.

7:00

## **8 Committee & Staff Reports**

**10min**

Hiring coordinator (Delphine)

Delphine: here to talk about open positions and hiring that is happening

Volunteer coordinator, open until next Sunday, has received a few applications and looking back at December applicants

Membership director, open for application until next Sunday, has received a couple applications so far

Web and media coordinator, working on splitting this position into two

Underwriting, bringing attention to the board that there is money in the budget for having someone as an underwriter, wondering if there is interest for hiring an underwriter

Station manager, staff has asked if we can hire an interim manager, has suggestions from staff and board member, board is crafting interim position description, ready to start hiring for permanent position once we have interim manager in place, given the history of turnover encourages the board to rethink structure and salary.

Finance coordinator, (Brian offering explanation of what a full-charge bookkeeper does) accountant in a small-medium size organization that has full control of the books, managing cash flow, work more closely with finance committee, solid report, handling data, etc.

Malik: wondering how much it will cost to get a proper station manager in

Delphine: \$60,000-\$70,000

## **9 Comments or announcements**

**5min**

Ona Harshaw: applied for interim position on the board and forgot to include contact information/had technical errors, wants to revisit the application next month

## **10 Public participation**

**10min**

Karla: expressing interest in a position at KBOO and will be sending resume

Ona: Mailboxes are very full and hoping people will come and empty them

Brian: wondering if they can be sent out

Ona: can work on setting that up if she has the addresses, not sure of privacy issues of posting the list but will figure it out, suggesting some assistance on getting in to get their mail.

7:30

## **11 Closed session: personnel and finance issues**

## **12 Adjournment:**

**1min**

**Motion to adjourn: Jessica**

**Second: Brian**

**Unanimous vote**

The next meeting is to be held on Monday, March 28th, 2022 at 6:00PM

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