

## KBOO Foundation Board Minutes

**January 22nd, 2018**

Board Members Present: Tsixx, Danielle, Kipp, Gene, Sekoynia, Ruban, Adam, Mark, Shaheed, John

Board Members Absent: Katmeow, Claire

Staff Present: Del, Zale

Others Present: None

Meeting Opened at 6:06 pm by board President Sekoynia.

Adam began facilitating meeting at 6:09.

Read Meeting Guidelines and House Rules.

Did Introductions.

No open comments.

December minutes approved.

Station Manager, Del, gave her report. [See below]

Del presented a need for an additional HR person. [Board acted on this request. See below.]

Derric presented his work as AM News/Public Affairs Director.

Committee Assignments:

President:	Sekoynia
Vice President:	Tsixx
Treasurer:	Ruban
Secretary:	John
(L) Liaison	
Events/Development	Kipp (L), Adam, Tsixx
SPSWG	Sekoynia (L), Mark
Executive	Sekoynia (L), Ruban, Tsixx
Personnel/Governance	John, (L), Shaheed
Nominating	Katmeow (L), Adam
Program Advisory	Danielle (L), Shaheed
Finance	Ruban (L), Mark, Gene
Engineering	Kipp (L)
Community Advisory Board	Tsixx (L)
Station Manager Support	Sekoynia (L), John, Tsixx

Approved Kipp to be second check signer to join Katmeow.

Moved into executive session for a personnel issue at 7:44.

Moved into open session at 8:36.

Board discussed Del's request regarding HR support. The board decided the money was not available for the proposal. Board decided to delegate to personnel some research work regarding HR possibilities and to assist Del in setting up staff evaluations. Station manager support team will work with the station manager to define what is most important in helping her with the HR part of her job.

Approved vacation for station manager February 19-23.

Approved Finance Committee to research funding sources for personnel and training issues.

No closing comments.

Meeting adjourned at 9:08.

Respectfully Submitted,  
John Shuck, Secretary

**Station Manager Report - January 2018**  
**Del's Email: del@kboo.fm**

**Admin:**

- transfer public file online
- Recorded all payments to close the year
- Supported with background checks of new contractors: Dawn and David
- Will be updating board packets in the spring

**Archiving:**

- We received \$20000 from the Collins Foundation to hire a contractor archivist to continue to digitize and process our archives but also start making them available through a database.
- Erin is working on making job description but Selena had set us up with the info we needed. We hope Marti Clemmons applies again.
- We also have \$5000 remaining from a Spirit Mountain grant to spend on developing that database. Jenka is touching base with Darin our web developer contractor to see what he can do.
- Marti's contract ended in late December as she finished working on the 50th exhibit assets.
- Sean Gaston, volunteer trained by Selena is still involved and very interested in continuing to stay involved.

**Web/IT/Tech:**

- We hired David Kafrissen as our IT contractor. You can contact him at support@kboo.fm and continue to submit tickets for computer issues to him through the help desk: <https://old.kboo.fm/helpdesk/>
- Second stream planning first meeting. Erin, Jenka and Tom met to discuss how to start developing content for our second stream. They decided to do some targeted 50th anniversary curated content and the first one happened on Saturday during the opening. Check it out <https://kboo.fm/kboos-history-stream>

**Volunteers:**

- Martin Luther King Remote staffing
- focused on volunteer support for 50th anniversary celebrations
- Is now going to focus on volunteers for the drive: we need callers for the thank-a-thon and social media ambassadors for the kickstarter
- Look for a place inside for fuzzyboo for the rest of the winter. Do you have a garage?

**Engineering:**

- MLK remote planning and execution
- Planning and execution this week of our new phone system transfer

- 50th anniversary exhibit opening tech support

### **Programming:**

- On air coverage for vacation and ice storm was intense, need support
  - Erin, Ani, and Del will each take the call carry phone. If we can find one more volunteer to do so, then we will take it monthly, if not, we will rotate it between us so that I get actual weekends.
- Working on 2018 schedule of remotes and engineering training
  - New class to split the gap between basic audio and engineering classes
- FEB 13th: Anniversary of our building Open House. COME!
- On Air Fundraising: figuring out the schedule for the February Fundraising Campaign
- Syndication: We hired Jenna Yokoyama as our Production Contractor. This is to fulfill requirements from CPB to syndicate some of our program nationally.
- Opening shifts on Mondays from 6:30-9:00 am and Thursdays from 9am-12pm. Hit up Derric if you can help!

### **Development:**

- 50th pass over to Dawn
- Support with leading the organizing of major donor party on Jan 19th
- Applied to Oregon Community Foundation for capacity building grant over 3 year for membership
- Applied for SE uplift grant for 50th anniv. Block party in August
- Secured beer donation from Hop Works
- Research online fundraising platforms
- Kickstarter campaign messaging
- 50th anniv. fundraising

### **Membership:**

- Pamela is back and is transitioning back into her role. We have another meeting Tuesday to continue to update her on what happened and what we have coming up
- Kickstarter campaign will start Feb 9 for 1 month. Membership will be responsible for executing the campaign and sending fulfillment. Since this is the first time we are doing such a campaign, SM support and involvement will be greater.
- Fulfillment on Holiday drive
- Planning of Thank-a-thon for Feb 4-8. John and Sekoynia are helping with food donations or gift card donations for these dates.
- Filing is going to be our next priority before Spring drive.
- Tax letters

### Finance:

- Mac is sick and will be out for the week.
- preparing for the audit in late January
- Change of bank- once we have a permanent treasurer

### Underwriting:

- cool trades for the 50th anniv celebrations such as Artemis Food that does our catering for major donor parties, as well as flowers
- We are aware that underwriting should have raised \$9000 more than it has as of now and now that Matthew will be able to go back to focusing on underwriting primarily, we will come up with a plan. The plan might include revising the revenue goal for underwriting which is pretty high.

### Station Manager's Notes:

- Mic transitioned successfully, though he will be helping resolve one volunteer issue with Ani
- Del is now supervising everyone and has a check in scheduled on going with every single staff on a recurring bi-weekly basis.
- Del would like to take the week of Feb 19-23 off. I am submitting to you a time off request form tonight for your approval.
- HR support plan discussion

### Beloved Community:

- New Beloved Community 101 workshops happening every month schedule:  
2018 Schedule:

**January 21st:** 3rd Sunday 1-4pm Workshop for people who are negatively impacted by racism

**February 18th :** 3rd Sunday 1-4pm Workshop for people who benefit from white privilege

**March 17th:** 3rd Saturday 1-4pm Workshop for people who are negatively impacted by racism

**April 21st:** 3rd Saturday 1-4pm Workshop for people who benefit from white privilege

**May 20th:** 3rd Sunday 1-4pm Workshop for people who are negatively impacted by racism

**June 17th:** 3rd Sunday 1-4pm Workshop for people who benefit from white privilege

**July 21st:** 3rd Saturday 1-4pm Workshop for people who are negatively impacted by racism

**August 18th:** 3rd Saturday 1-4pm Workshop for people who benefit from white privilege

**September 16th:** 3rd Sunday 1-4pm Workshop for people who are negatively impacted by racism

**October 21st:** 3rd Sunday 1-4pm Workshop for people who benefit from white privilege

**November 17th:** 3rd Saturday 1-4pm Workshop for people who are negatively impacted by racism

**December 15th:** 3rd Saturday 1-4pm Workshop for people who benefit from white privilege

## **Descriptions:**

### WORKSHOP FOR FOLKS WHO ARE NEGATIVELY AFFECTED BY RACISM

Come discuss internal and external dynamics, tensions and further movement and change we would like to see amongst people and communities of color inside and outside of KBOO. Let's move towards developing better "outreach" or building a culture in the station where marginalized folks can be centered and celebrated with care and sensitivity.

### WORKSHOP FOR PEOPLE WHO BENEFIT FROM WHITE PRIVILEGE

This workshop asks folks to reflect on their positionality and implicit biases; and furthers the conversations into examining microaggressions, station culture, the problematic history of Portland, and our responsibilities in the role of media-makers and an FM radio station team.

- Quarterly training for board and staff and key volunteers: next up LGBTQ issues on Thursday, Jan 25 from noon-3pm in studio 1- POSTPONED
- Beloved Community Self Assessment Group is working on BC charter. New version:

### **NEW Beloved Community DRAFT Charter:**

KBOO's beloved community has two purpose; affect the internal life of the station's people positively, and having been so affected, hope those people will have a similar positive effect on the greater community.

KBOO positive effect on its station's people is by helping it be a community that works, through struggle and engagement, to commonly understand cultural, political and ideologically based oppression, privilege and violence. Once understood, the beloved community seeks to unlearn them within itself.

It does that by every member demonstrating leadership without condescension, honor without pretension and courageousness without passive aggression. In this way, guided by growth teachers throughout human history, individual personalities create KBOO's collective character.

Those individuals, so dedicated to replace trauma with healing calm, and discomfort with penultimate professionalism and personal concern for each other, broadcast their changed self to the larger community through behavior and radio programming. Broadcast values, including questioning authority, demonstrating integrity and giving a voice to the voiceless, are the minimum self-evident standards the inner community should expect from itself to disseminate to the larger community.

Each person must determine for themselves what the KBOO community and the larger community means to them. It cannot be dictated, only suggested. But each person must also decide if the Beloved Community's purposes aligns with their own. All are free agents. To

live the purposes of the beloved community, pain in the course of work to have positive effect may happen. At the same time, freedom to be does not mean freedom to inflict intentional physical or psychological pain, especially for pleasure, in any form, for any reason. Ultimately, we seek to do this with the timelessness and sincerity it deserves, and without reliance on cliques or clichés.

This is a living document.

**50th Anniversary:**

- Dawn Smallman, our 50th anniv. Project manager is kickass. She started Dec. 15 and did a fantastic job helping us get ready for Jan 19 and 20
- The exhibit opening took place at OHS January 20th. Sneak peak on Jan. 19.