



BOARD OF DIRECTORS **DRAFT** MEETING MINUTES

Date: Monday, 5/19/2025

Time: 6:00pm - 8:00pm

Location: Due to a flood at the station, the board meeting was held by Zoom only

<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhfbl7gNDb7Sjg3i8Eb2wbo.1>

Meeting ID: 812 8371 0721

Passcode: 288778

IN ATTENDANCE

Directors: Mike Frost, Ethan Scarl,
Michael VanKleeck, Josh Roberts, Jamie Bair, Jill Blanchard, Ona Harshaw
Station Manager: Nathan Vandiver, Meagan Bradley, Carmen Garnica
Staff: Danielle Schira
Members/volunteers:
Absent: James Draznin

WELCOME - Mike Frost

INTRODUCTIONS & CHECK-IN - Everyone (10 minutes)

HOUSE RULES & MEETING GUIDELINES - (5 minutes)

- [KBOO House Rules & Meeting Guidelines](#)

HOUSEKEEPING - Mike Frost (5 minutes)

- Choose facilitator
 - Mike Frost
- Select time keeper
 - Josh Roberts
- Designate note taker
 - Jamie Bair

QUORUM

- Voting
 - Quorum is 7 directors
 - 9 (of 10) directors were present

APPROVE AGENDA - Mike Frost (5 minutes)

- Approved May 2025 Board Meeting Agenda (this document)
 - Motion to approve: Josh
 - Second: Michael

PUBLIC PARTICIPATION (2 minutes per participant)

- No public participation

APPROVE KBOO BOARD MEETING MINUTES - Mike Frost (5 minutes)

- Approved April 2025 board meeting minutes
[KBOO BOARD OF DIRECTORS DRAFT MEETING MINUTES 04282025](#)
 - Motion to approve: Ethan
 - Second: Josh

KUDOS & APPRECIATION - Everyone (5 minutes)

- Nathan Vandiver for all his work on the flood, on top of everything else he does (Jill), seconded by Josh, Michael, and Evan
- Volunteers and staff - Azia, Mike, Arty, Althea, Nate for their work on the Collective Rush at Rose City Book Pub, especially for their last minute pivot of location due to flood at KBOO (Michael)
- Jamie and Meagan for joining the board and jumping into a lot of work (Jill)
- Althea has learned how to shop vac and pull up carpets to assist with flood repair. Thankful for the staff at KBOO for all their work (Meagan)
- Azia and Michael Van Kleeck community advisory board meeting, talked about a lot and did research on questions (Jill).
- Azia Mike, Nathan, Jill kudos on the ongoing narrative additions to the Strategic Plan (Josh).
- Thanks to staff for all their work on the cleanup at the station (Ona)
- Althea was thanked for helping with the flooding stuff. Nate Capp came in to help. Great to have folks there. Thanks to everyone for continuing to work on the things that keep the station running (Nathan)

STAFF PRESENTATION

- No staff presentation

OLD BUSINESS

- No old business

NEW BUSINESS

- **Elect new Board Secretary - Jill Blanchard (5 minutes)**
 - Jamie Bair
 - Motion to elect Jamie as Secretary: Michael Van Kleeck
 - Second: Ona



- **Elect new Board Treasurer - Mike Frost (5 minutes)**
 - Jill Blanchard
 - Agreed to be treasurer until September 2025 (end of Fiscal Year)
 - Motion to elect Jill as Board Treasurer: Ona
 - Second: Jamie

- **Station Manager Report - Nathan Vandiver (5 - 10 minutes)**
 - [Station Report - 2025-05.pdf](#)
 - Community Advisory Board pivoted to virtual last Monday (Jill and Michael)
 - Plumbing
 - Waiting on quote from plumbing company for work to sewer line
 - Jill is helping compile information for quotes
 - Staff support
 - The Jupiter and Grendel's are allowing KBOO staff to use their restrooms
 - Josh suggested portapotties,
 - The Jupiter may frown on this addition to the sidewalk near their guests
 - KBOO will wait and see what we do with sewer line first
 - KBOO has a non-conforming sewer line
 - Per City, there isn't a main City sewer line on SE 8th
 - There are no plans to add this line
 - Common across the City
 - KBOO is obtaining quotes to clear the clog and repair the sewer line.
 - Insurance
 - Depending on the damages, insurance may issue up to \$10K for water remediation work
 - Insurance is reviewing quotes and information from City,
 - They may not cover sewer line repairs
 - There was a suggestion to offer to chip in on City funds to install a City sewer line on SE 8th.
 - KBOO is responsible for repair from building to the street and for the nonconforming sewer line on SE 8th Avenue Estimating \$12k-\$30k sewer repair costs
 - Not including restoration
 - Suggestion to fully understand the insurance policy and to push back against initial denials
 - Insurance Brokers will assist with negotiating with insurance
 - Nathan will follow up with brokers to see if there is anything else we can be doing
 - Restoration timeline
 - Plumbing needs to be fixed first
 - The board had concerns about the station not being used during the repairs and restoration
 - Some staff are working in the building
 - Some programmers are broadcasting their shows from KBOO



- External rainwater runoff is being diverted for the time being
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 - Roof and downspout will need to be modified for long-term external runoff
 - Nathan will look into volunteers who may have plumbing skills
- Collective Rush
 - Staff relayed it was great to get volunteers together, doesn't need to be a big deal, can just base it around subject matter with minimal food or beverages
 - Volunteers are eager to get together, even for just a meet and greet
 - Easier for some partners to give in-kind donations than cash,
 - KBOO will reach out to others who may have space KBOO can use for events
 - Unclear on "Collective Rush" as a title
 - Collective groups who work on similar themes
 - Rush = reference to college frat/sorority rushing
 - Mike Frost noted that people who have not been to college may not know what "rush" means.
 - Remember KBOO's mission of including and amplifying the voices of the underserved.
 - Recruited attendees
 - Old Mole
 - The Folk Strip
 - Spanish Programming
 - New volunteers
 - Mike likes the idea of having these events more frequently for volunteers to get together
- Volunteer Appreciation Day
 - Not currently in the works
 - Maybe we can hold smaller get-togethers throughout the year
- Logging tours
 - Nathan reported KBOO has started recording studio tours they provide in the Station manager Report. Two tours were conducted for Forest Grove High School in April./May 2025.
- Art Walk - Queer Joy Fest at Foster Food Carts
 - SE 52nd Avenue & SE Foster
 - Bands
 - Art
 - Food Carts
 - Not a remote broadcast, may use it as a dry run to test out remote set up
 - People can log into the webstream, even if not over the air
- Arborist for tree in front of station
 - Need to obtain quotes to trim tree
 - Josh offered to help create a dent in the work to reduce arborist costs



- **Finance Committee - Nathan Vandiver (10 minutes)**

- April revenue = approximately \$45,000
- April expenses = approximately \$70,000
 - Deficit month
- Average monthly revenue = \$83,400
- Average monthly expenses = \$77,600
 - KBOO budgeted to be in the negative at this point in the year
 - Net operating profit = \$46,000k
 - operating profit instead of loss
 - Narrowing margin as we get to the end of year
 - Expected costs this year Sewer line
- Current cash on hand = \$206,000
- Estimated cash on hand in September = \$131,000
- Cash flow change will come in May and June as Spring fundraising campaign shifted from April-May, to May-June

- **Executive Committee - Mike Frost (5 minutes)**

- Althea Billings, KBOO's News Director, will be on sabbatical this summer
 - KBOO has contracted a temporary news director, Hanna
 - volunteer in news dept, works on news for XRay,
 - they will be spending time with Althea to get onboarded
- Michael Van Kleeck will be the Hawthorne Street Fair DJ
- The Estate and Charitable Giving Overview was canceled due to a low number of RSVPs
- Engineering Contract with Robert Davis in process
- Suggestion to work on public messaging about CPB Funding
- The station needs repairs (pre sewer issue)
 - HVAC
 - Roof
 - Accessibility
- There is a meeting with the Waterfront Blues Festival next week to discuss setup changes
 - Mike Frost discussed cabling for Waterfront Blues Festival
 - Nathan will work on list of needs
- All Board members need to log their volunteer hours
 - Volunteer hours is one metric of grant consideration
 - Board participation as a percentage of the overall number of volunteer hours is important
 - Jill offered to do a working board meeting on Galaxy
 - Mike posted link to Galaxy Video
 - <https://www.youtube.com/watch?v=ykcMTi5QQF0>

- **Development Committee - Jill Blanchard (5 minutes)**

- Business outreach
 - Jamie, Meagan, Carmen, Jill
 - Pride Celebration Art Walk
- Donor/member meet and greets
 - Reach out to Jill if you're interested in scheduling coffee
 - Deciding on which list to start with



- All Thrills No Frills thank you cards
 - List is ready to be worked on
 - Meagan, Ona, and Jamie volunteered
- **Nominating Committee - Jill Blanchard (5 minutes)**
 - Recruiting
 - Recruitment update
 - Three new potential candidates
 - Annual meeting 2025
 - Scheduled for September 20th, 2025
 - Nathan will talk to staff about potential fundraiser
 - Mike will reach out to Mississippi Studio on potential locations for date
 - 6-month check ins
 - Jill will meet with Ethan and Ona this month to finish up the 6-month checkins
- **Engineering Committee - Michael Van Kleeck (5 minutes)**
 - Debrief from turntable class and offer another class
 - Michael Johnson
 - Possibly September
 - Reviewed bugs tracker
 - Two CD players are working
 - Tray loading CD players are more reliable than slot-loading CD players
 - New phones/voicemail have been installed
 - Desk phones have an option to ring/text staff cell phones
- **Program Advisory Committee - Michael Van Kleeck (5 minutes)**
 - New member?? Did Michael give a name or any more info? Otherwise, take this line out
 - The committee is backed up on program proposals
 - Jill asked what Board could do to assist with program proposals
 - Azia is working on program evaluation
 - KBOO lacks guidelines regarding syndicated shows/rebroadcast
 - The Program Advisory Committee is working on a new programmer agreement
 - Nathan offered to talk with volunteers on the questions regarding volunteer versus staff responsibilities
 - The next meeting is scheduled for Tuesday, June 3rd at 6pm
- **Governance and Policy Committee - Jill Blanchard (10 minutes)**
 - Public Participation policy preview
 - [DRAFT Revision: Public Participation policy 05162025](#)
 - There are currently 2, conflicting, Public Participation Policies. New proposed policy addresses when, how, and limits on public participation
 - Discussed potential limits on 2 minutes/total time
 - Grammatical fixes suggested
 - Maybe put together a “what to expect” for the public and add to the House Rules (not in policy)



- Discussed public's role in meetings, provide transparency in the decision-making process, not give an active role in decision making

- **Strategic planning - Josh Roberts (5 minutes)**

- Strategic plan progress report
 - SWOT Analysis
 - Board and staff surveys are complete except for 1
 - Jill will follow up with Ethan
 - Volunteer survey in progress
 - Staff input
 - Met with Azia to discuss programming in the strategic plan
 - Narrative
- Next steps/timeline
 - Staff input
 - The next meeting will be with the Revenue Operating Team
 - Summarize surveys
 - Summarize Strategic Plan 2017- 2020
 - Develop capital budget for the next 3 years
 - [Strategic Plan Timeline 05192025](#)
- Good input from Azia on how KBOO evaluates programs
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- Board members are encouraged to go into the Strategic Plan 2026-2029 Working Outline and review updates

- **Other - Jill (5 - 10 minutes)**

- Facilities workgroup
 - Looking for volunteers
 - The workgroup will evaluate and plant short and long term projects
 - Sewer repair
 - HVAC
 - Tree trimming
 - Accessibility
 - Obtain quotes and schedule work with the station manager
 -
 - The workgroup will also focus on general upkeep and planning
- Working board meeting: volunteer hours
 - Galaxy Video
 - June 9th at 6pm
 - Jill will send calendar invitation with zoom link
 - Jill will meet with Ethan separately



ADMINISTRATIVE

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ANNOUNCEMENTS

-

CLOSED SESSION

-

NEXT BOARD MEETING

- Monday, 6/23/2025
 - 6pm
 - At KBOO and on Zoom

ADJOURN

Motion to adjourn: Ona

Second: Michael

*May board meeting minutes submitted by: Jamie Bair DATE 6/15/25
Approved by the board of directors: 6/23/25*

