



BOARD OF DIRECTORS MEETING MINUTES

Date: Monday, 7/28/2025
Time: 6:00pm - 8:00pm
Location: KBOO Community Radio
20 SE 8th Avenue
Portland, OR 97214

AND

Zoom:
<https://us06web.zoom.us/j/81283710721?pwd=aNC71rejhFbl7qNDb7Sig3i8Eb2wbo.1>
Meeting ID: 812 8371 0721
Passcode: 288778

IN ATTENDANCE

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

WELCOME - Mike Frost

INTRODUCTIONS & CHECK-IN - Everyone (10 minutes)

Ona Harshaw
Meagan Bradley
Michael Van Kleeck
Mike Frost
Tyson Stanger
Jill Blanchard
Zale Chadwick
Danielle Schira
Jamie Bair

James Draznin
Josh Roberts

HOUSE RULES & MEETING GUIDELINES - (5 minutes)

- [KBOO House Rules & Meeting Guidelines](#)
 - Read by Jill Blanchard

HOUSEKEEPING - Mike Frost (5 minutes)

- Choose facilitator -Mike Frost
- Select time keeper -Meagan Bradley
- Designate note taker -Jamie Bair

APPROVE AGENDA - Mike Frost (5 minutes)

- Approve July 2025 Board Meeting Agenda (this document)
 - Moved Ona Harshaw
 - Seconded Jill Blanchard

PUBLIC PARTICIPATION (2 minutes per participant)

- Tyson is a public observer on behalf of the board

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

- Approve [June 2025 board meeting minutes](#)
 - Moved: Michael Van Kleeck
 - Seconded Jill Blanchard

KUDOS & APPRECIATION - Everyone (5 minutes)


- Ona Harshaw gave thanks to all the staff working on remote season and ensuring it sounds great week after week.
- Michael Van Kleeck enjoyed seeing the Youth Collective engage with remote season, especially at the Blues Festival.
- Tyson thanked the live remote producers, especially the Jazz Festival, for pulling everything together and rounding up some great interviews.
- Jill Blanchard enjoyed meeting Jude from the Youth Collective at Jazz Festival
- Jill Blanchard thanked the Strategic Plan Workgroup and the Annual Meeting Workgroups as well as Kate, Arty, and Nate for their help with all the messaging
- Jill Blanchard thanks Jamie Bair for all their work as Board Secretary, Nominating Committee, Development Committee, representing at Live Remotes, and producing a show
- Jill Blanchard thanked Meagan for taking over business outreach
- Nathan Vandiver celebrated a successful remote season thanks to Mike Frost, Mike Fataclas, Azia Hawthorne, and Nate Capp, especially for late night troubleshooting to ensure the Blues Fest would transmit successfully
- Jill Blanchard thanked Azia for her work with the Friends of Noise event, making it happen and championing KBOO doing the remote
- Mike Frost to Jill for being on top of everything the board does including the operating plan, corralling people into things that they can put their resources into


- Jamie Bair thanked Nate Capp, Azia Hawthorne, and Mike Ftaclas for all their work on the Friends of Noise “No Quiet Hours” remote

OLD BUSINESS

- none

NEW BUSINESS

- **2026-2027 Operating Plan - Mike (10-15 minutes)**
[2026-2027 Operating Plan](#)
 - Focusing on two goals, in light of CPB funding loss
 - Stabilize finances
 - Stabilize operations
 - Board members are encouraged to provide input via comments directly on the document by 8/15 so comments can be integrated into document to be approved at the August Board Meeting
 - Discussion around the Operating Plan included
 - concerns about the goals being too ambitious
 - the need for the Board to do as much work as possible over the next two years to create a sustainable organization
 - the crossover between the Facilities Work Group and the Engineering Committee's work plan and the need for more volunteers in the engineering committee
 - Staff input was provided for each section, the people who will be doing all the work, to ensure the plan was feasible
 - The likelihood of success for two capital campaigns and how it will focus on business sponsorship and major donors for special projects, to be scheduled around membership drives, following a feasibility study to see if donors are ready to donate to a capital campaign
 - There is no budget for an on-staff engineer, but there has been work on securing engineering services, including grassroots efforts by staff and volunteers to do necessary repairs to keep KBOO operational
 - How to identify and prioritize projects:
 - There is a Capital Needs list that have been identified over the last few years, but there isn't one that has been reviewed by the committees
 - Capital Budget will be tracked by Finance Committee
 - Board was in agreement that the implementation and reporting plan was sufficient to keep everyone updated
 - Timelines need to be fleshed out more to provide a clearer picture of when all the pieces will be in motion
- **Station Manager Report - Nathan Vandiver (5 - 10 minutes)**
 - FY26 Budget Presentation/Discussion
 -  FY26 Budget - Shareable
 - The board is encouraged to add comments on Budget sheet
 - Full Picture
 - Different Fiscal Years FY20-24
 - Challenges:

- Looking at another deficit budget
 - Will not receive a CPB Grant FY26 (-\$100,000)
 - Wins
 - Have made up/reduced expenses \$100,000
 - \$90,000 cash on hand, above operating reserve
 - Operating Reserve was not touched this year
 - \$40k in grant proposals
 - All revenue is operational, conservatively estimate we will bring in, including membership campaigns, underwriting, making good progress on underwriting, \$36k underwriting, think it's something KBOO can have good growth
 - Grants is another thing KBOO will push for, no matter what the budget is
 - This year, made up a good bit of deficit through grants received
 - Expect to see budget narrative soon
 - Government Grants: \$98,11 CFG that needs to be spent on next year's expenses, restricted spending
 - Four funders
 - Wrapping up summer drive, beginning fall drive
 - Anticipate see reaction in donations based on CPB cuts
 - Adding an extra drive to work on replacing CPB funding might rob revenue from fall and year end drive
 - Discussion on the FY26 Budget Presentation included:
 - Concerns about voting for a budget with a \$200,000 deficit
 - Adjusting the goals for Fall and Year End Drive
 - One time donors changing to sustaining members impacts the campaign totals
 - Working Board Meeting on the budget: 8/18, 6:30 PM
 - Questions for the FY26 Budget:
 - Underwriting funding - what's our current strategy on expanding underwriting
 - list of businesses to reach out to sponsorship and continue developing relationships
 - Kate and Nathan have been working on the package (underwriting, newsletter, etc) can be a more appealing to businesses
 - Grant report next week
 - Any interesting data points you want included, let Danielle and Nathan know
 - Would be interesting to know why businesses want to donate to KBOO
 - Sustaining, what is the strategy to bring more sustainers, rather than work on drives
- **Finance Committee - Jill Blanchard (10 minutes)**
 -  **Finance Reports ending 6.30.2025.pdf**
 - CPB funding recission

- Finance report
 - June total revenue = \$65,460
 - June total expenses = \$72,528
 - Average monthly revenue = \$77,378
 - Average monthly expenses = \$79,465
 - Currently at a net operating loss of \$7,722
 - Approximately the cost of the 1st phase of the sewer repair
 - Continuing sewer work - awaiting estimate for 2nd phase
 - The station received an endowment disbursement of \$5,573
 - FY26 Budget
 - The finance committee has reviewed preliminary budget numbers for FY26
 - Once the narrative and numbers are complete, the board will schedule a working board meeting to discuss the budget proposal (in August)
 - Vote: account signers
 - Remove Jill Blanchard as a signer on all bank/credit union accounts
 - Jill will not be replaced to reduce the number of signers to wrangle every fiscal year when officers change.
 - Moved: Ona Harshaw
 - Seconded: Meagan Bradley
 - Unanimous vote to remove Jill Blanchard as a signer on all bank/credit union accounts
 - Statement of Activity
 - Oct 24-June 25: gross revenue \$696,000
 - Last year, \$639,000
 - Raising more money with less staff
- **Executive Committee - Mike Frost (5 minutes)**
 - Sewer Project Emergency Spending Approval
 - Phase 1: Sewer line repair project, not finished because sidewalk is not re-poured/hole in street, emergency spending approved by Executive Committee
 - Phase 2 quote: \$22,100 has been approved by Executive Committee
 - Standing water in the line, so need to replace pipe, sleeve has a 45 year guarantee
 - Pear tree needs to be removed, need to get a permit with City, may need to replace it, city has a list of approved trees, contractor needs first installment payment to schedule work
 - **Development Committee - Jamie Bair (5 minutes)**
 - **DEVELOPMENT COMMITTEE MEETING NOTES 07212025**
 - Revenue projection presentation

Danielle and Arty presented preliminary revenue projections for the FY26 budget and the committee discussed ways to support these goals.
 - Local business partnership outreach

Meagan will be taking over responsibility for the business outreach list. She will be calling on Development Committee and board members with specific asks to assist with this outreach.
 - Major donors
 - Communication tracking

- Annual Meeting

Jamie is taking over the major donor thank you card master spreadsheet and will be making assignments for cards to write for the Camp KBOO campaign.

 - There is a lot of staff involvement in the event this year
 - There are plenty of opportunities for volunteers at the Annual Meeting
 - Collecting stories for national radio day
- **Nominating Committee - Jamie Bair (10 minutes)**
 - ☰ **NOMINATING COMMITTEE MEETING NOTES 07082025**
 - Joyce, Sherry, Ona, James' terms are ending
 - There are 4 open seats for FY26
 - Board Orientation is scheduled for 10/11/25 10 AM - 3 PM at KBOO
 - The committee thought there were 5 applicants for 4 seats however, only 3 people submitted applications: Tyson Stanger, Alex Privée, and Ona Harshaw.
 - Election schedule

Coming soon: dedicated page on kboo.fm for the FY25 elections. Including the digital ballot. Candidate photos and personal statements will be posted here. You will also hear on-air announcements, receive constant contact emails, see news in the BOO Bulletin and Volunteer newsletter. The candidate forum will air the week leading up to the elections on Saturday, 9/20. Doors at 11am.
 - Annual meeting

A workgroup is planning the meeting. We will need board volunteers the day of the event.
 - Recruitment

KBOO is ALWAYS recruiting. We will need at least 2 more board members after the election to fill all board seats.
 - Applicants -Tyson Stanger, Ona Harshaw, Alex Privée
 - Election schedule
 - Annual meeting
 - Mississippi Studio
 - BarBar
 - Merch
 - Recruitment
 - KBOO Is always recruiting
 - Will participate in volunteer recruitment event at Pioneer Square
- **Engineering Committee - Michael Van Kleeck (5 minutes)**
 - No meeting in July
- **Program Advisory Committee - Michael Van Kleeck (5 minutes)**
 - No meeting in July
- **Governance and Policy Committee - Jill Blanchard (5 minutes)**
 - Workgroup meeting in July
 - Operating Plan input

- Goals to rewrite bylaws and policies
 - NAACP rewrote their bylaws, and it seemed daunting but worked out well
 - CPB could have an impact on bylaws/policies
 - Example: public meetings and public posting of minutes
 - More to be determined
 - Need at least 4 more members on this committee to start writing bylaws
- Conflict of Interest policy
 - Discussed briefly
- Public Participation policy
 - Discussed briefly
- Grievance policy
 - Known as Conflict Resolution Policy
 - For volunteer conflict issues
 - Discussed at June Board Meeting
 - Will send out between meetings
 - Need feedback on how to move forward
 - Discussed electing person “ombudsman” in charge of convening conflict resolution team (what type of people, staff/board/volunteer/etc)
 - To report conflict, you can report it to Station Manager, Board, Staff Member
- Committee recruitment
 - Discussed putting a call out for specific committees (Bylaw/engineering/etc) to let members know there is opportunity to impact the future of KBOO
- **Other (5-10 minutes)**
 - Oregon for All Coalition
 - Does KBOO want to be a Coalition Partner
 - What does partnership entail?
 - IN Kind -underwriting, marketing
 - Motion to join Oregon for All Coalition
 - Moved: Ona Harshaw
 - Seconded: Meagan Bradley
 - Discussion on whether we should get more details on what it means to be a partner before we vote to join.
 - Amended motion: Move that if KBOO staff approve of name and logo endorsement, that KBOO will move forward in name only with the understanding the board will explore other options for supporting the Oregon for All Coalition.
 - Moved: Jill Blanchard
 - Second: Meagan Bradley

ADMINISTRATIVE

- Personal statements on kboo.fm
 - Board members need to check their statement on the website, make sure they are up to date

ANNOUNCEMENTS

- Manager at Tabor Space interested in joint sponsorship, Per Tyson Stanger
 - Send to Kate and Nathan Vandiver

CLOSED SESSION

- Personnel

NEXT BOARD MEETING

- Monday, 8/25/25
 - 6pm
 - Zoom
 - Discussion on return to updating the website with Zoom/In Person
 - Will update website when sewer work is complete and can guarantee operating bathrooms

ADJOURN

Moved: Jill Blanchard

Seconded: Ona Harshaw

*July board meeting minutes submitted by: Jamie Bair 7/28/25
Approved by the board of directors: 8/25/26*