

MCPB/KZYX Board of Directors Meeting Minutes for April 27, 2023

Present: Directors: Dina Polkinghorne, Kate Stornetta, Renee Vinyard, Susan Baird Kanaan, Cathy Rippey, Len Tischler. Staff: Marty Durlin. Also attending: one member of the public.

Call to Order: 5:04 pm

Agenda Approved.

Public Comments: None

Committee Reports:

Finance Committee: Kate reported that the Finance committee met twice during April mainly to begin forming the budget for next fiscal year. The station is in a slight deficit position compared to this year's budget before our May pledge drive, but we should end up with a slight surplus. Marty mentioned that we don't know yet exactly how much the Spring CPB grant will be, though it will be slightly larger than last year.

Capital Campaign: Kate reported that the Board and Marty met in person for a three-hour session to plan strategy for the capital campaign. It was very productive. A second strategy meeting is planned for May 11.

Executive Committee: Dina reported that construction is at a standstill until the NEH grant is finalized. The State Historic Preservation Office needs to complete their work and send it to NEH before NEH will finalize the grant. Dina met with the USDA representative for that grant and it looks promising. It's for \$50,000 focused on studio equipment. Dina brought up that the Board in May should vote on a salary differential for bilingual staff.

BOD Membership Committee: Renee reported that her partner Rob Borcich is interested in joining the Board using then Fort Bragg seat. He is Renee's partner, so we discussed the nepotism issue. Marty found no issue with that in our bylaws. We will vote on this at our May Board meeting. Renee asked Rob to write a letter and fill out our employment form before that. We also discussed that we need to find a "diverse" person to fill our open seat on the Board.

Ad Hoc committees to work on an Employee Handbook and a Programmer's Manual: Dina reported that she and Len began working on the Employee Handbook; Dina will use the SHRM suggested Employee Handbook to guide writing a new one for the station. She will share it with Marty and then work on it more on June 1 with Len when he returns. Cathy reported that Katharine has already begun creating a Programmer's Manual partly based on the old manual, and will work with Cathy and others on that team. Cathy has had difficulty meeting with the others on the committee.

Consent Calendar: After reviewing the February and March meeting minutes, the Board voted to approve them with two corrections: In the February minutes change \$192 to \$192,000. In the March minutes replace “CPB” with “Community Development Block Grant.”

General Manager’s Report: (Please read the attached General Manager’s Report.) Marty reported what is in her written report. In addition, Len mentioned that we need to report something to the Anderson Valley group that authorized the project to be on the Philo Fire Station property. Marty will look up what it is. Marty invited Board members to attend the Pre-Drive staff and programmer meeting on May 6th at the Philo studio (or on Zoom). We will re-vamp the web page about the NEH grant and will add more publicity about it when it is granted. Marty was asked, and answered that she doesn’t know exactly how long it will be until the NEH grant is finalized, but it will probably be months. We were off the air today for a full hour; the PG&E repairs continue to take us off line, but should end in June. We need to add publicity about Victor returning to the station.

Luncheons Planned for Fundraising: Renee and Marty are setting up a June 1 luncheon on the coast. Dina will begin to plan a reception for our business underwriters at her house.

Next Meeting: Tuesday, May 30, 2023 at 5:00 p.m. –via Zoom

Meeting adjourned: 5:48 P.M.

Attachment: General Manager’s Report

April 25, 2023

Staff shuffle: We posted three jobs last month, and interviewed six people. As it turns out, we’re making no new hires. Katharine will take on the part-time music director post, in addition to keeping her underwriting director duties; and Victor will return to take up two part-time positions: Public Affairs Director and Bilingual Reporter; he will also resume his outreach activities to the Latino community. Thanks to all who served on the hiring committees, and to those who applied, including volunteer programmers Jamie Roberts and Selector J; and former intern Ayled Zazueta. Big nod to Jamie, who stepped in to coordinate programmers over the past four months. And of course, huge thanks to Rich and Eddie, who performed most of the program director duties since January.

Activity at Philo remote studio site: Volunteer Greg Krouse, who is spearheading the creation of the remote studio on the Philo Fire Station site, just north and west of Philo off Highway 128, will be laying conduit, coordinating with the Fire Station as it does some trenching in the next few weeks. Obviously this is happening well before we need it, but it saves money to piggy-back on the trenching.

Quiet Drive and on-air Drive coming up: the Quiet Drive begins May 1, and the on-air drive will run from May 19-29. We hope you'll record some announcements and sign up for phone shifts; please contact Shanx at membership@kzyx.org.

Pre-Drive Meeting, All Station: Saturday, May 6th at 5 pm. In person at Philo station, or via zoom. We will talk about pitching, pitch points, and update folks on station staff, etc.

Retreat: Thanks to Kate for organizing our discussion, to Dina for hosting, and to all for attending and stepping forward for various tasks. I think it was very fruitful.

And thanks for your support,
Marty