

MENDOCINO COUNTY PUBLIC BROADCASTING

Board of Directors Meeting

July 28, 2026 - 5 PM via Zoom

Meeting ID: 861 6178 0759

DRAFT MINUTES

A CALL TO ORDER 5:00 PM

B Directors Present: JZ, MS, MG, KO, KW, MK, CW, ER

C Directors Absent: None

AGENDA APPROVAL

Motion to approve MK 2nd ER Passed unanimously

Amendment to agenda striking item G1. GM de Channes said updated agenda shows already

D PUBLIC EXPRESSION

Guests In Attendance: Jim Beatty – Thanked Marc Komer for his efforts. Sound volume was such that was unable to clearly hear his comments

E REPORTS FROM COMMITTEES

E.1 Finance Committee – Mary Golden, Treasurer

- P&L Statements sent out.
- Balance sheet totals (not shown for this month)
- Raymond James accounts opened and monies moved from old accounts.
- P&L June -\$12,5k. Normal for this time of year.
- GM de Channes stated that we had a three-pay period month and that may account for the negative cash balanced on the P&L

E.2 Executive Committee – Jeff Zolitor, President

- EC had unanimous vote for the Side Street Consulting
- Also had unanimous electronic vote for W4Sight contract for GM migration
- Discussed staff capacity
- Creation of updated strategic plan
- Next meeting August 13, 2026

E.3 Building Fund & Development Committee – Chair Director Marc Komer

- Had a couple of meetings with Megan Demitz
 - Efforts underway to raise \$500k
 - Consultant sent out docs regarding capital campaign
 - Planning for training in August 20th, 2026. To be held at Susan Kanaan's residence.
 - Training for the Building & Development fund committee.
 - Director Ottoboni stated that the entire BOD should be involved.
 - Director Komer stated that it is the BFC job to raise the \$500k.
 - Director Russell stated we would remiss to leave anybody (out?) of training opportunity
 - Director Ottoboni said she is fielding questions from the public as to when the move to Ukiah will occur.
 - Director Komer outlined Megan Demitz's strategic plan for donations could be a two-year process
 - Looking at having a high donation gathering in Casper looking to raise \$75-100k
 - Discussed access to Google drive for training materials
- E.4 Building Project – Director Mark Spindler, Building Advisory Group Chair
- Main item completed was the erection of the broadcast tower

- Work is being completed on technical order(s) for the antennas and equipment needed on the tower.
- Continuing development of the electrical components in the parking lot
- Tying the site grounding system together
- Preparing for the new generator
- Work continues to refine our project budgets to understand available building project funds, which project deliverables are covered by those funds and what additional fund raising may be required.
- Director Ottoboni questioned what other news outlets got the press release on the tower erection
- President Zolitor stated that it was a press release sent to most of the local news outlets
- Director Komer questioned if the landscape plans can be reviewed by the local fire safe council.
- Treasurer Golden questioned if the landscape plan needs a variance with the City of Ukiah
- GM de Channes stated the Sack Concrete has begun work on the ADA sidewalks. They are preparing the walkways and generator pad.

F REPORTS FROM STAFF

F.1 General Manager/Operations Director – Andre de Channes

- No major outages since June 24th
- Working on adding underwriting spots to weekday programming. This would add 10 extra underwriting spots per week. Would equal \$14k per year additional revenue.
- Director Ottoboni questioned the process for programmers to present/record underwriting spots
- GM de Channes reviewed the compliance requirements for on air FCC rules
- Had programmer recruiting event. Potential new public affairs programs
- Interviews ongoing for membership director job. 4 finalists.
- CRM migration database work continues with review of Allegiance database
- Listener survey completed. Had 190 responses
- Reviewed results of listener survey. How many people received it? Approximately 2,000.
- See included listener survey slides from GM de Channes
- 86% listen on the radio. 28% on line or mobile app
- KZYX has high credibility with regard to emergency situations
- Reviewed upcoming SPACE event
- Treasurer Golden questioned if there is update on KLLK purchase. GM de Channes that he has received purchase paperwork and will forward to attorney to review.
- Spoke with land owner that the KLLK station resides on. They will extend lease and not increase rent at this time. Will take time for FCC to change ownership
- Director Ottoboni questioned when we can begin streaming on KLLK, GM de Channes stated he has spoken with tower engineer Bryan Henry about required equipment. Simulcast first then radio broadcasts would begin
- Director Ottoboni spoke about previous programmer that has supported KZYX for many years. He is going to donate archive shows and continue to support KZYX

G COMMUNITY ADVISORY BOARD LIAISON REPORT

G.1 Presentation of CAB Mission Statement - Mark Komer, CAB Liaison

- Preliminary draft of the CAB statement presented
- Working with various community members
- Treasurer Golden spoke about additions to the mission statement regarding no conflict of interest or interactions with KZYX staff
- Jim Beatty spoke regarding draft proposal of CAB mission statement. (unable to hear most of his comments)
- President Zolitor requested that Treasurer Golden provide verbiage to better define mission

statement and prepare for Board approval.

- Director Ottoboni stated that CAB members have no financial dealings with KZYX or potential conflict of interest.
- Director Komer stated that the CAB is encouraged to move KZYX forward
- Jim Beatty stated that (unable to hear his comments)
- Director Wilder moved that we table issue for this meeting. 2nd MK Passed unanimously

H CONSENT CALENDAR

H.1 Approval of June 2026 Minutes

Motion by KO 2nd KW by Passed unanimously

H.2 Approval of June 2026 Financial Reports

H.3 Approval of Executive Committee's acceptance of Side Street Consulting's proposal (Operations and Building Fund) with terms July 13 – August 31, 2026

H.4 Approval of contract with W4Sight, CRM migration engineers

CONDUCT OF BUSINESS

MCPB Policy on Action Without a Meeting (Electronic Voting) and Delegated Authority

- Treasurer Golden spoke regarding the use of voting electronically per State of California Brown Act
- All E Voting must be unanimous. President Zolitor questioned what if someone is absent?
- It is only when we are collecting votes electronically
- When the vote is closed the board Secretary would tally votes and convert to PDF to archive the vote. Then moved to upcoming Consent Calendar
- Director Ottoboni questioned if the process procedure policy draft needs to be addressed at the next Board meeting.
- Director Komer stated that the lag time to allow for public comments

Motion to put on next agenda CW 2nd KO Passed unanimously

I MATTERS FROM BOARD MEMBERS

- President Zolitor questioned about vehicle donations. Is this something KZYX should pursue? GM de Channes said we do have a PSA to use
- Director Ottoboni has concerns about materials being received at the last minute. Need more time to review prior to monthly BOD meetings.

J CLOSED SESSION - Discussion regarding personnel

K ANNOUNCEMENT OF NEXT MEETING: Tuesday, August 25, 2026, 5 PM via Zoom

L ADJOURN

Certification of Authorization

I hereby certify that these minutes are the official human-verified, non-AI generated record of discussions, actions and authorizations as approved by the KZYX Board of Directors.

Certified by: Mark Spindler, MCPB Inc. Board Secretary

Date of Certification: August 17, 2026

GM Report July 2026

OPERATIONS

Equipment & Programming

No major outages since June 24th

Working on adding underwriting spots to weekday music shows, which is 10 spots per week. If sold, this underwriting could potentially bring in about \$14,000 per year.

A programmer recruiting event for Music Programmers and Public Affairs Programmers was held at the Talmage studio which was standing room only. A number of public affairs and music programmers are currently being trained.

ADMINISTRATION

- Interviews are ongoing for the Membership Coordinator are ongoing.
- I have had a number of meetings with the company that is handling our database migration and have made great progress. We just had a meeting today that included Mary and Meagan to discuss the import strategy of laying out the schema that we will be following for importing the data.
- Our survey is done; we had a reasonable response with 190 respondents. I will go over the results after my GM Report
- We have moved forward with the "KZYX Goes To Paris" concert at Space Theater. The contract for the artist is signed and we are working out the details. It will take place on Friday August 21st at 6:00pm. The event will start with a mixer in the Space Courtyard featuring hors d'oeuvres, available wine and beer, and a French accordion player.
- This week, Sac Concrete will start doing the concrete work on the inner parameter of the West Clay Street studio with the ADA walkways, generator pad and driveway apron.