

MCPB/KZYX Board of Directors Annual Meeting Minutes for February 28, 2023

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

Call to Order: 5:05pm Agenda Approval Public Comments: None

Committee Reports: Finance Committee: Kate reported as of last week we have \$478,000 in the bank, of which a little less than \$192,000 is for the building fund. We reviewed the finances in light of the staff changes coming up and we should have a small surplus at the end of the fiscal year (June 30, 2023). An initial finance committee meeting to design a budget for the next fiscal year will be held March 13 at 4pm.

Capital Campaign: Kate reported that to date the Capital Campaign for the new building in Ukiah has brought in nearly \$600,000 with a goal of \$2,000,000. The NEH matching grant was awarded KZYX for \$150,000 for the building project. We need to first have an environmental study done. We are hoping for a USDA grant for equipment for the new building and we are pursuing other possible grants. A new brochure was printed to be aimed at major donors. We will have a short video produced about the new building by the end of this week in time for the weekend concerts. We are hosting two concerts this weekend to fundraise for the building fund, one in Ukiah and one on the Coast. We are working on a plan for Tom,

Dina, Renee, and Kay to meet with potential major donors and foundations in the Bay area.

Executive Committee: Dina Reported that the Executive Committee met with Alexis on February 22nd. Primary power to the new Clay St. building has been initiated. Alexis will be meeting with a concrete contractor about pouring all the pads at once (we'll need two) to maximize the truck load. There was a lengthy discussion about how best to utilize the NEH grant, and the timing of that work. A meeting with NEH staff was held Feb 23rd where we got more clarity on the way forward.

Consent Calendar:

Kate made a correction to the January 30 minutes to remove that it was the annual meeting. A motion to approve the consent calendar, with the correction, was made by Len, seconded by Susan, and passed.

General Manager's Report:

(Please read the attached General Manager's Report.) In addition, we have been

doing emergency weather reports in English and Spanish because of the recent snow, wind, and cold. The Kevin Burke Celtic concert on the Coast went well. Sarah Reith, our new News Director, and one of our programmers, are two of three women who are the 2023 honorees of the Mendocino Women's Political Coalition.

Ad hoc committees to work on Employee Handbook and Programmer's Manual:

Dina brought up the urgency to begin work on an Employee Handbook and Programmer's Manual. Kathy Rippey, as the Programmer Rep on the Board, will Chair the Programmer's Manual Committee. Tim Gregory, Liz Helenchild, and Katherine Cole have come forward to serve on the committee with Kathy. It was suggested that the interim Program Coordinator, Jaime Roberts, be approached to join this effort. Marty will reach out.

Dina and Len will work on the Employee Handbook. Kate offered to help with resources.

BOD Membership Committee: Dina pointed out that this committee is actually named the Nominating Committee. There are two vacancies on the Board that need to be filled, one at Large and one Fort Bragg Rep. Renee, as the committee Chair will get started on this. Marty offered to help.

Closed Session: Transition plan for GM/ED Announcement out of Closed Session: Discussed and tabled further discussion about replacing the general manager who will leave in October. **Matters From Board Members:** None

Next Meeting: Tuesday, March 28, 2023 at 5:00 p.m. –via Zoom

Meeting adjourned: 6:09 P.M.

Attachment: General Manager's Report

**Manager's Report
February 28, 2023**

Moving forward: After training with Renee, Sarah (Shanx) Shankman has become the new KZYX Membership Director. Welcome, Shanx. Staff Reporter Sarah Reith has stepped up to be our News Director after serving as interim for the past two months. We are about to post three new jobs: Bilingual Reporter, Public Affairs Director and Music Director. All these positions are slated to begin by May 1. The Public Affairs and Music Director positions represent a splitting up of the Program Director job — something done by other stations, including those I have managed. I believe it will help us accomplish the workload in a thorough and efficient way. The

Bilingual Reporter position represents an ongoing commitment by the station to ensure outreach and coverage of the Latino community, which comprises about 25 percent of Mendocino County's population.

Philo lease renewal: We have renewed our Philo lease for another year, until October 2024. Our landlords have been accommodating and gracious. Dina and I both signed the new lease.

Situation at Cold Springs transmitter site: CalFire owns the power lines up to this site, which besides KZYX, houses about a dozen other entities. Apparently when the site was established, PG&E did not want to provide service, so the State of CA took it on. The power lines are in need of repair, which is resulting in twice-weekly shut-offs for KZYX for approximately 30 minutes on Mondays and Thursdays, from about 9-9:30 am. This is expected to continue through June, when the State will complete the repair. KZYX does not have a battery-operated generator at the site because of the expense of a generator large enough to power a broadcast signal.

NEH Grant: Dina, Kate, Alexis, Steve and I all met with NEH staff in a first step toward understanding the complex undertaking of the approximate \$150K challenge grant. The NEH folks are very nice, although they admit their process is heavily bureaucratic and can be onerous. One of our first steps is to get approval from the California Office of Historical Preservation. We're also bound by a new initiative (which went into effect in May 2022) that requires US-made materials and equipment for any federal construction/remodel/equipment grant. We assume that this stipulation would also pertain to a USDA grant and the upcoming CPB/FEMA grants that will focus on funding broadcasting equipment.

Upcoming concerts: I hope you can attend at least one of our upcoming building benefit concerts featuring Mollie O'Brien and Rich Moore. They perform with the Real Sarahs at SPACE on Saturday, March 4 at 7 pm and in the Abalone Room at the Little River Inn on Sunday, March 5 at 7 pm. These concerts will be a rare treat. Thanks to Underwriting Director Katharine Cole and KZYX volunteer Catherine Keegan for their leadership and assistance in producing these events. The Celtic Music series on the coast has begun, and Catherine Keegan and Tim Bray will be producing benefits for the operating fund through the Spring.

Thank you for your support,
Marty