

MENDOCINO COUNTY PUBLIC BROADCASTING
Board of Director's Meeting
ZOOM – Meeting ID 861 6178 0759
April 28, 2026 - 5 PM

Approved Meeting Minutes

Those in attendance SB, MS, JZ, MG, KO, DS, SD, Eileen Russell (incoming board member), Hiedy Torres, Meagan Demitz, GM de Channes. Board members absent Kristin Wiederholt and Carol Wilder.

Those in attendance from the public: Jill Hannum, Johanna Cummings

A. CALL TO ORDER 5:01 PM

B. AGENDA APPROVAL

Revision – Item G financial reports structure being revised/simplified. Not completed in time for finance committee to review. Should be available for the May BOD meeting. Acknowledge receipt of financial reports. Approval will be sought during next meeting. Moved JZ 2nd MG Passed unanimously

C. PUBLIC EXPRESSION

- Director Ottoboni stated important that we post meeting notice in advance.
- Johanna Cummings stated it is important to post notice of upcoming in person annual meeting. Also stated she is glad the local news is back on KZYX.

D. REPORTS FROM COMMITTEES

D.1 Finance Committee – Treasurer Golden

As of March 31, 2026 the balances in the KZYX checking accounts were:

- SBMC operations checking account (#3934) – \$363,215.18
- SBMC concert checking account (#3543) (unrestricted) – \$30,835.45
- SBMC building fund checking account (#9654) (restricted) – \$306,258.84
- Redwood Credit Union Savings (unrestricted for time being) - \$2001.68
- RCU Operations savings account (6618-S20) (restricted) - \$0
- RCU Building Fund savings account (6618-S21) (restricted) - \$0

As of April 20, 2026 the balances in the KZYX accounts are:

- SBMC operations checking account (#3934) – \$594,753.52
- SBMC concert checking account (#3543) (unrestricted) – \$29,585.45
- SBMC building fund checking account (#9654) (restricted) – \$308,395.20
- RCU overflow-MMA operations account (6618) (unrestricted) – \$2001.68
- RCU Operations savings account (6618-S20) (restricted) - \$0
- RCU Building Fund savings account (6618-S21) (restricted) - \$0
- Two reports available for this meeting. Not reviewed by finance committee.
- Balance sheet shows station in strong cash position with high liquidity.

- Need to find home for excess cash.
- To bring the bank account balance within FDIC insurance levels (\$250,000 per depositor, per bank), prudent management of our cash accounts indicates the need to open an additional account at a new bank so that all our cash assets are covered by FDIC insurance.
- When the new bank and account purpose is identified the board will receive a motion on this activity.
- Andre was instructed to transfer funds from the SBMC Operations checking account to the RCU Money Market account.
- P&L Statement. Shows strong bottom line even when capital campaign is separated out.
- Net operating income \$126,677 vs total expenses \$521,416. July 2025 through March 2026.
- Average spend of \$58k monthly.
- Unrestricted donations account for approximately 50% of our income revenue. Underwriting 8%. Membership 26.8%.
- Employee expenses are 46%. Physical Infrastructure/Utilities 11.5%. Programming fees 4.6%.
- Schwab account as of December 31, 2025 – \$22,583.05. Andre is working to clear up the paperwork associated with this account so that Treasurer and EB access can be reinstated.
- As of April 20, 2026 the mortgage loan balance for 390 W Clay is \$308,163.62. The loan is at 4.5% (per audit) and resets in October 2026 at a new rate.
- Hiedy Torres reiterated that we are restructuring Quick Books.

D.2 Executive Committee – President Baird

- Met on April 16th
- Planning annual meeting
- Will have annual report presented at that meeting, similar to last year
- Looking to have similar end of meeting discussion with attendees
- Will be transition meeting for new board members and officers
- Need for organizational calendar
- Fund raising calendar work by consultant Meagan Demitz
- New member orientation review to be done by Director Spindler. Gave overview of planned topics.
- Judy Waterman will coach board members on reading financial reports
- Treasurer Golden mentioned board member binder that reviews KZYX policies. (Not sure where the master copies reside.) Director Zolitor suggested distributing it at the upcoming meeting.
- Treasurer Golden volunteered to put together materials for May 26th meeting.
- Johanna Cummings stated that one objective of new board member orientation is to support team building.
- Treasurer Golden suggested that KZYX BOD roster include BOD committee chairs

D.3 Building Fund and Development Committee – President Baird

- Met on April 9 at Clay Street site
- 10 people attended. Gave tour of facility.
- Generated excitement and ideas on how to engage listeners, donors, local government, et al.
- Building Fund Steering committee also meets with Consultant Meagan Demitz.
- Fund raising written request was mailed EOM March. 47 responses. 7% response rate.
- Donor fatigue and economic situation. Appeal netted roughly \$5k; target was \$8,700.
- Every donor was called to thank them.
- Importance of identifying new donors. Developing new prospect list.
- Will make personal contacts with past and potential large donors
- Ideas on how to use tours of new building for fund raising efforts.
- Two upcoming fund-raising events planned: June 25 in Redwood Valley with \$50k goal to fund generator, and a possible house party on the Coast in late August.
- 2nd KZYX Summer Music Festival planned for August 30, to benefit operating fund.
- Nancy Bond to assist with effort to ask City of Ft. Bragg for help with transmitter repair.

D.4 Building Project – Secretary Spindler

- The tower erection has been scheduled (awaiting confirmation on exact dates late April/early May target) – Deposit of \$13,822.50 has already been paid
- The landscape maintenance is scheduled (rain delayed)
- The low voltage wiring will be installed in coming weeks, materials on site (Andre & Phil from Adobe)
- The lighted parking lot and other site plans will be developed - beginning with the electrical trenching (Wipf & Tipton Electric)
- Building 2 will get its underground power connected
- Infrastructure for our future generator will be installed
- Courtyard sidewalk from parking lot to building including ADA access to two entrances and pouring the new concrete apron and ADA parking with path of travel (Sack Concrete)
- Spreading gravel
- President Baird questioned how much of remaining work can be done with available building fund. Secretary Spindler clarified we still have \$300k but need to more closely define what project deliverables are remaining and what the costs of those items will be.
- Secretary Spindler mentioned there may be some money savings realized (labor for landscaping and painting of the building). Will look for plant donations from Mendocino College.
- GM de Channes said there is a landscaping plan on file with the City of Ukiah that we need to follow.

- Discussion around generator backup and the role that KZYX plays in the EAS notification process.
- New board member Eileen Russell has volunteered to host tours of the new Clay Street facility.

E. REPORTS FROM STAFF

E.1 General Manager's Report – GM Andre de Channes

OPERATIONS Equipment & Programming

- Broadcast reliability 100% for 3 months. Last problem was in January.
- Talmage site had power problems/power surge
- Outage in Talmage this past weekend damaged some of the equipment. Most of the studio functionality is back, on-air phones are currently disabled. The UPS has been replaced.

ADMINISTRATION

- NPR continues working on their new tiered subscription model and are taking feedback from member stations. Member stations (rural stations in particular) are pushing back on new NPR model.
- Audit is in process. Awaiting feedback on results/status.
- Work on streamlining our financial reports and QuickBooks is ongoing. Excellent progress is being made.
- Andre has started a draft budget for FY 2026-2027.
- We are very close to signing a contract with a new CRM provider and on track for a three-month timeline for the conversion. Locked in 3-year rate with first three months free.
- Director Ottoboni inquired when new CRM database will come on line. GM de Channes estimated July.
- Spring pledge drive starts this Friday May 1st to May 10th. We are still actively looking for volunteers for various pledge drive related tasks. Board member participation is encouraged.
- Johanna Cummings stressed that board members should pitch on air during the pledge drives.
- Shanks will be leaving estimated EOM June 2026. GM de Channes and Meagan Demitz are writing job description(s) for her replacement(s).
- Seeking professional with development experience as a resource to replace Shanks. Estimate 20-25 hours per week.
- GM de Channes shared the challenges with his daily calendar commitments.
- Treasurer Golden inquired if underwriting contributions have increased. GM de Channes said time will be required to see results. Underwriting should contribute at least 25% of revenues.
- President Baird cited the numerous transitions that KZYX staff and board have managed successfully over the past year.

F. CONSENT CALENDAR

F.1 Approval of March 2026 Minutes

F.2 Acknowledge receipt of financial reports for FY July 25 to March 26

Motion to approve by JZ, 2nd by MG. Passed unanimously

G. MATTERS FROM BOARD MEMBERS

- Director Ottoboni said that upcoming pledge drive may be difficult.
- Director Ottoboni brought up potential conflicts of starting in person board meeting at 5 PM, suggested moving to 6 PM to allow public to make it to venue.
- Treasurer Golden inquired about pathway for new members attending fund raising events. Maybe use Event Brite when purchasing event tickets.
- Director Ottoboni suggested using QR codes to link potential new members (especially younger people) to KZYX memberships.

H. ANNOUNCEMENT OF NEXT MEETING: Tuesday, May 26, 2026, 6 pm in person in Ukiah (with broadcast-only Zoom link)

I. ADJOURN 6:40 PM