

Golden Valley Community Broadcasters, Inc.
KZFR Community Radio Board of Directors
BOARD MEETING MINUTES

Board Meeting Date: 12 August 2025

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open-6:00 pm/Meeting Closed 8:30 pm

Present:

A quorum is defined as a 'majority of board of directors' under Bylaws, Sec. 5.

Laura Lukes (Pres.)

*Josh Indar

*David Fuhs (VP)

Eric Johnson

Mary Tribbey (Sec.)

Julie Kennedy

Paul Blackwood (Trea.)

Emmanuelle Sainte

Absent: *Shelby Hebert

*programmer-elected

Staff:

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Ray Laager, Underwriting Director

Shirley McCoy, Office Manager

Diane Culpepper, Business Manager

Guests:

Rob Davidson, Ex Officio Board Member

1. Meeting Opening

1.1 Call to Order/ Begin Recording/Welcome/Attendance

1.2 Amend/Approve Agenda

Discussion:

No discussion.

Action: Motion to approve agenda. – Paul Blackwood

Seconded- Julie Kennedy

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Shelby Hebert

1.3 Amend/Approve Previous Minutes

1.3.1. July 2025 Minutes

Discussion:

No discussion.

Action: Motion to approve July 2025 minutes. – Mary Tribbey

Seconded- Paul Blackwood

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Shelby Hebert

1.4 Treasurer's Update

1.4.1. Review and Approve June 2025 Financials

Discussion:

--Paul reports that we are finishing out the year with the actuals coming in higher than what was budgeted for. Net revenue was a little lower than what we budgeted for, but our expenses were also lower. Because of this, net revenue was higher than we budgeted for. Eric asks which areas in particular we under-budgeted for. Paul explains that money coming in was approximately equal to what we budgeted for. Total expenses: \$497,000 budgeted vs. \$516,000 actual. There

are some areas where we allocated a “cushion” and this year we haven’t tapped into these expenses.

--Laura: On the Statement of Financial Position, under the opening balance equity, is this where equity from the previous year’s budget would show up? Grant: Overall, that money becomes reflected in our total liabilities and equity, specifically cash that is extra in bank accounts.

--June 2025 financials were unofficially unanimously approved.

1.5 Public Input/Correspondence

Discussion:

--Grant shares Nasser’s submission to our public comment form. He will send this to everyone. Grant has had an in-person meeting with Nasser and has had several phone calls with him. There were two other comments regarding programming. These will be sent to the Program Committee for further discussion.

--Laura points out that the Executive Committee did discuss the Nasser matter and she expresses that they have total faith in Grant’s ability to deal with this and they support his actions. Emmanuelle asks if it would be possible to connect him with one of our programmers for an interview about his issues. Grant explains that this is not something he is willing to offer him at this time given how he had interacted with him both in-person and on the phone. Laura further explains that he was threatening our programmers and is a potential danger.

1.6 Meeting Notices and Announcements

Community Advisory Board (CAB): 10/21/2025 via Zoom

Executive Committee: 08/05/2025 in person

Fundraising Committee: 08/19/2025 in person

Grant Writing Sub Committee: 08/20/2025 via Zoom

News Committee: 08/19/2025 via Zoom

Program Committee (PC): 08/21/2025 via Zoom

Technical Advisory Committee (TAC): 08/26/2025 in person

See: [KZFR Board and Committee Meeting Google Calendar](#)

BOD Event Cash Counts: (signups shown as of Wednesday, July 3, 2025)

Link: [KZFR BOD Internal Controls \(Cash Count\) FY 24-25 Sign-up sheet - Google Sheets](#)

Count Date	Event	Signed Up	Need
Mon. Sept 15	Touch of Chico	Shelby Hebert	1 person
Mon. Oct 6	Chikoko	Mary Tribbey	1 person

2. Action Items

2.1 BOD Meeting Proposed Alternative location: Center for Spiritual Living 14 Hillary Ln, Chico

--Our Bylaws state that the station is the physical meeting place, and if we want to change this from time to time there has to be a formal resolution of the Board. Eric asks if we should add the library as well, but Laura reports that it is impossible to book the room.

--Mary moves to add the Center for Spiritual Living at 14 Hillary Lane in Chico as an alternative site to hold our Board meetings. Eric seconds. Results: 8 in favor, 0 opposed, 1 absent. The Center for Spiritual Living will be added as an alternative site for in-person Board meetings.

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report- Grant Parks

--Submitted prior to meeting.

--Eric asks if the transmitter site expenses (propane and landscaping) fit into our typical budget or if we'll need to make adjustments. Grant: We definitely have enough money allocated in the budget to fill our propane tank and to get landscaping done. We will still have plenty of money for the rest of the fiscal year.

--Julie asks about the North State Planning and Development Collective Grant partnership. Grant explains that North State Planning and Development Collective is a branch of Chico State Enterprises. We partnered with them on the California Jobs First Initiative. They contacted Grant because The City of Chico asked them to write a grant to the California Arts Council about having Chico be designated as a cultural district. To make the application look good, they have asked KZFR to be a partner in the project that they are going to propose. We may receive some funding for participating, and Grant feels that if Chico receives this designation from the California Arts Council, this should make us looked upon more favorably when we continue to apply for the General Operating Support Grant from them. Ray: this is a way to drive more tourism and it will give us more exposure and recognition. It is a big deal. Grant assumes that we will be the marketing and promotional tool for any projects that they do.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--Mary asks about the invitation to sponsor an ARC event that we received. Ray said we will work on this at the staff level.

--Rob has a contact with LaMalfa's office who wants to hear from rural stations being directly impacted by the loss of the CPB funding. He would be happy to help craft a letter with Grant. Ray: we serve a purpose that is about the safety of the citizens of the county- this is the narrative

we need to start putting forward. Josh points out that LaMalfa is the Chair of the Indian Affairs subcommittee and that their radio stations will be completely decimated. Ray points out that this may be an opportunity for us to create collaborative efforts with other stations.

--Ray encourages people to sign up for the blood drive. People have to schedule appointment times. We need 50 people to sign up. Currently, we have 44 people signed up. Mary suggests asking our underwriters. Ray will send out an e-blast to them.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--Touch of Chico: 20 vendors have signed up including non-profits. Plenty of food vendors. Diane has her skill share schedule secured. Shirley is feeling confident with her music line-up. We will start a lot of promoting of these specific things next week. Serenity Whole Being, one of our sponsors, is donating \$200 in product for our raffle. Leah encourages people to interact with the Facebook event page and share the posts.

--Paul points out that Lundberg Farms is always willing to donate gift baskets. These would be perfect for a raffle. Paul will send the submission form to Leah.

3.2 Committee Reports (including Strategic Plan Updates)

3.2.1. Community Advisory Board (CAB)- Laura Lukes

-Submitted prior to meeting.

-Mary asks if the ideas that the CAB came up with will be going to the Fundraising Committee. Laura plans to drill down into these ideas further at their next meeting. She has some ideas for how she wants them to work on these ideas and she wants the CAB to present their ideas themselves. Laura hopes that Shelby will be able to take over leadership of the CAB eventually.

3.2.2. Document Review Committee

--Submitted prior to meeting.

--The Document Review Committee is on an indefinite hiatus.

3.2.3. Executive Committee- Laura Lukes

--Submitted prior to meeting.

--Laura encourages everyone to view some of the webinars, particularly regarding Best Practices for Board members, as time allows. Mary suggests picking one of these webinars and allocating a short discussion about it for our next Board meeting. Laura will choose one and send this out via email.

3.2.4. Fundraising Committee- Grant Parks

--Submitted prior to meeting.

--We received the City of Chico Arts Grant. It was approved to 52.9% of our proposal. At the next Grant Committee meeting, they will be discussing how this will shift the scale and scope of the Chico Speaks project.

--Julie points out that at the last Board meeting, someone emphasized the importance of starting to plan for our next Beats and Brews early in order to secure the breweries we want. Grant will be sharing the results of the feedback survey he sent to all of the breweries at the next Committee meeting.

3.2.5 Grant Subcommittee- Grant Parks

--Report submitted prior to meeting.

--Julie shared The Discovery Shoppe's grant application with Grant. They have increased their individual grants to non-profits to \$10,000. The deadline for 2027 funding is next May.

--Next meeting will be held 20 August.

3.2.6. News Advisory Committee- David Fuhs

--No report was submitted.

--Next meeting will be held 19 August.

3.2.7. Program Committee- Grant Parks

--Submitted prior to meeting.

--Mary asks how often the show schedule gets updated. Grant will check when he last updated it. He explains that it is unfortunately not easy for him to modify the schedule on his own- both the PDF and the webpage. Because we have program changes almost every month, by the time a schedule mailer is made and printed, it is out of date within 4-6 weeks. Laura suggests addressing this in our website redesign.

4. Matters for Discussion

4.1 Revision to Bylaws

--The Document Review Committee worked for a year on the Bylaws. The draft that has been shared is compiled of the Committee's recommendations. They do not make policies. The Committee has reviewed all of the station's policy documents.

--Julie: In the draft, under terms of office, it states that board members appointed to a vacancy during the second year of a two-year term shall be eligible to serve three more consecutive terms. This should be four more consecutive terms. Laura: maximum term was increased to five. This was not reflected in the sentence Julie was referring to.

--Eric asks about shrinking the maximum number of Board members in addition to shrinking the minimum as Laura suggested. Eric suggests 10. Laura suggests an odd number of Board

members for votes. He also asks why changing the BOD appointment from 2 to 3 years was rejected by the Executive Committee. Laura explains that she thinks there's a better chance to attract new Board members if their initial term is 2 years. Board members can serve 5 two-year terms.

--Mary moves to accept the Executive Committee's recommendations with respect to draft Bylaws revision. Eric seconds. Results: 8 in favor, 0 opposed, 1 absent. The Executive Committee's recommendations to the draft revision will be included in the final version.

--Julie moves to approve the draft of the revised Bylaws. Emmanuelle seconds. Results: 8 in favor, 0 opposed, 1 absent. Rob will make the Executive Committee's recommended changes to the draft.

4.2 Revised Budget for FY 2025-2026

--Grant reviews his revised budget line-by-line. Income: Underwriting was increased to reflect the fiscal year actuals as of 2 weeks ago. Account 4070 is where the biggest change is on the income side- this reflects the loss of the CPB funding of approximately \$120,000. Cash income of \$403,931. Interest/dividend income adjustments are significant- approximately \$9,000. This would be due to us having to withdraw some of these funds so they wouldn't develop as much interest. All of our CDs do not have as high of a return this year as they did last year. Total Revenue of \$425,431. Expenses: advertising/marketing/promotion to delineate how much we are getting from cash and from trade. Reduction in the amount of cash spent on promotional items. Total broadcast expenses of \$19,650- we may save money on ASCAP/BMI licensing through our NFCB membership. Change in the amount of hardware that we buy. Donations/contributions reduced to \$0. Change in total dues and subscriptions of \$1,500-we won't be renewing our subscriptions to Double the Donation, Transfer Now, and Patreon. Change in outside services sub K- there is still \$6,000 in the bank for a webmaster/app builder. Payroll adjustment to reflect fiscal year actuals and the removal of the News Coordinator. General postage/delivery reduced to \$1,000. Training/workshops reduced to \$600- we can only send one person to conferences/trainings. Utilities adjusted to reflect fiscal year actuals with a little cushion in case of PG&E rate increases. If this revised budget is adapted, we will be operating at a \$93,394 loss. This also means that we would have to take approx. \$53,000 out of our investment accounts and put this into our Tri Counties checking account to meet our investment policy.

--Eric reviews some of his proposed revisions to Grant's budget. Income: Reduction of fundraiser income to \$10,000. He suggests using average of the last couple of years for the vehicle donations. Laura points out that vehicle donations for last year were \$17,000. Sales- he questions if there's going to be a buyer that will want to buy our used transmitter equipment. Expenses: Fundraising expenses approximately half of our income- \$5,000. Meals/entertainment reduction to \$600. Other reduction to \$1,000. He proposes increasing transmitter site expenses to \$2,500. Reduction of volunteer expenses to \$500.

--Eric: since we longer are receiving money from the CPB, is it necessary to continue to track our underwriting trades? Grant explains that this was discussed at the Executive Committee and

it was decided that we will continue to track this for IRS and FCC purposes. This way, if we get an FCC audit, we will still have a paper trail. Eric asks if it is necessary to include this in the budget. Laura thinks it is helpful to do this when we are applying for grants for us to be able to show our support in the community through trades and in-kind donations. Keeping track of this is going to benefit us in the future.

--Julie: \$25,000 trade for advertising/promotion and \$17,500 for in-kind DJ services amounts to approximately \$42,000. Would we still realistically have to withdrawal \$51,000 from our CDs?

Grant: we would still have to take out money from our investments to supplement our cash on hand accounts. Where the trade is being expensed, it's being offset by an income side at the top, so these zero out. Diane: the money shown on the income isn't actual cash. It's money coming in that we are automatically offsetting right away. Paul: these are not true tangible expenses or income.

--Josh expresses that he would like to get a better sense of what our fundraising capacity actually is. Grant: In the fiscal year that ended recently, we brought in approx. \$19,000 and expended approx. \$11,000 so we profited approx. \$8,000. The reason for the \$30,000 is because \$19,000 was brought in in a "normal" year. In October, we will be doing the Chikoko fashion show. This only happens once every 2 years. Last time, it brought in \$13,000. Eric asks where the \$19,000 came from. This came from all of our concerts, events, and fundraisers.

--Laura suggests that we leave the income from Grant's proposed revised budget as is. Looking at Eric's proposed reduction in expenses, if income stays the same, this would decrease our negative bottom line. Mary would like to see the Volunteer expenses not be entirely cut out. Josh agrees with Mary. He suggests that we could offset some of the expenses with voluntary donations.

--Paul asks for Grant's insight on impacts to our fundraisers if we were to reduce our fundraising expenses. Grant: if we reduce expenses down to \$5,000 this would likely only cover 2 small fundraisers or one moderately sized one. He asks what the expenses for the last Chikoko event consisted of. We split the earnings with them. We profit approx. \$4-\$7,000. Expenses are approx. \$8,000.

--Julie asks what meals and entertainment is, exactly. Diane explains this is where expenses would go if someone were to take someone to a business lunch, for example. There is not much money in this account. Julie feels that this is something we need now more than ever. Grant explains that this also would include staff lunches, staff birthday lunches, etc.

--Julie moves to approve Eric's revisions to the expense line items which would reduce meals and entertainment to \$750 and increasing transmitter site expenses to \$2,500. Paul seconds. Results: 7 in favor, 1 opposed, 1 absent. Eric's proposed revisions to the expense line items will be reflected in the draft fiscal year budget.

--Mary moves to approve the revised fiscal year budget with the two revisions to the expense line items. Paul seconds. Results: 7 in favor, 1 opposed, 1 absent. The revised fiscal year budget with revisions to the two expense line items is approved and will be posted to our website.

5. Meeting Finalization

5.1 Review Items for next BOD Agenda: No action items at September meeting. Training webinar will be a discussion item at September meeting.

5.2 Meeting Close/Thank You

Next meeting will be 9 September 2025 at 6:00 PM *in person*.

Meeting minutes respectfully submitted by S. McCoy

