

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

Board Meeting Date: 11 November 2025

Location: Virtual Meeting

Commencement Time: 6:00 pm

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

Present:

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

Laura Lukes (Pres.)

Eric Johnson

*David Fuhs (VP)

Emmanuelle Sainte (arrived late)

Mary Tribbey (Sec.)

Julie Kennedy

*Josh Indar

Absent: Paul Blackwood, 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:

1. Meeting Opening

1.1 Call to Order/ Begin Recording/Welcome/Attendance

1.2 Amend/Approve Agenda

Discussion:

Eric proposes amending the agenda to include 4.2 Policy of Supporting Underwriters.

Action: Motion to approve agenda as amended. – Julie Kennedy

Seconded- Mary Tribbey

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Paul Blackwood, Shelby Hebert

1.3 Amend/Approve Previous Minutes**1.3.1. October 2025 Minutes****Discussion:**

No discussion.

Action: Motion to approve October 2025 minutes. – David Fuhs

Seconded- Mary Tribbey

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Paul Blackwood, Shelby Hebert

1.4 Treasurer's Update**1.4.1. Review and Approve September 2025 Financials****Discussion:**

--Laura: Our net income was in the black for the month.

--Emmanuelle was happy about the success of the pledge drive. "Go Fund Yourself" was a great theme. Julie feels that the local aspect had a lot to do with the success of the drive. We had 93 new donors.

--Eric asks about Ray's insights on underwriting and the business economy. Ray: People are unwilling. There has been a little more collaboration. Underwriting has always been cyclical with ebbs and flows.

--Laura: For FY 2025-2026 we had budgeted \$10,000 for grants. We've brought in \$25,654. This does not include the \$22,000 mentioned in Grant's report.

Action: Motion to approve September 2025 Financials. --Julie Kennedy

Seconded- Emmanuelle Sainte

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Paul Blackwood, Shelby Hebert

1.5 Public Input/Correspondence

Discussion:

--Grant reports that we received positive feedback from a listener about a song he hadn't heard in a long time played on Jeff Howes's Pledge Drive show. There was also an email sent to board@kzfr.org. These will be discussed at the next Program Committee meeting.

1.6 Meeting Notices and Announcements

Community Advisory Board (CAB): 01/27/2026 via Zoom

Executive Committee: 12/02/2025 in person

Fundraising Committee: 11/18/2025 in person

Grant Writing Sub Committee: 11/19/2025 via Zoom

News Committee: 12/2/2025 via Zoom

Program Committee (PC): 11/16/2025 via Zoom

Technology Advisory Committee (TAC): 12/15/2025 in person

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

KZFR Open House 11/15/2025 at station

BOD Event Cash Counts: (signups shown as of Monday, November 3, 2025)

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

Count Date	Event	Signed Up	Need
Mon Mar 9	Alice DiMichele		1 person

2. Action Items- NONE

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report- Grant Parks

--Submitted prior to meeting.

--Julie asks if Grant has an estimate of the cost of replacing the Omnia One FM. This would be approximately \$5-6,000. Our current one has some correction issues that Grant can't solve since it's too old of a model to have tech support. He thinks this could be the cause of the wandering stereo issue. Laura: would this be under broadcast expenses/equipment? We have budgeted \$1,500. Grant clarifies that nothing needs to be purchased in the immediate future; something to consider for next fiscal year's budget. Josh asks how important of a link in the broadcast chain this piece of equipment is. This piece of equipment is essential. The Omnia takes the sound into the studio to transmitter link- it's a piece that sends the signal from the studio to the transmitter. Without it, we technically cannot broadcast. We do have an older Omnia unit we've kept for emergencies. There would be some downtime during the exchange.

--Laura asks about the payment methods during Pledge Drive. Grant explains that Stripe is connected to our phone forms. This is why this number is so high. Laura asks if the staff anticipates less of a need for a phone bank and expresses that she would hate to see them go away. Grant: sometimes it has to do with how the DJ on air is pitching. Grant pitches using a Venmo balance. He also pushes PayPal since it is linked to our website. More people are paying over the phone now than have been in the past.

--Eric asks about how our event tickets went over during Pledge Drive. He points out that these tickets cost us nothing. Grant: By the end of the Drive, all the tickets were claimed. Mid-Drive, a reorder was made to restock the logo and vintage radio t-shirts inventory. We tried to be cautious about how much money we were spending. We received more donations this time with less gifts offered. Eric wonders if we should adjust our gift strategy going forward. Grant would be open to exploring less gift-based Pledge Drives in the future. Ray points out that there is a certain effectiveness about having us everywhere. Josh further adds that gifts are promotional. Josh comments about the Pledge Drive phone volunteers- When they come in, hopefully they post on social media and even hopefully message their friends which helps with pitching as well. Captains could urge people to do this during their shift. It really boosts donations. Ray agrees that social media is huge. Leah: this is why she asks people to take pictures. She follows the non-profits to see if they've posted anything about the Pledge Drive and then tags us and puts them in our photo album. This creates a lot of traffic. Julie shares that the suggestion to ask donors to up

their donations to cover our shipping fees was very easy and she got very positive answers each time she asked.

--Eric asks about how our transmitter has been performing. Grant verifies that it is running great. West Branch Tree Service recently cleared out the scotch broom. In November-December, Grant will be having Hass do a maintenance test on our generator. Grant will need to make a trip to replace a network device.

--Laura is very excited about our hiring of a News Intern. Grant: Lorenz came in at a really great time. David, Lorenz, and Grant had a good meeting. Zephyr News makes its debut on 13 November.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--We took a hit this month. Chico Performances would pay us for underwriting per performance and they are now paying per season.

--Momona's is closing at the end of the year. Tough times are coming to Chico. We continue to try to collaborate. He has had some interesting inquiries that hopefully will develop.

--Eric asks about music event promotions and what restrictions we have around this. Grant offers that if Eric wants to talk specifically about Chico Concerts it be done in a closed session. In general, we can't do calls to actions or full-on promotions for shows that aren't ours. These would be FCC violations. Ray adds that when requests come in, he always contacts Grant. The scripts are purely informational. We have a number of different places that donate tickets to us. There's nothing prohibiting any other organizations from donating tickets to us.

--Questions regarding KZFR's relationship with the previous GM were raised. Laura points out that personnel matters are not discussed with the General Board, but within the Personnel Committee closed sessions.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--30 non-profits signed up for phone shifts during Pledge Drive. It went really well. Leah comments about Laura's previous concern with getting rid of the phone banks; Leah suggests finding the key times where phone volunteers will be most helpful. Laura suggests not having phone volunteers come in until 9am.

--Julie asks if we are still participating in the Farmer's markets. Leah explains that we usually take a break between November and February.

--Emmanuelle: On 18 January, MLK Unity is holding an event at St John's Episcopal Church. We are welcome to have our info booth there. Leah will reach out to Emmanuelle for more

details. Ray offered to talk to the event organizers about possible sponsorship opportunities as well.

3.2 Committee Reports (including Strategic Plan Updates)

3.2.1. Community Advisory Board (CAB)- Laura Lukes

-Submitted prior to meeting.

-No discussion or questions were raised.

3.2.2. Executive Committee- Laura Lukes

--Submitted prior to meeting.

--Julie asks about event listings in our new news program. Grant does not see this being a part of our news program since we already have the Community and Music Calendars. Julie also asks about sending a news reporter to the Sierra Nevada dinner. David saw a headline article about local country musician Chad Bushnell. He has seen Rick on the news with Linda Watkins. It's not really news, but more free promo. He does not see us doing much of this. They are looking for news, not editorializing or business promotion.

--Laura included a summary of the webinar she attended regarding ethical investments. Eric asks if we are pursuing this now. Laura thinks that the webinar gives a good idea of how to move towards this; it is not something to be rushed into. No changes have been made to any of our accounts. Ray suggests focusing on finding someone who specializes in financial analysis during our next Board recruitment. Some of these folks are underwriters.

--Grant asks how ethical investments would tie into our existing investment policy. Laura explains that this all would have to be taken into account. We need to review this policy. The main point advocated for in the webinar was not to commit anything you're not comfortable or capable of committing to something that is not able to be sound.

3.2.3. Fundraising Committee- Grant Parks

--Has not met since last BOD meeting.

3.2.4 Grant Subcommittee- Grant Parks

--Report submitted prior to meeting.

--Grant award materials have been submitted to the California Arts Council. Expecting our award money sometime in December. We were not eligible for the Public Media Bridge Fund. This program was for stations that lost 25% or more of their CPB funding. We submitted an Exception Request form to them.

--We did not submit the Report for America grant application. Leah will be looking into the California Civic Media fund.

--Julie asks about the Parks Foundation and their mission. Grant explains that they are a philanthropic giving foundation. We will be applying for a media grant from them. He is not sure about their mission.

--Emmanuelle suggests looking into grants from local banks and credit unions. Julie points out that Tri Counties has given grants to KVMR. Grant will look further into this; it could have been an event sponsorship, etc.

3.2.5. News Advisory Committee- David Fuhs

--Report submitted prior to meeting.

--The 13 November debut news program was discussed at length, including how to submit content, and what content was appropriate. We also explored FCC Political Programming Rules (Equal Opportunities or Equal Time) as it pertains to interviews with and airtime for political candidates.

3.2.6. Program Committee- Grant Parks

--Submitted prior to meeting.

--No discussion or questions were raised.

3.2.7. Technology Advisory Committee (TAC)- Grant Parks

--Has not met since last BOD meeting.

--Laura asks why she cannot find the app to download for Android. Grant: our app has not been updated in quite some time. She asks about the best way for Android users to listen to the station from their phone. Grant: use the mobile site without the app. Laura suggests putting a note on our website for folks who cannot download the app. Grant confirms that they have been discussing app-building at the Tech Committee meetings. They have mixed opinions on whether or not we should make another app. Grant does not have access to go into the app in the Google Play store to confirm that the app doesn't work anymore.

4. Matters for Discussion

4.1 BOD Committee Proposals

--Julie asks how individual Board members know how they are doing as far as their obligation to serve outside of Board meetings. Laura: there's no minimum hour requirement; Board members just need to serve on one Committee.

--This will be further discussed at the next BOD meeting.

4.2 Policy of Supporting Underwriters

--Eric suggests drafting a policy for approaching our underwriters first when we need support for events, etc. and only go outside of that group if none of them can support our needs. Laura

suggests that this would fit better into the Board Policy Manual. She agrees that this would be a great idea.

--Josh expresses concern that anyone can underwrite and this does not mean that they would be a good partner. This does feel like it would be restricting. Mary suggests that it be written that underwriters must be considered in the selection process and not necessarily always given priority. Josh would be more comfortable with this wording.

--Grant: since we're talking about this as a station policy, the standard procedure is to bring this to the Document Review Committee and have them draft it to be brought back to the Board for review. He suggests bringing this to the Document Review Committee.

5. Meeting Finalization

5.1 Review Items for next BOD Agenda: No action items at December meeting. BOD Committee proposals will be a discussion items at December meeting.

5.2 Meeting Close/Thank You

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

Meeting minutes respectfully submitted by S. McCoy

