

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

Board Meeting Date: 14 October 2025

Location: Virtual Meeting

Commencement Time: 6:00 pm

Meeting Open-6:00 pm/Meeting Closed 7:04 pm

Present:

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

Laura Lukes (Pres.) *Josh Indar (arrived late)

*David Fuhs (VP) *Shelby Hebert

Mary Tribbey (Sec.) Eric Johnson

Paul Blackwood (Trea.)

Absent: Julie Kennedy, Emmanuelle Sainte

*programmer-elected

Staff:

Grant Parks, General Manager

Leah McKean, Volunteer Coordinator

Ray Laager, Underwriting Director

Shirley McCoy, Office Manager

Diane Culpepper, Business Manager

Guests:

Kevin Kimbell, CAB Applicant

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. –Shelby Hebert

Seconded- Paul Blackwood

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Julie Kennedy, Emmanuelle Sainte

1.3 Amend/Approve Previous Minutes

1.3.1. September 2025 Minutes

Discussion:

No discussion.

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

Seconded- Shelby Hebert

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Julie Kennedy, Emmanuelle Sainte

1.4 Treasurer's Update

1.4.1. Review and Approve August 2025 Financials

Discussion:

--Paul: Total revenue for August 2025 is \$12,048. Last year in August, we were at \$21,437. \$9,000 difference in total revenue. The biggest area for a gap in revenue is from underwriting: this August is \$3,670 for total underwriting. Last year was \$12,702. \$3,000 increase in the 4040 Donations line item. Total expenses for August: \$40,867. Last year, \$35,479. Largest expense is payroll.

--Mary asks which account new monthly pledges during Pledge Drive get classified under. Diane explains that the initial monthly donation goes under Pledge Drive and the subsequent monthly donations go under donations.

Action: Motion to approve August 2025 Financials. –Shelby Hebert

Seconded- Mary Tribbey

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Julie Kennedy, Emmanuelle Sainte

1.5 Public Input/Correspondence

Discussion:

--Grant reports that we received a correspondence regarding the community calendar and what can and cannot go on the calendar. This is reserved for non-profits and fundraisers. This caused a little stir- Grant let this individual know that this matter will be referenced over to the Program Committee. Laura points out that there are also FCC guidelines we need to follow in terms of what we can air.

--Shelby asks who produces the Community Calendar. Trevor, our production assistant, produces the Calendar. He looks at the submissions to see if they are from a non-profit. If he can't tell, he'll relay these to Grant. Shelby shares that she had sent emails to the Community Calendar inbox before with no response. She wants to make sure that there's some proactive management of this email inbox. Shelby asks if Trevor only announces submissions or if he will announce things he has heard about that are happening in the community. Grant: standard protocol is to announce events submitted to the calendar. This eliminates the potential of bias. Trevor is actively managing this email and Grant will check in with him regarding this at the next staff meeting.

--Shelby asks about how the Community Calendar and underwriting may be able to work together. Could Trevor send event submissions to Ray so that Ray can offer our underwriting services to the organization. Grant will check in with Trevor and Ray about this.

--Paul asks if there is any note or disclaimer on the submission form explaining that we cannot announce any events being facilitated by any for-profits and that the Community Calendar is exclusively for non-profit organizations.

1.6 Meeting Notices and Announcements

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

Executive Committee: 11/04/2025 in person

Fundraising Committee: 10/21/2025 in person

Grant Writing Sub Committee: 10/15/2025

News Committee: 10/21/2025 via Zoom

Program Committee (PC): 10/16/2025 via Zoom

Technical Advisory Committee (TAC): 10/28/2025 in person

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

Pledge Drive 10/22 to 10/31/2025

BOD Event Cash Counts: (signups shown as of Friday, October 10, 2025)

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

Count Date	Event	Signed Up	Need

--We will not be working with MONCA for the Block Party on 18 October. Ray: We had a discussion at the staff meeting and decided staff was stretched too thin. We wanted to postpone it. Ray spoke to Pat about it, but she decided to go on with the event without us. We will do something in the future with them.

--Julie could not make the cash count. If anyone is available to do the cash count, email Diane to set up a time. David volunteers to do the cash count.

2. Action Items

2.1 CAB Application: Kevin Kimbell

-Laura points out that the Community Advisory Board application needs to be updated: CAB currently meets once a quarter.

-The Board expresses their feeling that Kevin's application is impressive and that he would be a great addition to the Community Advisory Board.

-David moves to approve Kevin Kimbell's application to the Community Advisory Board. Shelby seconds. Results: 7 in favor, 0 opposed, 2 absent. Kevin's application to the Community Advisory Board is approved.

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report- Grant Parks

--Submitted prior to meeting.

--Fall Pledge Drive goals are \$60,000; 100 new donors, and 20 new monthly donors. The theme will be Defend Community Radio. We will be using thank you gifts from last pledge drive with an emphasis on having these gifts picked up at the station or during our station open house on 15 November.

--Grant reports that we did receive a grant award from the California Arts Council for \$22,000 for general operating support. This will be further discussed at the next Grant Writing Sub Committee on 15 October. Grant attended a webinar regarding the Public Media Bridge fund. This is an attempt to close the gap for community radio stations that used to get the Community Service Grant. It is made up of different philanthropic foundations coming together to get funds distributed to stations like ours.

--With the federal government shutdown, the NFCB has stated that we can submit IRS forms the day after the government reopens.

--Grant has attended a lot of webinars presented by the NFCB. Laura asks if Grant is finding the webinars to be valuable. Grant believes that they definitely are.

--Mary asks if Grant learned anything new from the session regarding Pacifica making local news without a director. Grant: they were able to point some good new sources our way. There was an emphasis on having as many people do light work as possible. They also touched on getting internships involved- unfortunately, we have not been able to recruit a news coordinator internship from the Handshake platform. None of the applicants had journalism or broadcast experience. Grant will send the PDF of this webinar to the News Committee.

--Alice Di Micele show will now be held in March.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--We had a slight gain for September. Ray has been working on getting food for volunteers during Pledge Drive.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--Leah thanks the Touch of Chico Committee. Laura gives kudos to Leah for all of her work. This was another successful event. Mary thanks Diane for the financial recap around the Touch of Chico. There were fewer bodyworkers than last year but the bodyworkers made \$500 more than last year.

--Shelby adds that she feels that Laura's role at the Touch is also a critical factor in the success of the Touch of Chico. Leah agrees that having Laura in this position is extremely valuable and thanks her for her help.

--Leah has been communicating with non-profits regarding Pledge Drive. They are being a little slow. She encourages people to let her know if they have any non-profits that may not be on her list.

--Halloween pledge drive shifts are especially slow. No non-profits have signed up for this day, either.

3.2 Committee Reports (including Strategic Plan Updates)

3.2.1. Community Advisory Board (CAB)- Laura Lukes

-Has not met since last BOD meeting.

3.2.2. Executive Committee- Laura Lukes

--Submitted prior to meeting.

--No discussion or questions were raised.

3.2.3. Fundraising Committee- Grant Parks

--Submitted prior to meeting.

--Mary comments that the Fundraising Committee seems light on Board members. It seems we need more Board members supporting staff on this Committee. Grant agrees with this.

--Mary has heard some programmers talk about becoming a KZFR member and asks if we have memberships. She feels that if we do use this term, we can have something tied to this. Grant: member is just a term used to mean somebody supporting the station. Laura points out that there are two types of non-profits; some have members and voting members. This is a whole different and complicated way of organizing the non-profit. The way our bylaws are written, we can legally call our supporters members. Mary asks if it's necessary to have membership tied to voting rights. Grant: "membership" is one of the names we have for the dollar increments; it does not guarantee a voting seat of any kind. It's a term used in place of supporter/donor. Grant will remove "member" from all LGL forms. Ideally, we will be able to phase it out of use completely.

--Laura expresses that she would like the CAB to come to a Fundraising Committee meeting to give a report and asks if Grant feels that this would be helpful. They are definitely welcome to a meeting. Laura asks if Grant would be willing to be a guest speaker at one of the CAB meetings to talk about our donor stewardship program.

3.2.4 Grant Subcommittee- Grant Parks

--Report submitted prior to meeting.

--Chico is a semi-finalist in the cultural arts designation by the California Arts Council. The California Arts Council will be coming to town for a walking tour of downtown. They will be

visiting the station. We will get to discuss some of our programs that we do, ideally tying in their recent grant awardee to us into the application for a cultural arts designation for the city.

3.2.6. News Advisory Committee- David Fuhs

--Report submitted prior to meeting.

--The Committee brainstormed names for the news program. Julie will be gathering details on meeting times, agendas, and minutes information for City Council, Board of Supervisors, and possibly a few more local government agencies.

--David is going to try to put together a demo show before the next News Committee meeting.

--Mary asks if David can what the broadcast clock might look like for this iteration of the News Program. David does not have one drawn up yet. He's been using rows and columns on a spreadsheet. Mary can turn this into a pie chart for him.

--The News Committee will be meeting on 22 October.

3.2.7. Technical Advisory Committee- Grant Parks

--No report was submitted.

--No discussion or questions were raised.

3.2.8. Program Committee- Grant Parks

--Submitted prior to meeting.

--At the next meeting, the Program Committee will be discussing filling vacant time slots on second Thursdays from 6-7pm, alternating Fridays from 5-6pm and weekly Friday 6:30-7:30pm. Between the Lines is filling the Thursday 7-7:30 time slot up until the debut of the news program on 13 November.

--Mary asks if it is going to make sense for us to be airing NPR shows that are already airing on North State Public Radio. Grant: the NPR-produced shows that we were considering were shows that NSPR is not running. Unfortunately, to gain access to this we would need to use Content Depot. This is a cost of approximately \$4,500. The Program Committee will consider making this request for next year's fiscal budget.

4. Matters for Discussion- NONE

5. Meeting Finalization

5.1 Review Items for next BOD Agenda: No action items at November meeting. No discussion items at November meeting.

5.2 Meeting Close/Thank You

Next meeting will be 11 November 2025 at 6:00 PM via Zoom.

Meeting minutes respectfully submitted by S. McCoy

