

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

Board Meeting Date: 9 September 2025

Location: Ctr for Spiritual Living, 14 Hilary Ln, Chico, CA 95926

Commencement Time: 5:59 pm

Meeting Open-5:59 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.)

*Josh Indar

Eric Johnson

*David Fuhs (VP)

*Shelby Hebert (arrived late)

Mary Tribbey (Sec.)

Julie Kennedy

Paul Blackwood (Trea.)

Emmanuelle Sainte (arrived late)

Absent:

*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:

Grant proposes amending the agenda to include 2.1 Review Monica Derkacz's Program Committee Application.

Action: Motion to approve agenda as amended. -

Seconded-

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Shelby Hebert, Emmanuelle Sainte

1.3 Amend/Approve Previous Minutes

1.3.1. August 2025 Minutes

Discussion:

No discussion.

Action: Motion to approve August 2025 minutes. -

Seconded-

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Shelby Hebert, Emmanuelle Sainte

1.4 Treasurer's Update

1.4.1. Review and Approve July 2025 Financials

Discussion:

--We are into the new fiscal year so budget vs. actual is based on the approved budget from our last meeting. Since we are early into the first month, actuals are a lower combination of everything compared to the budget. As we go through the year, we will see these amounts start to increase as expenses and revenue come in.

--Julie: on statement of activity, our gross profit is \$12,439, expenditures of approximately \$38,700, and net operating income of \$26,304. Laura clarifies that this is a negative \$26,304. Diane went into all the current custom reports and made all negative numbers appear in red. Our net operating income was \$26,304 just for July. Eric asks why this was such a big hit. Paul: some months have much lower money coming in; as the year goes on, ideally we have more months in the positive than in the negative. Our approved budget will have us operating in the negative for the year. Eric suggests that it would be useful to include a column showing what this was last year.

Action: Motion to approve July 2025 Financials. –

Seconded-

Roll Call Vote:

Ayes: All

Noes: None

Abstain: None

Absent: Emmanuelle Sainte

1.5 Public Input/Correspondence

Discussion:

--No public comments/correspondence were received.

1.6 Meeting Notices and Announcements

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

Executive Committee: 10/07/2025 in person

Fundraising/Grant Writing Committee: 09/16/2025 in person

Grant Writing Subcommittee: 09/17/2025

News Committee: 09/16/2025 via Zoom

Program Committee (PC): 09/18/2025 in person

Technical Advisory Committee (TAC): 09/23/2025 in person

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

Touch of Chico 09/14/2025

BOD Event Cash Counts: (signups shown as of Tuesday, September 2, 2025)

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

Count Date	Event	Signed Up	Need
9/15/2025	Touch of Chico	Shelby Hebert	1 person
10/6/2025	Chikoko	Mary Tribbey	1 person

2. Action Items

2.1 Review Monica Derkacz's Program Committee Application

-The Program Committee reviewed Monica's application at their last meeting and recommend her for the Committee.

-Eric asks if there are any particular skills that we like to see of somebody on the Program Committee. David: somebody who listens to the station a lot and knows what our program grid looks like. Josh asks if this Committee is full. Grant: there's no such thing as "full" but they are actively recruiting new members for the Program Committee, especially community members. Currently, there are six members, Grant, and David as ex-officio Secretary. There are two programmers on the Program Committee. David feels that they could use a few more programmers. The Committee meets via Zoom on the third Thursday of the month.

-Julie moves to approve Monica Derkacz's application to the Program Committee. David seconds. Results: 8 in favor, 0 opposed, 1 absent. Monica's application to the Program Committee is approved.

3. Staff and Committee Updates

3.1 Staff Reports

3.1.1. GM Report- Grant Parks

--Submitted prior to meeting.

--A/C Unit at the transmitter site was serviced for \$205. Grant points out that this unit is a few years old, so in a couple of years we may want to consider budgeting for a new unit.

--Mary asks if Grant has received any feedback regarding our Mic Check podcast series. Grant: anecdotally, he heard good things. Overall, people liked that we did it. The people who participated were happy to be involved. She also asks about the Outreach and Community Engagement Assistant position and what their duties would be. Grant explains that this person would be in charge of doing Farmer's market events, career fairs, job fairs, etc. This is what Kevin used to do for us.

--Julie asks about the potential purchase of a Barix Exstreamer 400. Grant explains that if he can get a URL link provided to him by an IHeartRadio engineer to successfully convey weekly tests, etc. he will want to purchase one of these to plug into our EAS. So far, he hasn't been successful with this, so we will likely not be making this purchase. Grant further explains that the State of California dictates which two stations we need to listen to on our EAS- our region is supposed to be tuned into Sacramento stations. It is hard for us to pick these up due to our geographical distance; this is why Grant has been trying to get an audio feed from their transmitters. David

asks if there's any legal prohibitions about how we get these signals. Grant does not think there should be, as long as we are able to receive these alerts. Shelby asks if there's a way to mark these in some way that would generate a log showing that we are not able to receive signal from these stations. Grant: the only way this would change would be with a change in the California Office of Emergency Reporting; KCHO and other stations have to tune into the same stations and all have been faced with the same issue. Grant reiterates that the alerts that come in static are alerts that are coming from other radio stations; how these are delivered to us is the main factor.

3.1.2. Underwriting Report- Ray Laager

--Submitted prior to meeting.

--Ray reports that he learned a lot with our Blood Drive. Logistically, everything went well. Vitalant never mentioned that people on blood thinners cannot give blood; 11-12 people were turned away for this. Ray feels that this could've been communicated more clearly. Another challenge was getting people to pre-register and schedule a donation time. Vitalant felt that it was a successful event and well-received. Very positive.

--Chico Performances has now moved to a semester contract. In the end, this may result in a lower profit for us. There has been a lot of change in their management.

--Shelby shares that she is unsure of how to pitch underwriting to potential businesses. It's best for people to share their contacts with Ray so that he can chat with them.

--Julie asks how the station will be participating in the MONCA Block Party. Ray: this is a collaborative effort. We will be a media sponsor for this. It will take place during Art-Tober fest. Ray reports that the Chico Arts Commission is planning a Gala showcasing all of their award grantees from the past 2 years. This will be at the Women's Club on 17 October.

3.1.3 Volunteer Coordinator Report- Leah McKean

--Submitted prior to meeting.

--Planning for the TOC is going well. Leah has been able to find a volunteer with a truck willing to pick up and drop off Kleen Kanteen's water station. She still needs a volunteer to put it together. Shelby volunteers to do this. We have 32 vendors not counting our 5 sponsors; we have several food vendors including 2 dessert vendors but currently no beverage vendors. All 5 event sponsors have paid totaling approximately \$2,750. This is the same amount as last year. Shelby asks if we have asked U-haul to donate a truck. If this goes well, Leah will be asking them to donate a truck at the next Touch event.

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.

--Fall Pledge Drive will start 22 October and go through 31 October. The Fundraising Committee discussed goals, taglines, themes, etc. This discussion carried into two staff meetings. We are considering not creating any new t-shirts since we have already exceeded our annual trade amount with the Printed Image. We will create a centralized graphic to put onto a sticker or pin instead. We will also train the phone volunteers to not go through the entire gift list. Shelby suggests training the volunteers to upsell monthly donors and somehow standardizing this in the script.

--Ray: Everything is more expensive. Grant says that a lot of this is going to be put into the language of the scripts. We do have “new” inventory that made its debut in the Spring that we still have in-house. Shelby suggests asking people if they would like to cover the cost of shipping if they do opt into receiving a thank you gift.

--Shirley and Grant have been working on a donor engagement plan and creating a qualified major donor caseload. Letters were sent out on 27 August and Grant has received a great response from this. David Dibble sent us a \$10,000 check. We also received a \$2,000 check. Grant also spoke to someone who will be sending us donations yearly from his IRA distribution. Grant has lots of phone calls, texts, coffees and lunches coming up with these folks. This letter was not soliciting for donations yet. Some people have agreed to provide testimonials for the Pledge drive. As Grant hears back from these approximately 180 people, we will have our major donor caseload. Shelby: Boards often have a Donor Stewardship Committee. If we continue to develop this group, this could be another Committee we may want to consider forming.

3.2.4 Grant Subcommittee- Grant Parks

--Report submitted prior to meeting.

--We have received the check for our City of Chico Arts grant. Outreach to non-profit organizations to submit the application to be considered for this project has already begun. Renovation on Studio C will begin next week. Since we did not get 100% of our requested grant amount, we are cutting back on expenses where we can.

--Grant reports that he received a letter from the CPB. They will be closing on 30 September. They have to distribute any funding they have left for Community Service Grant recipients. We should be receiving a check from them sometime in mid-September.

--We will be submitting our application to the Discovery Shoppe in April/May.

--We have received word that we will be a part of the Public Media Bridge Fund. It is being implemented by the Public Media Company- they have done analysis with us before. They will be putting out the eligibility criteria in mid-September. One of the main criteria is that we are a former CSG recipient. These funds are only being offered to community access stations and not to NPR or PBS stations.

--Next meeting will be held on 16 September. The Committee will review the list of potential grants we could apply for from the Community Advisory Board and compare it to other lists Grant has generated of organizations that fund community radio stations within Northern California.

3.2.6. News Advisory Committee- David Fuhs

--Report submitted prior to meeting.

--News program will be moving forward with a volunteer staff. David has volunteered himself to produce the first couple of shows. They are aiming to have the first episode premiere on 13 November from 7-7:30 pm. They will be looking for an intern to act as the News Coordinator- David suggested Christian Kepler from the Orion. This could eventually evolve into a paid part-time position if we can find more funding.

--Laura points out that this will give us a track record for us to start applying for some News Program grants. We will also need to show collaboration with outside groups- this could include the Orion, the Enterprise Record Report, the Local Update, etc.

--Grant reports that a broadcast clock has been created that outlines several different segments to be included on a regular basis. They've looked at different sources we have and categorized them into local, regional, state, national, and international. Within the half hour segment, we will be able to put incorporate (3) four minute original stories. The "filler" will be stories from Public News service, Orion Report, Enterprise Record, etc.

--Eric asks if the Committee has thought of a process for determining subject matter. Mary points out that as part of their Strategic Planning effort, they did come up with a list of coverage topics/subject matter.

--Next meeting will be held on 16 September.

3.2.7. Program Committee- Grant Parks

--Submitted prior to meeting.

--Since Radio 2050 has ceased operation and we've been playing old episodes, and since Fresh Hop Cinema hasn't been putting out new episodes weekly, the Program Committee has been looking for (2) one hour shows to fill these slots. Two of the programs they've been considering, Hidden Brain and Freakonomics, are produced by other stations and distributed by NPR. Since we are not an NPR affiliate, Grant set up meetings with these folks to get their official green light to broadcast these programs and ideally not have to pay.

--Vince Kotchian's new program, Indie Rock Radio, will begin broadcasting on the 1st and 5th Tuesdays 10pm to midnight.

--The Committee has discussed changing the program matrix for Fridays. There is regular turn over in these Friday time slots. Before Sanjay retired, music programming was on until 6pm- people have been unhappy that currently, music is no longer on until 6pm. Grant expresses that he feels that having the Program Committee be able to have the option to put a music program in the 5-7:30pm time slot makes a lot of sense for our listeners. They have not come to a consensus to bring this fully to the Board. This would be a policy change since the matrix is included in the Board Policy manual. The matrix can be found in the Board google drive in the Board Policy Manual.

--Grant notes that the Program Committee has been working with the Board matrix policy for the last 3 years. They have been able to see where it's been beneficial, but they've found it to be constraining in other ways.

A short break was taken at this point before moving to 4. Matters for Discussion.

4. Matters for Discussion

4.1 Video: All Aboard: Financial Management Best Practices for Boards

--See the attached Takeaways document.

5. Meeting Finalization

5.1 Review Items for next BOD Agenda: No action items at October meeting. The program matrix will be a discussion item at October meeting.

5.2 Meeting Close/Thank You

Next meeting will be 14 October 2025 at 6:00 PM via Zoom.

Meeting minutes respectfully submitted by S. McCoy

