

Nominating Committee Meeting Notes 5/14/2024

Time: 6:00pm

Committee members present: Joyce, Jill

Guest: Jo

Note taker: Jill

AGENDA FOR TUESDAY, 5/14

- Public participation
 - Trainings
 - 2024 election calendar
 - Recruitment strategy FY24
 - Board application
 - Board policy: candidate requirements
 - Annual meeting
 - Closed session
 - Candidate updates
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MEETING NOTES FOR TUESDAY, 5/14

PUBLIC PARTICIPATION

- Jo joined the meeting this evening. Jo is a volunteer who is looking to get more involved with KBOO.
 - Jill will be working with Jo to try out some committees to see where there is the best fit.
- The Nominating Committee is one of two committees where the public is permitted to attend meetings when only board members have a voice and only board members have a vote during the meeting.
 - The public may participate during the “Public Participation” agenda item.

TRAININGS

- February
 - *Accounting for beginners* training was a success.
 - 6 board members attended
- March 2024
 - Overview of the vision for KBOO’s new website
 - The board had an opportunity to give feedback, ideas, and input on the current KBOO.fm for the web coordinator.

- April 2024
 - Fundraising
 - James Neale, KBOO's Development Director trained board members to call major donors to ask if they would like to participate in the Spring Drive's match pool.
 - 5 board members participated

- May 2024
 - Stonehenge tour
 - date(s)/time(s) TBD
 - Jill will work with Nathan to coordinate

- Facilitation training
 - Working board meeting
 - Date - TBD based on trainer

2024 ELECTION CALENDAR

- Annual meeting
 - Saturday, 9/21/2024
 - 3rd week of September

- Applications due
 - Friday, 7/19/2024
 - 9 weeks before the annual meeting
 - As required by KBOO bylaws

- Mail notification to members to be sent 30 to 60 days prior to the annual meeting, as required by KBOO bylaws
 - Announcement of annual meeting
 - Candidate statements

- Electronic notification to be sent to members when USPS mail notification is sent
 - Mid-late July
 - Constant contact
 - Link to candidate statements
 - Link to electronic ballot

RECRUITMENT STRATEGY FY24

- *How to become a KBOO Board member* informational sessions resumed in March.
 - 3x per month through June

 - The Nominating Committee is promoting this training
 - Especially with programmers and current KBOO volunteers

- Programming
 - On-air announcements
 - kboo.fm announcement
 - Web Coordinator
 - Social media
 - Engagement Coordinator
 - From Constant Contact
 - Volunteer Coordinator
 - Volunteer newsletter
 - Galaxy
 - Board of Directors
 - Jill will email promotional video to the board
 - Constant Contact
 - Engagement Coordinator
 - Jill will write something for members and volunteers to be sent before the end of May
 - Mac's List
 - Jill will look into placing an ad in the "volunteer" section of Mac's List
 - Partners in Diversity
 - Jill will see if Partners in Diversity has postings for volunteer positions
 - Portland radio stations
 - Send "press release" to local radio stations
- KBOO's website has been down on and off for the past 2 weeks. It has been difficult to access kboo.fm/become-kboo-board-member to obtain details on the information sessions.

BOARD APPLICATION

- Charles was assigned the task of transferring the paper application to a Google Form.
 - Applications are due Friday, 7/19
 - Nominating Committee will distribute applications starting 6/1
 - Jill will follow up with Charles to see how this is going

BOARD POLICY: CANDIDATE REQUIREMENTS

- A proposal to update the Bylaws to revise the candidate requirements was made to the Board of Directors in February.
- The board decided to make the requirements a policy rather than change the bylaws.

- Jill will send preliminary language to the Governance and Policy Committee for final revisions.
 - The Nominating Committee and the board are still having discussions about background checks.
 - This will also be a policy if the board proceeds.
- Recruitment qualifications
 - Current qualifications from KBOO's Bylaws
 - Section 4. Qualifications. All Board members shall be members of the corporation, and shall attend volunteer orientation within three months of being seated.
 - Additional proposed qualifications (will require Bylaws revision):
 - Informational Sessions
 - How to become a KBOO Board member
 - One-on-one with a member of the Nominating Committee
 - Board/Committee meetings
 - Attend at least 1 meeting of KBOO's Board of Directors
 - Attend at least 1 committee meeting
 - Classes
 - FCC
 - Programming
 - Production
 - Accounting
 - Policy
 - Background checks
 - More in-depth background checks
 - Should this background check mirror the check for Staff?

ANNUAL MEETING

- Planning
 - WHO
 - KBOO members, board recruits, board members, staff and volunteers
 - WHAT
 - Annual meeting of the KBOO's membership and election of board members
 - As required by KBOO's bylaws
 - Review of FY24
 - Current state of finances
 - Projections of FY25
 - Board elections
 - Ask radio hosts to MC the event?
 - DJ for music before, during and after?
 - Refreshments

- WHEN
 - Saturday, 9/21 in the afternoon

- WHERE
 - The Clinton Street Theater is no longer the ideal venue for the annual meeting
 - KBOO does not have the same close relationship with the new owners of the theater.

 - We can look for space elsewhere:
 - Tabor Space is not available on 9/21
 - Check out Portland Parks and Rec facilities
 - Jill will continue to work on this, we are getting CLOSE to the date of the event

- WHY
 - To summarize the fiscal year that is concluding, to announce plans for the coming year and elect new board members.

CLOSED SESSION

- Applicant updates

NEXT MEETING

Tuesday, 6/11/2024

6:00pm

Via Zoom