

Personnel/Governance Committee

April 9, 2018

Present: Zale Chadwick, Ani Haines, Shaheed Haamid, Danielle Parks, Don Caughey, John Shuck

Absent: Rose

Minutes: Ani

Read Meeting Guidelines:

Approved Minutes of March 12, 2017

1. report back from board meeting (policy #1, email policy, Adam's resolutions)

The Board passed the Sexual Harassment / Non-Discrimination Policy as revised by this committee

Tommy Moore will be stepping down from the Board as of May 1st

As Tommy has been the Vice President, the Board chose Danielle Parks to be the Vice President.

Marc Anderson has stepped down from the board as of this last meeting

Email policy- the by-laws state clearly that the Board cannot vote other than in a regularly scheduled meeting, or executive committee of the board if a matter needs to be dealt with in an urgent and timely way between meetings. If it is determined that KBOO desires to have voting by email a by-law change would be required.

2. Member of the Board, long-distance participation

The question has been raised as to whether a board member may attend and participate in a board meeting via electronic means (such as, but not limited to: Skype, Web Conference site, or telephone).

The Personnel / Governance Committee affirms that attending a meeting of the Board of Directors via one of these methods, wherein they are able to hear the issues and discussions prior to voting, may have their attendance count towards quorum, as well as their vote registered.

3. Elections Handbook

Zale has found 2010 Elections Handbook written by Personnel / Governance Committee. She will share it with the Nominating Committee of the Board.

4. HR support

Zale presents her information about HR needs, and possible solutions. They can be found at this link:

https://docs.google.com/document/d/1bEEs08ODBIBrfNeIDG_GbrMOe573TU_1Uc8GarqkmdU/edit?usp=sharing

Don notes that there are too many tasks for this person to be quarter-time. Delphine agrees that we would find volunteer support for them.

Don suggests there be a board committee or workgroup to support the HR person, if this is a hire. Ani states that the Personnel Committee has filled this role in the past.

In reviewing the options, we will recommend that we try the HR Answers, Inc. Advantage Plan Program 2018.

John moves that the Personnel / Governance Committee recommends that we begin a contract with HR Answers, Inc, for \$185/month, beginning May 1st, 2018. We will review this contract in 3-months, to include a report from the Station Manager, to see if this option is solving our HR needs. The Personnel / Governance Committee recommends that board members receive this information in advance of the next board meeting.

It is passed unanimously.

5. sabbatical form

The Committee reviewed the document that Ani created, which can be found at <https://docs.google.com/spreadsheets/d/1Trmb56Z9mCn5dq5CD4Zkb2qDLcaXCMmFrQQDzLgDYM/edit?usp=sharing>

John moves that we accept the document, and recommend it to Delphine for her use.

6. board exit interviews

We have been asked to draft Exit Interviews for Board Members leaving the Board, whether they resign before their terms end, or if they are not seeking re-election.

We will discuss next month.

7. bylaw revisions -- tabled

8. more?

adjourned at 8:10 pm