

Kekahu Foundation  
Board of Directors Meeting  
July 22, 2020  
Via Zoom

*Attending:*

Steve Thatcher, President and Chair  
Hari Khalsa, VP  
Jeff Frisk, Treasurer  
Larry LaSota, Secretary  
Marshall Paul  
Marj Dente

*Guests:*

Laura Christine, GM  
Jimmy Trujillo, CAB  
Teresa Gardner  
Aimee Kreutzman  
Anni Caporuscio, scribe

**1.) Call to Order**, introduction of guests: Steve at 6:24pm after brief moments of personal stories for connection.

**2.) Review and approve Agenda.**

A.) Additions:

- 1.) Event Policy
- 2.) Development and Outreach being two different committees. New Business.

B.) Takeaways:

- 1.) Board application has been updated on website. From Old Business.

**3.) Approve Minutes of April 18, 2020.**

Steve wants to make sure that the edited Minutes are dispersed to the BOD, as well as the Approved Minutes of previous meetings.

*\*\*Jeff moves to approve the minutes of April 18, 2020. Seconded by Larry. Motion passes with no discussion.*

Anni will add date of Approval to each set of Minutes.

**4.) Public Input is cancelled** for COVID

**5.) President's Comments**

a.) Force Majeure Meeting, once again. Even if it is completely safe to meet in person, we are behaving as though it is not and meeting via zoom.

**6.) Treasurer's Report:** Jeff

A.) As a broad brush stroke, while looking at the budget for the last quarter: 50% donations, 30% underwriting, 20% grants. We got the PPP Loan, \$35k, another CPB grant for \$112k as well, for \$147k total to equal about half of the operating budget. Underwriting is looking stable, which is surprising. Membership donations are down due to the last fund drive coinciding with COVID.

B.) The budget will be finalized by the next board meeting. There are no major deviations in the budget projected except for the large influxes of grants.

C.) Thank you for the in-kind donations, mainly from the Kreautzmans in donating upgrades to door, outdoor improvements, etc.

Marshall asks if there is a conflict with letting go one staff member and the PPP Loan. Jeff thinks it will not because the hours are the same.

### **7.) General Manager's Report:** Laura. Please refer to the General Manager's Report

A.) The PPP Loan has been extended until Dec 31. The employee in question was part time, and the PPP stipulates that it is full time employees that can't be fired during the time period.

B.) There is also a \$4000 SBA loan as well.

C.) Lokahi fundraising campaign recently started in partnership with Havaiki. It is not a regular fund drive.

1.) We are showing how important we are during trying times and hopefully this will inspire people towards giving.

D.) The underwriting is very close to how it was last year.

E.) Volunteers: the weekly emails have been well received. 4 new volunteers. Have been doing program reviews, keeping it positive and they have been going well.

F.) Dr. Keahi is sitting in for Manulele for the Sovereignty Show and it is working well.

G.) Worried that there will be some expensive air conditioning fixes coming soon.

H.) Issues at Mt. Kahili. Someone pried the door off of the remote transmitter room and the equipment was exposed to the weather.

I.) Sexual Harassment training is imminent for Board and Staff members in order to continue receiving the CPB Grant.

### **8.) Committee Updates**

A.) Finance Committee Report: Jeff.

1.) Plans on having a Finance Committee Meeting between now and the next board meeting to finalize the budget for presentation to the Board.

B.) Personnel Committee: Hari.

1.) Met with Laura as she made transitions. She has consolidated the duties that were held with the previous Volunteer Coordinator.

2.) Laura is considering hiring a salesperson to fill the Underwriting position and possibly moving Lindsay in to Volunteer Coordinator.

C.) Outreach and Development: Larry

1.) Due to COVID, Larry hasn't been anywhere to do outreach.

D.) Strategic Plan Committee: Marj

1.) 8 attendees at a meeting on July 8. 2 hours.

2.) Future meetings will be on zoom and not in person.

3.) Marj asks the Board how to proceed.

a.) some members of the committee have gone through and outlined what has gone well and accomplished and what has not. Jeff and Jimmy have volunteered to facilitate a meeting for Strategic Plan making. She will get all the committee information to Jeff and Jimmy.

Larry asks if Rick was facilitating and if he will facilitate other meetings. Marj says, no, not facilitating, but that Rick had concerns about the financial future of the station and wanted to bring some ideas and suggestions to become more solvent.

Marj is very happy that the committee is back and running again.

E.) Endowment Committee: Hari

1.) Meetings were planned and canceled a few times.

2.) working on PSA, a plan, and staff information. Talking with KPFA on the best way to run an endowment fund.

F.) Election Committee: Steve. Nothing to report.

G.) Governance Committee: Steve. Nothing to report.

## 9.) Old Business

A.) Fundraising Policy for non-KKCR-sanctioned events. Jeff took the first part of the document Marj and Anni created two years ago and edited it. The purpose of the policy is to make sure that KKCR events are in line with station identity and mission.

Steve asks Laura if this is enforceable. She says that it is necessary so that if people do put on an event and they get hurt it won't come back to KKCR or KF because there is a policy in place.

Marshall asks if it should also be approved by the Board. Jeff says it might relieve pressure from the GM. Steve says it may also make sure to relieve KKCR of financial burdens. He also thinks that this policy may be connected to some Bylaws and other policies. Marj says it is necessary for anyone who brings an event to the GM/Board they must present a budget. Marj and Anni put in a larger policy a guideline on how to make a budget. Laura considers it a tool for the GM and Board to say yay or nay.

*\*\*Jeff moves to approve the Events policy as presented. Seconded by Hari. Unanimously approved.*

B.) Board Application is updated correctly on the website.

C.) Job descriptions for committees. Jeff poured through past documents and Bylaws that were updated in 2015 and presented the committee descriptions through email to the Board.

Marj says the Personnel Committee description needs to be changed. The policy says that if the management can't solve a problem at the station, it is passed to the Personnel Committee, and it needs to be included in the job description for that committee, beyond merely hiring and evaluating the station manager. Jeff added a sentence. Hari says it sounds good

*\*\*Jeff makes a motion to approve the definitions of the Board of Directors committees as presented and emended. Seconded by Larry. Unanimously passed.*

## 10.) New Business

A.) Separate the Outreach and Development Committees. Background: since there were multiple Board members wanting to participate on these committees and they are different missions

*\*\*Motion brought by Jeff to separate the Outreach and Development Committee into two committees, as defined by the definitions of committees. Seconded by Hari. Motion unanimously passed.*

B.) Introduction, statements, questions of new applicants for the KFBOD. The Board has all received copies of their applications for Director. Teresa and Aimee will have time to present themselves. They are both heartily thanked for their willingness to apply to the Board.

The voting members of the Board proceed to a breakout room to vote while the other members remain in another room.

Aimee Kreutzman and Teresa Gardner have been unanimously approved to join the Kekahu Foundtion Board of Directors for three year terms.

### **11.) CAB Report: Jimmy Trujillo**

A.) Jimmy asks to have the CAB Report earlier in the meetings in the future.

B.) In June there was an on-air meeting during the CAB show. It is archived in the CAB blog. Thank you to Laura for making that available for the larger listening island.

C.) It was notable that people were very interested in the sovereignty issues. Laura, on-air, asked Dr. Keahi if he would like to do this show for the time being.

D.) Someone suggested having Board meetings and CAB meetings held in a public location like a food place to promote the businesses and give them revenue.

E.) People expressed enjoying the diversity of programming.

F.) There is no projected meeting planned but will most likely have the next one on-air again unless COVID concerns calm down. Steve likes the idea of putting it on the air.

Marj asks Jimmy and Laura: What, if any, feedback did you get on the racism show? She thinks it was extremely helpful to move the situation forward in our community. Jimmy says mostly positive feedback, some effusive. He will continue to have shorter segments on the issue in the future. Laura got zero complaints, she learned things, and thought it was really excellent.

Jeff brings up that there needs to be an Executive Committee, per the Committee definitions that were just approved. It says that it needs to be the President, Treasurer, and one other board member, per the Bylaws. It is commonly President, VP, Treasurer.

*\*\*Motion presented by Jeff that the Executive Committee of the Kekahu Foundation Board of Directors will be the four elected officers, President, Vice President, Treasurer, Secretary. This is in accordance with the Bylaws and with the committee definitions. Seconded by Larry. Motion passes unanimously.*

Jeff also brings up that the Election Committee needs to have one Foundation member at large as part of the committee. Anni was nominated for this committee.

### **12.) Member and Public Input: Cancelled.**

**13.) Next Meeting.** Needs to be before the next budget begins. Wednesday September 30. 6pm.

**14.) Meeting Adjourned by Steve at 8:02pm**