

## **Minutes of the KPFK Local Station Board Meeting - July 11, 2007**

A regular meeting of the KPFK Local Station Board was held on Saturday, July 11, 2007 at the Peace Center, 8124 W. 3rd Street, Los Angeles, CA 90048. Jack VanAken served as Chair, and Kimberly King and Yosh Yamanaka served as Secretaries Pro-Tem. The minutes of June 9, 2007 were approved.

**Nineteen Delegates were present:** Grace Aaron, Rodrigo Argueta, Lydia Brazon, Israel Feuer,  
Bill Gallegos, Sherna Gluck, Terry Goodman, Ian Johnston, Kimberly King, Tracy Larkins,  
Arturo Lemus, Reza Pour, Margaret Prescod, Jack VanAken, Fernando Velazquez, Don White,  
Gabrielle Woods, Yosh Yamanaka, Lamont Yeakey.

**Two members were excused:** Jan Goodman and Fernando Velazquez (arrived late)

**Five members were absent:** Dave Adelson, Yolanda Anguiano, Adriana Gomez (non-voting), Ali Lexa, Steve Weatherwax

**Also present:** Eva Georgia, KPFK General Manager

**Authority and Notice:** This meeting was authorized by the LSB by a motion approved at its meeting of February 10, 2007. Specific notice was posted on the KPFK website beginning on July 1, 2007 (see Appendix A).

### **I. Comments by Chair**

Comments were **delivered** by the Chair.

Meeting was **called to order** at 7:34 pm.

### **II. Appointment of Secretaries Pro-Tem**

Kimberly King and Yosh Yamanaka were **appointed** Secretaries Pro-Tem by acclamation.

### **III. Call to Order, Welcome and Acknowledgements, Call of the Roll, Motion for Excused Absences, Review and Approval of the Agenda, Approval of Minutes**

Agenda was **approved** with revisions. (see Appendix B)

T. Goodman **moved** to strike the Programmer's Letter from the minutes of 6/9/2007

White **moved** to amend by substitute: that the following statement be added to Appendix C of the minutes "This document is not official, is for information only and does not represent an endorsement by the Local Station Board."

The amendment was **approved** by show of hands.  
Y - 13, N-2, Ab - 1.

Minutes were **approved** as amended.  
Y - 12, N - 0, Ab - 4

#### **IV. Announcements**

A. Casey Peters **presented** an explanation of proposed Bylaws amendments concerning Delegate terms and election schedule. He **introduced** Liliana Gomez, the new Local Election Supervisor for KPFK.

B. The Chair **took volunteers** for a newly formed ICE Raids Task Force, a working group of the KPFK Governance Committee. The first meeting will take place on Wed. 7/18/07 at 7pm at the Station.  
Jack VanAken will convene the first meeting.

C. Board members **were delivered** a copy of the *Chief Financial Officer Report and Findings:*  
*Eva Georgia Reimbursements FY05-FY07*

Gluck **moved** to adopt the *CFO Report and Findings*.

Feuer **moved** to **amend by substitute** to receive the *CFO Report* and include in the minutes as an appendix. (see Appendix C).  
Substitute motion **passed** by show of hands.  
Y - 10 , N - 6, Ab - 2

Vote on main motion.  
Y - 11, N - 6, Ab - 1  
Motion **passed** by show of hands.

D. Aaron mentioned death of Corbin Harney, spiritual leader of the Western Shoshone Nation.

13 minutes of public comment were **heard**.

#### **V. General Manager, Eva Georgia, presented the Draft 2007-08 Budget.**

Gluck **moved** to add \$5,000 to LSB budget in order to contract someone from the Center for Alternative Dispute Resolution or its equivalent to meet with management, staff and LSB stakeholders in order to assess the climate and relationships among and between the stakeholders and develop a proposal on how to move forward constructively.

Gluck **moved to refer** the motion to the Governance Committee.  
**Passed** without objection.

Aaron **moved** that the budget be referred to the finance committee.

Brazon **moved to amend** as follows: that we adopt the budget provisionally tonight, then refer it to the finance committee for review and recommendations, and that the budget be the first item of business at the August LSB meeting, where we formally vote on it.

Prior to vote on the motion, four minutes of public comment were **heard**.

Motion to amend by substitute **passed** by roll call.

Y - 11, N - 4, Ab - 3

*(Y - Argueta, Brazon, Gallegos, Gluck, Larkins, Lemus, Pour, Prescod, Velazquez, White, Woods, N- Aaron, Feuer, T. Goodman, Yeakey, Ab - Johnston, King, Yamanaka)*

Vote on main motion.

Motion **passed** by show of hands.

Y - 12, N - 4, Ab - 2

## **VI. Standing Advisory Committee Reports: [A] Personnel**

Gluck **submitted** a written report from the Personnel Committee [see appendix D.]

**Motion** from Gluck (as amended)

That the period for the next GM evaluation shall be 13 months, June 1, 2006 to June 30, 2007.

**Approved** without objection.

**Motion** from Personnel Committee to approve it's proposed "Query to GM." [see appendix E.]

**Approved** by roll call vote.

Y - 12, N - 0, Ab - 5

*(Y- Aaron, Gallegos, Gluck, T. Goodman, Johnston, King, Lemus, Pour, Velazquez, White, Yamanaka, Yeakey, Ab - Brazon, Feurer, Larkins, Prescod, Woods)*

**Motion** from Personnel Committee that the LSB meet in executive session on August 25, 2007.

**Approved** without objection.

**Motion** from Margaret Prescod to adjourn.

**Approved** without objection.

Meeting **adjourned** at 10:26 pm.

Agenda items VI[B] through VIII **postponed** by adjournment until next meeting.

Submitted by Jack VanAken based on notes by Kimberly King, Yosh Yamanaka, Jack VanAken and review of audio recording.

These minutes were approved 8/4/07.

#### Appendix A - Authority and Notice

KPFK Local Station Board meets July 11 at 7 pm

The KPFK Local Station Board will meet Wednesday, July 11, 2007, 7 p.m. at the Peace Center, 8124 W. 3rd Street, Los Angeles, CA 90048. Limited parking available in back.

Jack VanAken, KPFK Local Station Board chair

661-755-2590 [jackv@123mail.org](mailto:jackv@123mail.org)

#### Refs:

[http://kpfk.org/index.php?option=com\\_content&task=view&id=3052&Itemid=80&lang=en](http://kpfk.org/index.php?option=com_content&task=view&id=3052&Itemid=80&lang=en)

<http://disc.server.com/discussion.cgi?disc=203188;article=10274;title=KPFK-fm%20Chat>

<http://disc.server.com/discussion.cgi?disc=165346;article=39544;title=KPFK%20Listener%20Forum>

[http://groups.yahoo.com/group/kpfklsb\\_comments/message/2784](http://groups.yahoo.com/group/kpfklsb_comments/message/2784)

<http://groups.yahoo.com/group/freekpfk/message/22010>

<http://groups.yahoo.com/group/NewPacifica/message/77941>

#### Appendix B - Agenda (as amended)

##### KPFK LSB MEETING

July 11, 2007 7 p.m.

The Peace Center

8124 West 34d St., Los Angeles, CA 90048

-proposed agenda-

I. Comments by Chair [7 mins]

II. Appointment of Secretary Pro-Tem [3 minutes]

III. Call to Order

Welcome and Acknowledgements

Call of the Roll

Motion for Excused Absences

Review and Approval of the Agenda

Approval of Minutes  
[total: 10 minutes]

IV. Announcements:

Proposed ByLaws Amendment/ Introduction of Local Election Supervisor Liliana Sanchez

- Casey Peters

Creation of Task Force on ICE Raids policy

CFO Report and draft Policy Manual

In Memoriam of Corbin Harney [30 secs] - Aaron [total 10 mins]

General Public Comment [10 minutes]

V. Draft 2007-08 Budget presentation, including GM Report with Q&A [5 min]  
[total 45 mins]

VI. Standing Advisory Committee Reports: [A] Personnel - 30 mins

[B] Governance - 20 mins [C] Outreach - 10 mins

[D] Finance - 10 mins [E] Programming Oversight - 10 mins [total: 80 minutes]

VII. PNB Directors reports [15 minutes]

VIII. New Business [10 minutes]

IX. Public Comment [10 minutes]

X. Announcements/Adjournment [5 minutes]

(Consistent with Board Policy the Chair will call for Public Comment at various points in the agenda. Any unused portion of the 30 minutes assigned to Public Comment will be used in Agenda Item IX.)

[total 185 mins = 3 hours 15 mins]

Appendix C - CFO Report and Findings

Chief Financial Officer

Report and Findings:

Eva Georgia Reimbursements

FY-05-FY07

Submitted by:  
Lonnie Hicks, Chief Financial Officer  
Pacifica Foundation  
July 1, 2007

## Introduction

This report was completed at the request of Jack VanAken, Chair of the KPFK Local Station Board, under a motion passed by the KPFK Local Station Board to examine the reimbursements to Eva Georgia KPFK General Manager over a period beginning in FY 2005 to present.

I compiled all relevant documents and began the examination of all expenses from station records assembling a review committee to assist me in the tasks involved.

### Methodology:

I reviewed written materials from Grace Aaron, former Chair of the Local Station Board, documents supplied by the Local Business Manager as well as items and questions posed by Local Station Board members.

This will be the third review my staff and I have done on these particular issues. The review itself was done by myself as Chief Financial Officer, Ben Garcia, Pacifica Controller, Alvin Yip Pacifica Internal Auditor, the Business Manager at KPFK and, others with specific information to contribute. In addition, all of the above, including myself conducted a telephone conference call with Eva Georgia where all concerned were able to ask specific questions about all items, including specific allegations made in written materials referencing concerning double billing, embezzlement, dubious billings, hotel stays, unauthorized expenditures, personal expenditures and unaccounted for expenditures.

### Findings:

The unanimous findings are as follows:

- A. No evidence double billing was found. The specific reimbursements referenced failed to note that often several reimbursements were combined into one check. Properly done a cross referencing of check numbers revealed no double billings.
- B. No evidence of embezzlement was found and no specific example of this allegation was provided and none found in our examinations.
- C. The billing claims were questioned were explained to our satisfaction and we note that station and Pacifica policies around certain kinds of reimbursement were not in place for much of the period. Currently policies have been proposed which the Local Station Board might want to review. These specific proposals are found in the Pacific Financial

Policies and Procedure Manual with is before the National Finance Committee for review for ecommendation the Pacifica National Board. (See attached)

D. Eva Georgia states that her hotel stays were authorized by two previous Executive Directors. I checked with one individual to be sure that this authorization was, in fact, given and was told that indeed he had given Eva authorization to stay in the hotels during fund drives. I asked, and Eva provided, to the review committee, details of the hotel stay in question.

E. We find no evidence of unauthorized expenditures over the period, although during a period when the General Manager was forced utilize her personal credit for premium expenses because the Network, at that time had no credit cards available for use by stations. Since that period the Board of Directors of Pacifica has approved a credit for use by KPFK personnel. Moreover, all credit card expenditures will, under new proposed policies (see the Financial Policies and Procedure Manual) will be reviewed monthly by Pacifica Controller who will report out to the Chief Financial Officer.

## \ Summary and Recommendations

Our review process did not sustain the allegations made. We found no improprieties in the reimbursements made to the General Manager.

That said, we do and have made recommendations to clarify policy in various areas. (See the attached "Policies and Procedures Manual")

This report is made by the Chief Financial Officer on behalf of the Pacifica Foundation.

## Appendix D - Personnel Committee Report

### Personnel Committee Report to LSB, 7/09/07

Since June 8th, the Personnel Committee has been focusing its attention on the development of a process for the 2006-2007 General Manager Evaluation. Although there was initial support for repeating the survey process used last year, ultimately, the committee was divided on proceeding with a survey at this time. However, there was unanimity that the GM be queried on issues arising out of the last evaluation. The question of how to proceed was brought to the LSB at the Executive Session of 6/15, where a motion was adopted (below) after a wide ranging discussion.

#### 2006 to 2007 GM Evaluation Process:

##### I. Motion re GM Evaluation

At an Executive Session of the LSB on 6/15/07, the following motion was adopted, with no objections (Y 9, N 0, Ab 7), and with approval to report it out in open session;

Moved that the LSB evaluation include a comprehensive set of questions to the GM to address some of the issues raised in the last evaluation and based on her job description, and that the GM is requested to respond within 15 days of receiving the questions.

## II. Motion by Personnel Committee to amend the time for GM to respond:

At a Personnel Committee meeting on 7/5, a motion was approved to allow the GM 28 days to respond to the questions.

## III. Personnel Committee Process and Recommendations

### A. Development of questionnaire

At its meeting of 7/05, the Personnel Committee worked on a draft questionnaire for the GM, using questions developed by the members, revising and formatting them in accordance with the GM Job Description. (See attached)

### B. Timeline Recommendation:

- 7/05 Personnel Committee drafting of questions for GM (See attached draft)
- 7/11 LSB Acceptance of Personnel Committee Questionnaire for GM
- 7/12 Delivery of Questionnaire to GM
- 8/10 GM Responses delivered to Personnel Committee
- 8/19 Personnel Committee Work Session to draft report
- 8/20 Draft of Personnel Committee Report delivered to GM, giving her the opportunity to submit a written response for consideration at LSB meeting of 8/25
- 8/20-25 GM Response and Personnel Committee report available for review by appointment
- 8/25 Executive Session of LSB to discuss, amend, adopt 2006-2007 evaluation
  - 11-12noon Distribution of GM Response(s) and Personnel Committee Report
  - 12-1pm Discussion with GM
  - 1-2:30pm LSB adoption of a 2006-2007 Evaluation
- 8/27 Delivery of LSB Evaluation to ED

## Appendix E - Queries for GM Evaluation

### QUERY TO GM for 2007-2007 LSB Evaluation

#### I. PERSONNEL/STAFF RELATIONS - Paid Staff Personnel and Trade Union Issues

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

##### A. How has KPFK implemented Federal and state laws and Pacifica policies in the following areas:?

- \* recruitment and selection
- \* hiring
- \* termination

What are the criteria for termination?

How do you ensure that the termination process is objective?

- \* staff grievances

What procedures have been implemented to address grievances by staff

- \* sexual harassment
- \* staff conflicts

What procedures have been implemented to address inter-staff conflict and/or staff/management conflict?

- \* staff evaluations

B. What steps have been taken to minimize the promulgation or distribution of rumors or non-factual information among staff and/or LSB?

C. What mechanism have you put in place for open and timely communication with staff?

D. What steps have you taken to facilitate access to station resource for persons with disabilities?

E. What procedures have you developed and implemented for the distribution of resources and work assignments?

F. What have you implemented for staff development and education?

G. What concrete steps have you taken to address the LSB resolution of 8/12/06 which states: Be it resolved that the KPFK LSB recommends that the GM will work within a more democratic, consensus-based structure at the station. That democratic structure will be decided upon at a later meeting of the LSB and the GM to take place within 2 weeks of this meeting. . . [Note: the last sentence of this motion is confidential].

## II. PERSONNEL/STAFF RELATIONS - Unpaid Staff

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

A. Please specify what steps/programs/processes have been implemented in each of the areas listed below:

- \* Recruitment and selection,
- \* Termination

What are the criteria for termination

How do you ensure that the termination process is objective?

- \* What procedures have been implemented to address grievances by unpaid staff?
- \* What procedures do you have for staff evaluations?
- \* What mechanism have you in place for open and timely communication with unpaid staff?
- \* What procedures have you developed and implemented for the distribution of resources and work assignments?
- \* What have you implemented for staff development and education?

## III. FINANCIAL accountability and responsibility

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

- A. How has input from staff and the Local Station Board been solicited and incorporated into the preparation of the annual budget?
- B. How are financial reports made available on a regular basis to the PNB, the LSB and to the general public?
- C. What policies and practices do you have in place in order to ensure the fiscal integrity of the station?
- D. What steps have you taken to ensure that the relationship between the finance committees of the PNB and the LSB are functioning according to the Pacifica By-Laws?
- E. What steps have been taken to ensure the financial security of monies raised at KPFFK fund-raising events?

#### IV. FUND RAISING

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

- A. What strategies or steps have been implemented to expand the fundraising capabilities of the station?
- B. What further strategies or programs are under consideration?  
How and when will these be implemented?

#### V. COMMUNITY/LISTENER RELATIONS

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

- A. At which public forums have you represented the station?
- B. What type of outreach has been undertaken in under-represented communities?
- C. Has the Report to the Listeners been broadcast monthly? Please list dates, explain any omissions.
- D. What strategy is being implemented to expand listenership including to underserved communities throughout KPFFK's signal area?  
What further steps/programs are under consideration?  
How and when will these be implemented?

#### VI. FCC and CPB requirements

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

- A. What steps have been taken to meet FCC, CPB requirement and when were the CPB reports and FCC license renewal applications submitted?
- B. What steps are being taken to work in conjunction with the LSB to strengthen the CAB and make it more effective?

#### VII. General Operations

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

- A. What procedures are in place to maintain/improve the general operations of the station, including the transmitter function?

B. What specific steps have been taken to resolve the jamming of KPFK signal from XLNC in Tijuana and to regain the lost audience in those affected areas?

What further steps/programs are under consideration?

How and when will these be implemented?

C. What progress have you made in securing a transmitter site for the Malibu area?

#### VIII. Programming goals and services

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

A. What processes have been established and implemented to review programming goals and services in line with the Pacifica mission?

B. How has programming to underserved communities been strengthened?

C. What further steps/programs are under consideration?

How and when will these be implemented?

#### IX. Governance

Please evaluate how effective you feel you have been in each of these areas, and why or why not.

A. What are the practical ways that you work with and report to the LSB?

B. What procedures do you have in place to include LSB members in staff meetings?

C. How can communication with the LSB be improved?

D. How would you assess your attendance and participation at LSB meetings?

E. What do you do to keep the LSB timely apprized of situations at the station?

#### X. Conclusion - self assessment

A. What do you feel are your accomplishments in the past year?

B. In which areas do you feel you should have performed better this past year?

What specifically would you propose to do to improve in these areas?