



**VIRTUAL MEETING**

**MEETING PURPOSE**

Meeting purpose is to get an update on Board recruitment and the prospects; debrief on the DEI training; discuss the Biennial Board Assessment and informational surveys.

**OBJECTIVES**

1. Review 2021 Board Assessment and Board Informational survey
2. Debrief of the DEI Training
3. Progress Update of Board prospects and their interviews

**QUESTION(S)**

- What areas of expertise should recruitment efforts be focused on? What opportunities do we have to continue to diversify the board?

**AGENDA**

3:00 – 3:10 PM	<ol style="list-style-type: none"> <li>1. <b>Call to Order and Welcome</b></li> <li>2. <b>Invitation to Disclose Possible Conflicts of Interests</b></li> <li>3. <b>Overview of Meeting Purpose</b></li> <li>4. <b>Invitation for Additional Topics</b></li> </ol>		David Landau
<b>(ACTION)</b>	<ol style="list-style-type: none"> <li>5. <b>Approval of June 1, 2021 Meeting Minutes</b></li> </ol>	Exhibit 1	
3:10 – 3:15 PM	<ol style="list-style-type: none"> <li>6. <b>Board Surveys</b> <ul style="list-style-type: none"> <li>➤ Biennial Board Assessment Update</li> <li>➤ Board Informational Survey Update</li> </ul> </li> </ol>	Exhibit 2	Filiz Efe McKinney Fieta Robinson
3:15 – 3:30 PM	<ol style="list-style-type: none"> <li>7. <b>Board DEI Training Debrief</b> <ul style="list-style-type: none"> <li>➤ Post Training Feedback Survey</li> <li>➤ Committee Feedback on Training</li> <li>➤ Next Steps</li> </ul> </li> </ol>	Exhibit 3	Ian Warner
3:30 – 4:50 PM	<ol style="list-style-type: none"> <li>8. <b>Board Recruitment</b> <ul style="list-style-type: none"> <li>➤ Recruitment Timeline</li> <li>➤ Update on Board Prospects</li> <li>➤ Current Board Terms</li> <li>➤ Committee Recommendations</li> <li>➤ Initial Committee Assignments</li> <li>➤ Next Steps</li> </ul> </li> </ol>	Exhibit 4a Exhibit 4b Exhibit 4c	Connie Kravas

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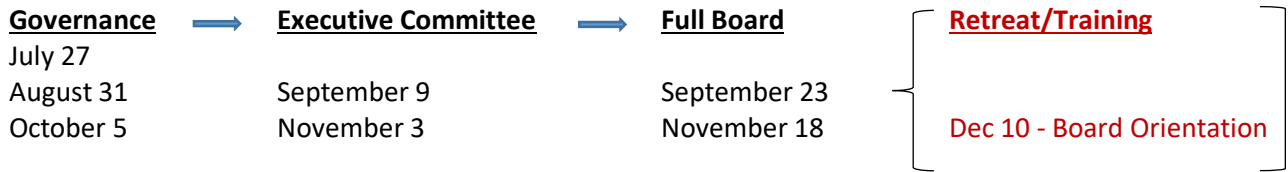
**KUOW PUGET SOUND PUBLIC RADIO**  
**GOVERNANCE COMMITTEE MEETING**  
**TUESDAY, JULY 27, 2021**  
**3:00 PM – 5:00 PM**

**VIRTUAL MEETING**

4:50 -5:00 PM	<b>9. Additional Topics</b> ➤ Board Meeting Topics – September 23 ➤ Next Governance Meeting – August 31	Exhibit 5 (Work Plan)	David Landau
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<b>2021 Board and Committee Dates</b> ➤ Action Item Approval Flowchart	See below	David Landau Fieta Robinson
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**Approval Flow Chart**



5:00 PM	<b>10. Adjournment</b>	David Landau
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## APPROVED MEETING MINUTES

### KUOW Puget Sound Public Radio

#### GOVERNANCE COMMITTEE

JULY 27, 2021 MEETING

3:00 PM – 4:30 PM

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Upon notice duly given, the **GOVERNANCE COMMITTEE** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) virtual meeting was held on July 27, 2021 at 3:00 PM via Zoom conference.

**PRESENT:** David Landau (Chair), Irwin Goverman (Vice Chair), Connie Kravas, Filiz Efe McKinney, Sharon Kioko, Ian Warner and Caryn Mathes

**ABSENT:** David Roberts

**ALSO ATTENDING (STAFF):** Fieta Robinson and Ryleigh Brimhall

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I. **Meeting Called to Order**

Mr. David Landau called the meeting to order at 3:06 PM.

II. **Conflict of Interests**

There were no conflicts of interest expressed.

III. **Approval of Meeting Minutes**

Mr. Landau called for the approval of the Governance Committee Meeting minutes of June 1, 2021. A motion was duly made by Mr. Goverman and seconded by Ms. McKinney. With no objections, the minutes were approved.

IV. **Biennial Board Assessment**

The Committee discussed the 2021 Board Source Assessment results and compared them to the 2018 Board Source Assessment results. Overall KUOW PSPR Board scored better than average to comparable boards with opportunities of growth in the “Culture” section. The suggestions brought forth, by the committee and stated anonymously in the assessment, were more opportunities for meaningful engagement, and, for improvement in the onboarding and mentoring process for new board members.

V. **Board DEI Training**

Mr. Warner reported on July 15<sup>th</sup> Board DEI Training with Brevity & Wit. Overall, the feedback from the training aligned with the feedback provided in the Board Assessment around engagement with KUOW’s DEI efforts and more opportunities to have discussion during meeting.

VI. **Board Informational Survey**

Ms. McKinney provided an update on the current timeline for the Board Informational Survey. Ms. Robinson mentioned that a draft of the survey has been created in Salesforce. The survey would be release in early September 2021.

## APPROVED MEETING MINUTES

### KUOW Puget Sound Public Radio

#### GOVERNANCE COMMITTEE

JULY 27, 2021 MEETING

3:00 PM – 4:30 PM

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VII. Board Recruitment

Mr. Landau provided an overview of the candidate interviews and gratitude for the participation of committee in these interviews. The committee felt this was a strong class of potential board members. There was discussion of ideal committee placements and ways to further onboard new members.

VIII. Motion to Nominate the Current Board Prospects

A motion to approve to nominate the current Board Prospects that were presented. Mr. Goverman moved, and Dr. Kioko seconded. The motion was moved and all in favor to be presented to the Executive committee.

IX. Adjournment

There being no further business, Mr. Landau adjourned the meeting at 4:37 PM.

Respectfully Submitted by  
David Landau, Chair  
Fieta Robinson, Board Liaison



**KUOW PUGET SOUND PUBLIC RADIO**  
**GOVERNANCE COMMITTEE MEETING**  
**TUESDAY, AUGUST 31, 2021**  
**3:00 PM – 4:30 PM**

**VIRTUAL MEETING**

**MEETING PURPOSE**

Meeting purpose is to discuss the Board informational survey, Board Assessment action items, committee assignments & board leadership.

**OBJECTIVES**

1. Update on Board Informational survey
2. Formulate action items from Board Assessment (Board Level & Committee Level)
3. Nominate members for Re-election to the Board
4. Discuss 2022 Board Committee Composition

**QUESTION(S)**

- What are your recommendations & action items from the Board Assessment?
- What is the ideal succession plan for board & committee leadership?

**AGENDA**

3:00 – 3:10 PM	<ol style="list-style-type: none"> <li>1. <b>Call to Order and Welcome</b></li> <li>2. <b>Invitation to Disclose Possible Conflicts of Interests</b></li> <li>3. <b>Overview of Meeting Purpose</b></li> <li>4. <b>Invitation for Additional Topics</b></li> </ol>	David Landau
<b>(ACTION)</b>	<ol style="list-style-type: none"> <li>5. <b>Approval of July 27, 2021 Meeting Minutes</b></li> </ol>	Exhibit 1
3:10 – 3:20 PM	<ol style="list-style-type: none"> <li>6. <b>Board Informational Survey Update</b></li> </ol>	Irwin Goverman
3:20 – 3:35 PM	<ol style="list-style-type: none"> <li>7. <b>Board Assessment Survey Discussion</b> <ul style="list-style-type: none"> <li>➤ Reviewing Action Items</li> </ul> </li> </ol>	Exhibit 2 Irwin Goverman
3:35 – 3:40 PM	<ol style="list-style-type: none"> <li>8. <b>DEI &amp; Racial Equity Update</b> <ul style="list-style-type: none"> <li>➤ Reviewing Action Items from Training</li> </ul> </li> </ol>	Ian Warner
3:40 – 3:50 PM	<ol style="list-style-type: none"> <li>9. <b>Board Recruitment Update</b> <ul style="list-style-type: none"> <li>➤ Current Slate of Prospects</li> <li>➤ Meet &amp; Greet with Board Inductees</li> </ul> </li> </ol>	Exhibit 3 Connie Kravas

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**KUOW PUGET SOUND PUBLIC RADIO**  
**GOVERNANCE COMMITTEE MEETING**  
**TUESDAY, AUGUST 31, 2021**  
**3:00 PM – 4:30 PM**

**VIRTUAL MEETING**

3:50 – 4:20 PM  <b>(ACTION)</b>	<b>10. 2022 Board Composition</b> ➤ Discuss Committee Assignment and Board Officers ➤ Recommendation to Re Elect 2022 Board Members	Exhibit 4	David Landau
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4:20 -4:30 PM	<b>11. Additional Topics</b> ➤ Board Meeting Topics – September 23 ➤ Next Governance Meeting – October 5	Exhibit 5 (Work Plan)	David Landau
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<b>2021 Board and Committee Dates</b> ➤ Action Item Approval Flowchart	See below	David Landau Fieta Robinson
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**Approval Flow Chart**



4:30 PM	<b>12. Adjournment</b>	David Landau
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## APPROVED MEETING MINUTES

### KUOW Puget Sound Public Radio GOVERNANCE COMMITTEE AUGUST 31, 2021 MEETING 3:00 PM – 4:30 PM

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Upon notice duly given, the **GOVERNANCE COMMITTEE** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) virtual meeting was held on August 31, 2021 at 3:00 PM via Zoom conference.

**PRESENT:** David Landau (Chair), Irwin Goverman (Vice Chair), Connie Kravas, Sharon Kioko, Ian Warner, Heidi de Laubenfels and Caryn Mathes

**ABSENT:** David Roberts and Filiz Efe McKinney

**ALSO ATTENDING (STAFF):** Ryleigh Brimhall

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I. **Meeting Called to Order**

Mr. David Landau called the meeting to order at 3:04 PM.

II. **Conflict of Interests**

There were no conflicts of interest expressed.

III. **Approval of Meeting Minutes**

Mr. Landau called for the approval of the Governance Committee Meeting minutes of July 27, 2021. A motion was duly made by Ms. Kravas and seconded by Mr. Goverman. With no objections, the minutes were approved.

IV. **Board Informational Survey**

Mr. Goverman facilitated a discussion of the draft Board Information Survey. Overall, the committee thought the survey was good with some minor corrections, specifically with removing the questions on updating members’ biographies and website profile pictures, and phrasing with the identity questions.

V. **Biennial Board Assessment Discussion**

The Committee discussed the 2021 Board Source Assessment action items from the focus group. The overarching topics were focused on “Funding/Public Image”, “Culture”, and “Board Composition”. With “Funding/Public Image”, there were opportunities to expand on the Development Committee’s purpose to encourage further engagement and connection between the board & staff. The “Culture” Section reflected the struggles experienced through the pandemic with virtual meetings. The implementation of a Board Portal and meetings centered on discussion would alleviate some of this disconnection between members. “Board Composition” was discussed on how to add additional transparency to the recruitment process.

VI. **DEI & Racial Equity Update**

Mr. Warner reported the feedback from the training aligned with the feedback provided in the Board Assessment around engagement with KUOW’s DEI efforts and more opportunities to have discussion during meeting.

## APPROVED MEETING MINUTES

### KUOW Puget Sound Public Radio

#### GOVERNANCE COMMITTEE

#### AUGUST 31, 2021 MEETING

3:00 PM – 4:30 PM

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VII. Board Recruitment

Ms. Kravas updated the committee on the board inductee's meet and greet at the end of September and included potential COVID Safety protocols with meeting in person.

VIII. Board Composition

The Committee discussed potential board composition for FY22. It was decided that the Governance & Board Leadership used the Board Informational Survey as base, and then presented the draft board composition to the committee for feedback and confirmation.

IX. Motion to Nominate the Current Board Prospects

A motion to approve to nominate the current Board Prospects that were presented. Ms. Kravas moved, and Mr. Goverman seconded. The motion was moved and all in favor to be presented to the Executive committee.

X. Motion to Recommendation to Re Elect 2022 Board Members

A motion to approve to Re-Elect of 2022 Board Members in September 2021 that were presented. Ms. Kravas moved, and Mr. Goverman seconded. The motion was moved and all in favor to be presented to the Executive committee.

XI. Adjournment

There being no further business, Mr. Landau adjourned the meeting at 4:20 PM.

Respectfully Submitted by  
David Landau, Chair  
Fieta Robinson, Board Liaison





**KUOW PUGET SOUND PUBLIC RADIO**  
**GOVERNANCE COMMITTEE MEETING**  
**TUESDAY, OCTOBER 05, 2021**  
**3:00 PM – 5:00 PM**

**VIRTUAL MEETING**

**MEETING PURPOSE**

Meeting purpose is to discuss the Board informational survey, Board Assessment action items, DEI Committee, 2021 board orientation, new member onboarding, committee assignments & board leadership, offboarding retiring members, annual meeting

**OBJECTIVES**

1. Update on Board Informational survey
2. Formulate action items from Board Assessment (Board Level & Committee Level)
3. DEI Committee Formation
4. Board Orientation and new member onboarding
5. Discuss 2022 Board Committee Composition
6. Annual Board Meeting and offboarding retiring members

**QUESTION(S)**

- What are your recommendations & action items from the Board Assessment?
- What is the ideal succession plan for board & committee leadership?
- What is the defined purpose of DEI Committee?
- How can we effectively welcome and on-board new members?

**AGENDA**

3:00 – 3:05 PM	<ol style="list-style-type: none"> <li>1. <b>Call to Order and Welcome</b></li> <li>2. <b>Invitation to Disclose Possible Conflicts of Interests</b></li> <li>3. <b>Overview of Meeting Purpose</b></li> <li>4. <b>Invitation for Additional Topics</b></li> </ol>	David Landau
<b>(ACTION)</b>	<ol style="list-style-type: none"> <li>5. <b>Approval of August 31, 2021 Meeting Minutes</b></li> </ol>	Exhibit 1
3:05 – 3:10 PM	<ol style="list-style-type: none"> <li>6. <b>Board Informational Survey Discussion</b> <ul style="list-style-type: none"> <li>➤ Review the Results</li> </ul> </li> </ol>	Irwin Goverman Filiz Efe McKinney
3:10 – 3:20 PM	<ol style="list-style-type: none"> <li>7. <b>Board Assessment Survey Discussion</b> <ul style="list-style-type: none"> <li>➤ Reviewing Action Items from 9/23 BOD Meeting</li> </ul> </li> </ol>	Irwin Goverman Filiz Efe McKinney
3:20 – 3:50 PM	<ol style="list-style-type: none"> <li>8. <b>DEI &amp; Racial Equity Update</b> <ul style="list-style-type: none"> <li>➤ Draft DEI Committee Charter Discussion</li> <li>➤ Motion to approve formation of DEI Committee with Purpose, Name, and Charter to Board Approval</li> </ul> </li> </ol>	Ian Warner
<b>(ACTION)</b>		

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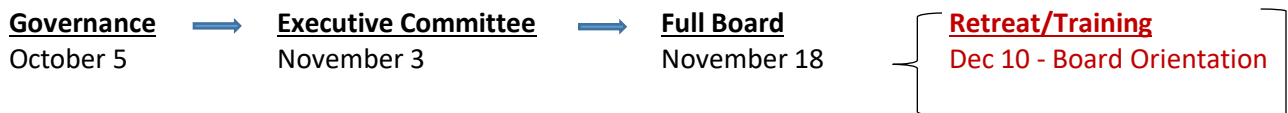


**KUOW PUGET SOUND PUBLIC RADIO**  
**GOVERNANCE COMMITTEE MEETING**  
**TUESDAY, OCTOBER 05, 2021**  
**3:00 PM – 5:00 PM**

**VIRTUAL MEETING**

3:50 – 4:10 PM	<b>9. Board Orientation/Member Onboarding</b> ➤ New Member Mentor Discussion ➤ Meeting with Committee Chairs ➤ Lunch and Learn Discussion	Exhibit 3	David Landau
4:10 – 4:20 PM <b>(ACTION)</b>	<b>10. 2022 Board Composition</b> ➤ Discuss Committee Assignment and Board Officers ➤ Recommendation of 2021 Board Leadership and Committee Assignments for Board Approval ➤ Committee Structure Discussion		David Landau
4:20 – 4:30 PM	<b>11. 2022 Workplan Draft</b> ➤ Draft of the Workplan	Exhibit 4	David Landau
4:20 – 4:40 PM	<b>12. Offboarding and Transitions</b> ➤ Exit Interviews ➤ Chair Transition Meetings		David Landau
4:40 – 4:50 PM	<b>13. Annual Meeting</b> ➤ Retiring Directors Acknowledgments ➤ Committee Chair Acknowledgments		David Landau
4:50 -5:00 PM	<b>14. Additional Topics</b> ➤ Annual Board Meeting Topics – November 18		David Landau
	<b>2021 Board and Committee Dates</b> ➤ Action Item Approval Flowchart	See below	David Landau Fieta Robinson

**Approval Flow Chart**



5:00 PM	<b>15. Adjournment</b>		David Landau
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## APPROVED MEETING MINUTES

### KUOW Puget Sound Public Radio

#### GOVERNANCE COMMITTEE

October 05, 2021 MEETING

3:00 PM – 4:30 PM

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Upon notice duly given, the **GOVERNANCE COMMITTEE** (the “Committee”) of KUOW, Puget Sound Public Radio (PSPR) virtual meeting was held on October 05, 2021 at 3:00 PM via Zoom conference.

**PRESENT:** Irwin Goverman (Vice Chair), Connie Kravas, Sharon Kioko, Ian Warner, Heidi de Laubenfels, Filiz Efe McKinney and Caryn Mathes

**ABSENT:** David Landau (Chair) and David Roberts

**ALSO ATTENDING (STAFF):** Fieta Robinson

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I. **Meeting Called to Order**

Mr. Irwin Goverman called the meeting to order at 3:05 PM.

II. **Conflicts of Interest**

There were no conflicts of interest expressed.

III. **Approval of Meeting Minutes**

Mr. Goverman called for the approval of the Governance Committee Meeting minutes of August 31, 2021. A motion was duly made by Ms. Kravas and seconded by Mr. Warner. With no objections, the minutes were approved.

IV. **Board Informational Survey**

Mr. Goverman facilitated a discussion of the Board Information Survey results. Due to low response from members difficulty accessing the survey, the committee decided to reopen the survey to allow for more responses.

V. **Biennial Board Assessment Discussion**

Ms. McKinney presented on the feedback to the results from the recent full board meeting. The four major topics of feedback were a strong focus on increasing the ways in which board members can engage outside of the standard committee and board meeting structure, board members felt uncertain about how to effectively engage with the org and in their roles, a need for structured mentoring with both during and after onboarding, and few board members explicitly called out structural changes to meetings.

VI. **DEI Committee Creation**

Mr. Warner presented his current draft of the committee purpose, charter, and resolution for the creation of the committee for the Annual meeting.

## APPROVED MEETING MINUTES

### KUOW Puget Sound Public Radio

#### GOVERNANCE COMMITTEE

October 05, 2021 MEETING

3:00 PM – 4:30 PM

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VII. Board Orientation

The Committee briefly discussed their goals and topics for the board orientation. There was a suggestion of potentially hosting the orientation in person.

VIII. Offboarding & Transitions

The Committee discussed who would be willing to do exit interviews for those members leaving the board this year, and confirmation of chair transition meetings.

IX. Annual Board Meeting Topics

Ms. de Laubenfels briefly discussed the draft agenda, including having the new directors speaking at the meeting.

X. Adjournment

There being no further business, Mr. Goverman adjourned the meeting at 5:03 PM.

Respectfully Submitted by  
Irwin Goverman, Vice Chair  
Fieta Robinson, Board Liaison



## **KUOW, Governance Committee: January 13, 2022 Meeting**

KUOW

Jan 13, 2022 at 3:00 PM PST to Jan 13, 2022 at 4:30 PM PST

Remotely -Please Register via Zoom Link Below

### **Agenda**

#### **Meeting Objectives**

- Discuss Committee's purpose and priorities;
- Review and update our Work Plan for 2022;
- Identify Committee members' interests and assign workgroups for the following areas a) Recruitment, b) Engagement and Training (Mentoring), and c) Board Retreat.

#### **Questions**

- Does our Work Plan reflect our purpose, priorities, and our SIF?
- Is our Work Plan realistic and achievable in terms of time and resources we can put as small work groups?

#### **I. Welcome and Call to Order**

**3:00 PM**

Presenter: David Landau

##### **A. Invitation to Disclose Possible Conflicts of Interest**

##### **B. Overview of Meeting Purpose**

##### **C. Invitation for Additional Topics**

##### **D. Approval of October 5, 2021, Governance Committee Meeting Minutes**

#### **II. Governance RoadMap**

**3:05 PM**

##### **A. Committee Purpose & Priorities**

##### **B. 2022 GOV Workplan**

#### **III. Board Recruitment**

**3:25 PM**

##### **A. Board Composition & Terms**

##### **B. Review Current Recruitment Process**

##### **C. Core Objectives & Timeline**

##### **D. Identifying Next Steps**

#### **IV. Engagement & Training**

**3:40 PM**

##### **A. 2021 Orientation & Racial Equity 101 Workshop Debrief**





# KUOW, Governance Committee: January 13, 2022 APPROVED Meeting Minutes

KUOW  
Jan 13, 2022 at 3:00 PM PST  
@ ZOOM

## **Attendance**

### **Members Present (Remote):**

Mark Ashida, Ryleigh Brimhall, Irwin Goverman, Jessie Harris, Sharon Kioko, Connie Kravas,

David Landau, Heidi de Laubenfels, Caryn Mathes, Filiz Efe McKinney, Ian Warner

### **Members Absent:**

Christopher Jay, Fieta Robinson

## I. Welcome and Call to Order

Mr. David Landau called the meeting to order at 3:05 PM.

### A. Invitation to Disclose Possible Conflicts of Interest

There were no conflicts of interest expressed.

### B. Overview of Meeting Purpose

Ms. McKinney provided a brief meeting overview.

### C. Invitation for Additional Topics

Ms. Mathes introduced new staff member, Kerry Swanson.

### D. Approval of October 5, 2021, Governance Committee Meeting Minutes

#### **Motion:**

Mr. Landau called for the approval of the Governance Committee Meeting minutes of October 5, 2021.

Motion moved by Irwin Goverman and motion seconded by Heidi de Laubenfels.  
With no objections, the minutes were approved.

## II. Governance RoadMap

Ms. McKinney presented the current 2022 Governance Committee work plan and goals. The main focus of the committee work plan was centered around recruitment, retreat

planning, engagement, and training. A committee discussion focused on the annual board informational survey's timing and content. The committee also provided feedback and revisions to the work plan.

### III. Board Recruitment

Ms. Kravas provided her initial thoughts for 2022 member recruitment. The committee had a preliminary discussion around the number of members to recruit, what potential skills and experiences are leaving the board this year and areas in which the board could fill potential gaps and continue to diversify its membership. There was the feedback on potential concerns with the timing of committee meetings, how much engagement can be expected of members, and ensuring the transparency of the recruitment process.

### IV. Engagement & Training

Mr. Warner provided a brief overview of DEI board training with Brevity & Wit back in July 2021. DEI Committee would lead the DEI board training this summer 2022 in collaboration with Governance Committee. Mr. Landau presented the current plan for furthering the integration of new members through mentoring and meeting with their committee chairs. Mr. Governman suggested having a reminder to Committee Chairs at the upcoming Executive meeting to meet with their new members. Ms. McKinney presented on BoardSource and their many governance training opportunities.

### V. Board Retreat May 21 2022

Mr. Landau led a discussion of potential topics for the 2022 Board Retreat. Ms. Mathes suggested on continuing having futurists and developing media specialists as speakers for the retreat. Mr. Governman also suggested collaborating with SPC for developing the objectives and topics for the retreat. Mr. Landau will follow up with a planning meeting for the retreat.

### VI. Committee Assignments - Workgroups & Focus

Mr. Landau and Ms. McKinney mentioned reaching out to members to solidify the different workgroups and to ensure committee members found a project or topic that engaged them.

### VII. Additional Topics

Dr. Kioko suggested reviewing BoardSource for training on diversifying boards. The committee discussed OnBoard portal and provided feedback on its current usage.

### VIII. Public Comment/ Executive Session



There was no public comment given or executive session called.

IX. Adjournment

There being no further business, Mr. Landau adjourned the meeting at 4:38 PM.



## **KUOW, Governance Committee: March 10, 2022 Meeting**

KUOW

Mar 10, 2022 at 3:00 PM PST to Mar 10, 2022 at 4:30 PM PST  
Remotely Via Zoom

### **Agenda**

#### **Meeting Objectives**

Refining the 2022 Workplan  
Updates on Recruitment, Retreat, & Training/Mentoring

#### **Questions**

Is the 2022 Recruitment Timeline realistic & complete?

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|--|----------------|
| <b>I. Welcome and Call to Order</b>  | <b>3:00 PM</b> |
| Presenter: David Landau  |                |
| <b>A. Invitation to Disclose Possible Conflicts of Interest</b>              |                |
| <b>B. Overview of Meeting Purpose</b>  |                |
| <b>C. Invitation for Additional Topics</b>                                   |                |
| <b>D. Approval of January 13, 2022, Governance Committee Meeting Minutes</b> |                |
| <b>II. Finalize GOV 2022 Workplan</b>  | <b>3:05 PM</b> |
| Presenters: David Landau, Filiz Efe McKinney                                 |                |
| <b>III. Board Recruitment Update</b>   | <b>3:25 PM</b> |
| Presenters: David Landau, Filiz Efe McKinney                                 |                |
| <b>IV. Engagement &amp; Training Update</b>                                  |                |
| <b>A. Mentoring Progress Update</b>  | <b>3:45 PM</b> |
| Presenter: David Landau  |                |
| <b>B. Training Tools, Resource, Activities</b>                               |                |
| Presenter: Filiz Efe McKinney  |                |
| <b>1. Board Source Governance Training</b>                                   | <b>3:50 PM</b> |
| <b>2. DEI Training</b>   | <b>3:55 PM</b> |
| Presenter: Ian Warner  |                |
| <b>V. Board Retreat May 21 2022</b>  | <b>4:00 PM</b> |
| Presenters: David Landau, Heidi de Laubenfels                                |                |
| <b>A. Topics &amp; Timeline</b>  |                |

**VI. Additional Topics**

**4:20 PM**

**A. Clarity on Board Roles & Processes Project Update**

Presenter: Heidi de Laubenfels

**B. Items for Executive Committee Agenda**

**C. Next Governance Meeting- April 5 2021**

**VII. Public Comment/ Executive Session**

**4:25 PM**

**VIII. Adjournment**



# KUOW, Governance Committee: March 10, 2022 APPROVED Meeting Minutes

Mar 10, 2022 at 3:00 PM PST

@Zoom

## Attendance

### Members Present (Remote):

Mark Ashida, Ryleigh Brimhall, Irwin Goverman, Connie Kravas, David Landau, Heidi de Laubenfels, Caryn Mathes, Filiz Efe McKinney, Fieta Robinson, Kerry Swanson, Ian Warner

### Members Absent:

Jessie Harris, Sharon Kioko

#### I. Welcome and Call to Order (Presenters: David Landau)

Mr. David Landau called the meeting to order at 3:06 PM.

##### A. Invitation to Disclose Possible Conflicts of Interest

There were no conflicts of interest expressed.

##### B. Overview of Meeting Purpose

Mr. David Landau provided a brief meeting overview.

##### C. Approval of January 13, 2022, Governance Committee Meeting Minutes

#### **Motion:**

Mr. Landau called for the approval of the Governance Committee Meeting minutes of January 13, 2022.

Motion moved by Connie Kravas and motion seconded by Irwin Goverman.

With no objections, the minutes were approved.

#### II. Finalize GOV 2022 Workplan

Mr. Landau briefly presented the finalized Governance 2022 workplan.

#### III. Board Recruitment Update

Ms. Mckinney provided a progress update on recruitment. Recruitment Taskforce was centered on recognizing expertise and demographic gaps on the board. They created a presentation to communicate the progress and timeline to the Full Board.

The Committee discussed the potential 2022 member class size and presented expertise and diversity gap with the current board. Ms. Kravas has stepped down as the lead on the Recruitment Taskforce.

#### IV. Engagement & Training Update

##### A. Mentoring Progress Update

Mr. Landau briefly updated on how mentoring of new members has been going. Both mentors and new members have been connecting well.

##### B. Training Tools, Resource, Activities

###### 1. Board Source Governance Training

Ms. Mckinney presented a training opportunity. Board Source's Certificate of Nonprofit Board Education was an online training program to provide a greater understanding of how nonprofit board work and member's responsibilities to the board.

###### 2. DEI Training

Mr. Warner provided brief insight into his plan for 2022 DEI training for the board.

#### V. Board Retreat May 21 2022

Ms. de Laubenfels provided a brief update from Retreat Taskforce. Retreat Taskforce discussed potential topics and speakers and has planned to meet with a facilitator, Karen Hirsch from the Ostara Group.

#### VI. Additional Topics

##### A. Clarity on Board Roles & Processes Project Update

Ms. de Laubenfels presented on a project to solidify current board processes and roles.

#### VII. Public Comment/ Executive Session

With no further business, Mr. Landau adjourned the open session at 4:11 PM.

Mr. Landau called for an Executive Session.

#### VIII. Adjournment

Mr. Landau adjourn the Executive Session at 4:25 PM.



## **KUOW, Governance Committee: April 5, 2022 Meeting**

KUOW/Zoom

Apr 5, 2022 at 3:00 PM PDT to Apr 5, 2022 at 4:30 PM PDT

### **Agenda**

#### **I. Welcome and Call to Order**

**3:00 PM**

Presenter: David Landau

**A. Invitation to Disclose Possible Conflicts of Interest**

**B. Overview of Meeting Purpose**

**C. Invitation for Additional Topics**

**D. Approval of March 10, 2022, Governance Committee Meeting Minutes**

#### **II. Board Recruitment Update**

**3:05 PM**

Presenters: David Landau, Filiz Efe McKinney

**A. Current Timeline**

**B. Draft Prospect Form**

#### **III. Engagement & Training Update**

**3:25 PM**

**A. Mentoring Progress Update**

Presenter: David Landau

**B. Training Tools, Resource, Activities**

**1. Board Source Governance Training Next Steps**

Presenter: Filiz Efe McKinney

**2. DEI Training Update**

Presenter: Ian Warner

#### **IV. Board Retreat May 21 2022**

**3:40 PM**

Presenters: David Landau, Heidi de Laubenfels

Guest: Karen Hirsch (Ostara)

**A. Topics & Timeline**

**B. Next Step/Actions**

#### **V. Additional Topics**

**4:10 PM**

**A. Committee Leadership & Structure**

Presenter: David Landau

**B. Items for Executive Committee Agenda**

Presenter: David Landau

**C. Next Governance Meeting- May 31 2021**

#### **VI. Public Comment/ Executive Session**

**4:25 PM**

Presenter: David Landau

#### **VII. Adjournment**

Presenter: David Landau



# KUOW, Governance Committee: April 5, 2022 Meeting Approved Minutes

KUOW/ZOOM

Apr 5, 2022 at 3:00 PM PDT

## Attendance

### Members Present (Remote):

Mark Ashida, Ryleigh Brimhall, Irwin Goverman, David Landau, Heidi de Laubenfels, Caryn Mathes, Filiz Efe McKinney, Fieta Robinson, Kerry Swanson, Ian Warner

### Members Absent:

Jessie Harris, Sharon Kioko, Connie Kravas

### Guests Present (Remote):

Karen Hirsch (Ostara)

#### I. Welcome and Call to Order

Mr. David Landau called the meeting to order at 3:04 PM.

##### A. Invitation to Disclose Possible Conflicts of Interest

There were no conflicts of interest expressed.

##### B. Overview of Meeting Purpose

Mr. David Landau provided a brief meeting overview.

##### C. Approval of March 10, 2022, Governance Committee Meeting Minutes

#### Motion:

Mr. Landau called for the approval of the Governance Committee Meeting minutes of March 10, 2022.

Motion moved by Irwin Goverman and motion seconded by Filiz Efe McKinney.

With no objections, the minutes were approved.

#### II. Board Recruitment Update

Ms. McKinney provided a progress update on the revised recruitment timeline. She also presented the recent draft of the Candidate Nomination Form, and the committee discussed language and phrasing of the questions and the proposed timing and method of distributing the form. With the decision to disband the Recruitment Subcommittee, the committee discussed the importance of clear leadership of the recruitment process and Mr. Landau and Ms. McKinney noted that they would assume its leadership, with Ms. McKinney taking the lead.

### III. Engagement & Training Update

#### A. Mentoring Progress Update

Mr. Landau briefly updated the committee on the apparent success of the onboarding and mentoring of new board members.

#### B. Training Tools, Resource, Activities

##### 1. Board Source Governance Training Next Steps

Ms. McKinney invited committee members who had completed the Board Source Governance Training to discuss their experiences. Overall, committee members felt the training was valuable and could be used for the new board member onboarding process. The plan is to present and circulate information about the training and an login information to the full board at the upcoming meeting.

##### 2. DEI Training Update

Mr. Warner provided an update on the upcoming DEI Training. This year's DEI Training may be broken into two to three sessions over a couple of months, rather than in the single session planned for July, to help provide a greater comprehension.

### IV. Board Retreat May 21 2022

The Committee invited Karen Hirsch, Ostara Event Facilitator, to present the draft Board Retreat agenda. The focus of the retreat will be opportunities for connection and a deeper understanding of the Board's values to action. The Committee was supportive of the overall direction and plan for the day. Next steps will be to solidify outcomes and objectives and circulate a revised draft to the retreat planning team members.

### V. Additional Topics

#### A. Committee Leadership & Structure

Mr. Landau gave an overview of changes to the membership of the board which impacted the membership and leadership of the committees. A resolution, updating the committee structure and membership was circulated to the Committee.

#### **Motion:**



Mr. Landau called for the Confirmation of the Appointment of Certain Committee Chairs and Reorganization of Certain Committees.

Motion moved by Heidi de Laubenfels and motion seconded by Irwin Goverman.  
Motion was approved to move to the Executive Committee

VI. Adjournment

Mr. Landau adjourn the meeting at 4:32 PM.



## **KUOW, Governance Committee: May 31, 2022 Meeting**

KUOW

May 31, 2022 at 3:00 PM PDT to May 31, 2022 at 4:30 PM PDT

### **Meeting Objectives**

Objectives:

Review status of board recruitment (including recruitment timeline and key dates)

Debrief on Board Retreat

### **Meeting Questions**

Questions:

Do people have ideas for engaging board members to submit nominations?

Does anyone have an interest in helping with Bylaw review and/or reviewing Orientation materials?

#### **I. Welcome and Call to Order**

**3:00 PM**

Presenters: David Landau, Filiz Efe McKinney

##### **A. Invitation to Disclose Possible Conflicts of Interest**

##### **B. Overview of Meeting Purpose**

##### **C. Invitation for Additional Topics**

##### **D. Approval of April 5, 2022, Governance Committee Meeting Minutes**

#### **II. Board Recruitment Update**

**3:05 PM**

Presenters: Filiz Efe McKinney, David Landau

##### **A. Current Timeline**

##### **B. Reminder of Submitting Nominations**

##### **C. Next Steps - Full Board Reminders & Previous Nominations**

#### **III. Engagement & Training Update**

**3:25 PM**

##### **A. Mentoring Progress Update**

Presenter: David Landau

##### **B. Training Tools, Resource, Activities**

###### **1. Board Source Governance Training Next Steps**

Presenter: Filiz Efe McKinney

###### **2. DEI Training Update**

Presenter: Ian Warner

#### **IV. Board Retreat Debrief**

**3:35 PM**

Presenter: Heidi de Laubenfels

Guest: Karen Hirsch

**V. Informational Survey Discussion**

**4:00 PM**

Presenter: Filiz Efe McKinney

**A. Finalize Timeline**

**B. Finalize Content**

**VI. Additional Topics**

**4:10 PM**

Presenter: David Landau

**A. Virginia Anderson Leave of Absence Announcement & Discussion of Bylaws & Leave of Absence**

**B. Orientation Manuel Update BEO Project**

Presenter: Shawnteasha Kirkwood-Coleman

**C. Items for Executive Committee Agenda**

**D. Next Governance Meeting- July 26 2021**

**VII. Public Comment/ Executive Session**

**4:25 PM**

**VIII. Adjournment**



# KUOW, Governance Committee: May 31, 2022 Meeting Minutes

KUOW-Zoom

May 31, 2022 at 3:00 PM PDT

## **Attendance**

### **Members Present (Remote):**

Mark Ashida, Ryleigh Brimhall, Irwin Goverman, Sharon Kioko, Shawnteasha Kirkwood-Coleman, Connie Kravas, David Landau, Heidi de Laubenfels, Filiz Efe McKinney, Kerry Swanson

### **Members Absent:**

Jessie Harris, Fieta Robinson, Ian Warner

#### I. Welcome and Call to Order

Mr. David Landau called the meeting to order at 3:05 PM.

##### A. Invitation to Disclose Possible Conflicts of Interest

There were no conflicts of interest expressed.

##### B. Overview of Meeting Purpose

Mr. David Landau provided a brief meeting overview.

##### C. Approval of April 5, 2022, Governance Committee Meeting Minutes

### **Motion:**

Mr. Landau called for the approval of the Governance Committee Meeting minutes of April 5, 2022.

Motion moved by Mark Ashida and motion seconded by Irwin Goverman. With no objections, the minutes were approved.

#### II. Board Recruitment Update

Ms. McKinney provided a progress update on the recruitment timeline. The committee discussed the effective way to engage and remind members to nominate prospects. The next steps were to review past prospects from past years with those nominators.

#### III. Engagement & Training Update

Ms. McKinney briefly highlighted organizing information and additional content related to Board Source Nonprofit Governance Training to help with ease of access.

#### IV. Board Retreat Debrief

The Committee discussed the Board Retreat and reviewed the draft retreat debrief, provided by Karen Hirsch. The next steps were to get a deeper debrief of the retreat from the retreat taskforce, research venues for next year, and remind members to provide their feedback via Ostara's post event survey.

#### V. Informational Survey Discussion

Ms. McKinney presented the Annual Board Informational Questionnaire Survey questions and the timeline for the committee to review and discuss. The Committee highlighted looking for opportunities to lower the barriers to completing the questionnaire, such as having prepopulated responses from the year before. There was also a lengthy discussion on what would be the best tool to use for this questionnaire.

#### VI. Additional Topics

##### A. Virginia Anderson Leave of Absence Announcement & Discussion of Bylaws & Leave of Absence

The Committee discussed what constitutes a leave of absence versus resigning from the board and the potential changes to the Bylaws to accommodate this definition.

##### B. Orientation Manual Update BEO Project

Mrs. Crow<sup>i</sup> presented the current timeline for updating the Board Orientation Manual.

#### VII. Adjournment

Mr. Landau adjourn the meeting at 4:45 PM.

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<sup>i</sup> Mrs. Crow is Teasha Kirkwood-Coleman's married name.