

**Vision Statement:** Redwood Community Radio envisions a community of listeners who, guided by the example of RCR programming, work together to create better, more just and sustainable world systems to ensure that all humans and other living species on earth move toward a higher quality of life and are able to survive challenges in the time ahead.

**Mission:** Redwood Community Radio will encourage a communication center of open airways (KMUD) for all voices to inform, educate, entertain and inspire the listening community through quality programming.

**Proposed Agenda**  
Redwood Community Radio Board of Directors  
July 11, 2017, 4:00 pm  
Healy Senior Center, Redway CA

- I. **Call to Order** Opening Comments, meeting ground rules from the President.
  
- II. **Roll Call**  
  
BOARD-APPOINTED: Treasurer Sarah Scudder, Mark Marchese,  
Corresponding Secretary Christine Doyka  
MEMBER REPS: Maria Savage, Secretary Rob Bier, Sarah Starck  
PROGRAMMER REPS: President Jimmy Durchslag, Vice President Zack  
"Doopi" Gonzales, Eden Love  
  
STATION MANAGER: Cynthia Click
  
- III. **Approval of June Minutes**
  
- IV. **Approval of Agenda**
  
- V. **Open Time** (Speakers will be assigned an amount of time not to exceed five minutes.)
  
- VI. **Consent Calendar**
  - A. Remove two prohibited classes from definition of community member on Mediation Committee (second reading)
  - B. By-laws changes regarding timing of Board elections (second reading)
  
- VII. **Management Report**
  
- VIII. **Discussion and Questions for Management**
  
- IX. **Finance Committee Report**

**X. Old Business**

- A. Transmission equipment: Cahto Peak and Shelter Cove
- B. Building maintenance

**XI. New Business**

- A. Policy changes
  - 1. Changes to 5.5.2, Vacation Policy (see attachment)
  - 2. Changes to Compliance Calendar (see attachment)
  - 3. Programmer-candidates for public office (see attachment)

**XII. Committee Reports**

- A. Programmer Representatives
- B. Member Representatives
- C. Community Advisory Board (CAB)
- D. Correspondence Secretary – Doyka
- E. Development – Savage
- F. Pledge Drive – Durchslag
- G. Policy – Bier
- H. Building and Grounds
- I. Mediation – Doyka
- J. Emergency Preparedness – Jeanette Todd
- K. Input – Marchese

**XIII. Committee Meeting Schedule**

Unless otherwise noted, all meetings take place at KMUD, 1144 Redway Drive, Redway CA. Persons planning on attending a meeting should confirm beforehand that no changes have taken place in this schedule.

Board of Directors	2 <sup>nd</sup> Tuesday 4:00 pm, Healy Senior Center
Development	3 <sup>rd</sup> Tuesday, 3:30 pm
Executive	3 <sup>rd</sup> Wednesday, 11:00 am, Calico's upstairs

PROPOSED Agenda, July 11, 2017 Board meeting

Policy	3 <sup>rd</sup> Wednesday, 1:00 pm
Finance	3 <sup>rd</sup> Tuesday, 11:00 am
Pledge Drive	3 <sup>rd</sup> Tuesday, 1:00 pm
Board Talk Show	July 12, 7:00 pm
Board and Staff	September

**XIV. Closed Session – personnel**

*As usual, new or relocated language is underlined. Deleted language is struck through.*

## **X.A.1 VACATION POLICY CHANGES**

*Comments: This eliminates cash payouts for unused vacation days. California does not allow “use it or lose it” policies. The 1.75 factor was recommended formerly by the state. It may now be permissible to use 1.5. The final sentence is unnecessary.*

Vacation time accrues for full time employees (minimum 32 hours per week) from the first day of employment and can be used after the completion of 30 days of employment. Vacation time must be accrued before it can be used. The accrual factor is based upon the number of hours worked. For example, for a 40-hour work week this would be: five ~~eight~~ days for the first year, 10 days the second year, 15 days after five years and 20 days per year thereafter. Employees who work less than 40 hours will accrue vacation at the appropriate percentage of this rate. There will be a limit of one year of unused vacation time earnings for the year that the vacation day is based upon. Unused vacation days will be paid out each December. Vacation accrual will not be carried over, so that every year begins with a clean slate. Unused vacation days may be carried over to subsequent years, with the proviso that no more days than 1.75 times the annual accrual rate may be carried over. For example, Sunshine Inc. provides all full-time employees with 10 days of paid vacation each year. Sunshine’s vacation policy has a cap of 1.75 times the annual accrual rate, or 17.5 days (1.75 × 10 days). An employee’s accrued vacation will roll over year to year, but once he or she reaches 17.5 days, no more vacation will accrue until the vacation bank falls below that amount. Vacation days may only be converted to a cash payout upon separation. RCR strongly encourages each paid employee to use vacation time each year. The intent is 1) that each employee actually gets an annual rest, and 2) that prolonged absences not negatively impact RCR. Exempt employees will accrue vacation hours based on actual hours worked. Notification: Employees will communicate with the station manager before approval of vacation plans. The station manager is required to notify the Board of his/her vacation plans before approval. Four weeks notice is recommended. Exceptions may be made in unusual circumstances.

## **X.A.2 COMPLIANCE CALENDAR [WITH UPDATING CHANGES]**

**The Board’s role:** Make sure Management reports the completion of each item in a timely way. Improve the Calendar whenever possible.

**The Executive Committee’s role:** Check for items when planning Board’s agenda.

**Management’s role:** In the monthly report to the Board, report on items completed, and share the list of next month’s items so that the Board knows they are on the Station Manager’s radar. Discuss with the Board any questions, assistance needed, or proposed corrections or additions to this Calendar.

PROPOSED Agenda, July 11, 2017 Board meeting

- Monthly: Payroll taxes (also listed under each month):
- IRS 941 deposit – 3 days after payroll check date, i.e., payroll on Tuesday, tax due on Friday
  - 15<sup>th</sup> EDD
- 7 days before Board meets: agenda posted – website, bulletin board  
6 days before Board meeting: CSAR shares open meeting info: time & place of Board meeting, how to access Board agenda and committee meeting schedule
- Quarterly: Payroll Tax Reports for IRS 941, EDD DE9 and DE9C  
Worker’s Comp Invoice/Payment  
Sales Tax due last day of month following end of quarter
- Annually: Payroll W-2’s and 1099’s due by Jan. 31 to employees and contractors
- January: Annual Meeting and Volunteer Appreciation Party  
10<sup>th</sup>: Quarterly Issues Program Report to Public File  
15<sup>th</sup>: Payroll tax deposits  
15<sup>th</sup>: Quarterly Worker’s Comp. report/payment  
~~Board schedules retreat for February, to evaluate its own work~~  
31<sup>st</sup>: Quarterly Sales Tax payment; Sales & Payroll Tax returns  
31<sup>st</sup>: W-2s and 1099s to employees and contractors  
Plan Silent Drive letter
- February: Elections are held for programmer and member representatives to the Board and for members of the Mediation Committee.  
If Block Party is in May, road closure permit process is initiated in Feb.  
15<sup>th</sup>: CPB Station Activity Survey  
15<sup>th</sup>: Property tax exemption statement due (Hum. County)  
15<sup>th</sup>: Mail prior year W-2s and 1099/1096 to IRS & EDD  
15<sup>th</sup>: Payroll tax deposits  
Insurance Renewals: Property, Gen. Liability, Special Events  
Endorsements (Non-Profit Insurance Alliance of California)  
~~PRAC/Free Speech Radio News annual payment~~
- March: Special Board meeting with Management Evaluation Committee  
15<sup>th</sup>: Payroll tax deposits  
Financial submissions to auditor, and initiate work on Restricted Funds Report and coding of all CPB expenditures  
Board appoints Elections Committee
- April: Plan Board orientation for May  
Check in with auditor on progress (avoid CPB extensions), and Finance Com. approves draft audit when it arrives  
2021: Create a calendar for all License Renewal deadlines.

PROPOSED Agenda, July 11, 2017 Board meeting

7th: Business Property Tax Stmt Due (delinquent May 7)  
10<sup>th</sup>: Quarterly Issues Program Report to Public File  
15<sup>th</sup>: Quarterly Worker's Comp. report/payment  
15<sup>th</sup>: Payroll tax deposits  
30<sup>th</sup>: Quarterly Sales Tax and Payroll Tax returns, Sales Tax payment  
At Board meeting, seat newly-elected members and open nominations for Board-elected Board member.

May: 15<sup>th</sup>: IRS 990 and CA financial report (prepared by auditor) due, unless an ext. is filed. (990's must be made available to public upon request.) 15<sup>th</sup>: RRF-1 (Registration Renewal Fee Report) due to CA Atty. General at same time 990 is filed.  
15<sup>th</sup>: Payroll tax deposits  
31<sup>st</sup>: CPB Annual Financial Report due to CPB (from auditor, on ISIS), including Schedules A-F (which auditor can't do). (Extensions are possible.)  
Plan Silent Drive letter  
Board orientation, if new board members are elected  
Board meeting: does Credit Union need revised forms listing Board Members, or signatures of any new signers?

June 1, 2021: License renewal: on-air announcements begin, for three frequencies. Every 8 years: 2021 = Next Renewal Year, then 2029, 2037...

June: ~~Annual Membership Meeting precedes June Board meeting~~  
Executive Committee should determine whether 50% of the Board has changed, or may change soon, since our last Form 316 was filed (see Public File for this form). If so, a new Form 316 (an application to FCC for permission for the 'change in ownership') will or might be needed soon after the August seating of new board members. (This issue could come up at other times as well.)  
15<sup>th</sup>: Payroll tax deposits

July: Mid-year budget review  
Board determines need, if any, to change names of those who can sign checks and access the safe deposit box at the CCUSH.  
10<sup>th</sup>: Quarterly Issues Program Report to Public File  
15<sup>th</sup>: Quarterly Worker's Comp. report/payment  
15<sup>th</sup>: Payroll tax deposits  
31<sup>st</sup>: Quarterly Sales Tax and Payroll Tax returns, Sales Tax payment  
Plan Fall Silent Drive Letter

August 1, 2021: License renewal application due for three frequencies

August: 1<sup>st</sup>: In odd numbered years: FCC Ownership Report, Form 323-E,

to FCC and to Public File. [www.fcc.gov]

1<sup>st</sup>: Annual EEO report due, to our website and Public File – IF we get back up to 5 full-time (32 hours/week, we think) employees

15<sup>th</sup>: Payroll tax deposits

File Form 316 if needed (see June item)

Prepare for Sept. 1 and Oct. 1 submissions to CA Attorney General about our raffles.

Plan Silent Drive letter

September: ~~Report from Auditor to Board~~

15<sup>th</sup>: Payroll tax deposits

October: Draft budget due to Board in packet

Management recommends auditor candidate(s) to Board, unless we are in the midst of a multi-year contract.

Notice of annual membership meeting must be mailed to members and announced on the air no fewer than 90 days before the January meeting.

10<sup>th</sup>: Quarterly Issues Program Report to Public File

15<sup>th</sup>: Payroll tax deposits

15<sup>th</sup>: Quarterly Worker's Comp. report/payment

Pacifica Foundation annual payment

Directors & Officers Liability Renewal (NIAC, as under February)

NFCB Participant Member Dues

31<sup>st</sup>: Quarterly Sales Tax and Payroll Tax returns, Sales Tax payment

November: Board completes appointment of Management Evaluation Committee and any needed changes in the Procedure.

15<sup>th</sup>: Payroll tax deposits

December: 15<sup>th</sup>: Payroll tax deposits

Board appoints election 'referee'

Plan annual meeting

### **X.A.3 PROGRAMMER-CANDIDATES FOR PUBLIC OFFICE**

*Addition to Programmer's Agreement, item 7.F*

- F. I understand that as a programmer for a 501[c][3] organization, I cannot, while on-air, endorse (or encourage people to vote for or against) a political candidate or initiative. If I myself file for election to public office, I must refrain from programming until I am no longer a candidate. Appearances by me on shows programmed by others may be permissible.