

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
January 8, 2018, 2:00 pm
Heart of the Redwoods Community Hospice, Garberville CA

I. **Call to order** Opening comments from the President; meeting ground rules.

II. **Roll call**

BOARD-APPOINTED: Treasurer Sarah Scudder, Christine Doyka, Mark Marchese

MEMBER REPS: Maria Savage, Secretary Rob Bier, Sarah Starck

PROGRAMMER REPS: President Jimmy Durchslag, Vice President Zac Gonzales, Eden Goldberg

STATION MANAGER: Cynthia Click

III. **Approval of December minutes**

IV. **Approval of agenda**

V. **Open time** (Speakers will be assigned an amount of time not to exceed five minutes.)

VI. **Management report**

VII. **Finance committee report**

VIII. **Old business**

A. Upcoming financial workshop

B. General Guidelines for Events (see attached)

C. Annual Membership/Volunteer Appreciation Party planning

D. Election planning

E. Human Resources Committee proposal

IX. New business

- A. Policy Proposals (see attached): Board Committees; Development Committee
- B. Change to Programmers' Agreement
- C. CCUSH Credit Card Change

X. Committee reports

- A. Member representatives
- B. Community Advisory Board (CAB) – Sienna Klein
- C. Correspondence Secretary – Doyka
- D. Development – Savage
- E. Pledge Drive – Durchslag
- F. Policy – Bier
- G. Mediation – Doyka
- H. Management Evaluation – Durchslag
- I. Elections – Bier
- J. Input – Marchese

XI. Committee meeting schedule

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

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| A. | Board of Directors | 2 nd Tuesday, 4:00 pm, Healy Senior Center |
| B. | Development | 4 th Tuesday, 3:00 pm |
| C. | Executive | 3 rd Wednesday, 11:00 am, Calico's upstairs |
| D. | Policy | 3 rd Wednesday, 11:00 am, Calico's upstairs |
| E. | Finance | 4 th Tuesday, 1:00 pm |
| F. | Pledge Drive | 3 rd Tuesday, 1:00 pm |
| G. | Board talk show | January 10 |
| H. | Board & staff meeting | 3 rd Tuesday (March, June, Sept., Dec.) |

XII. Closed session: Personnel Issues; Volunteer Standing review

Attachments:

Item VII. General Guidelines for Events

General Guideline for Events shall be as follows:

A reasonable amount of time prior to the event, a proposal shall be submitted by the Development Advisory Committee to the Board and Management for approval of the event including all details.

The Budget has to be approved by Board of Directors and Management and must fit into the overall budget for the current year approved by the Board. After that budget is approved only the money that has been allocated for said event may be spent, unless management approves additional expenditures.

The Proposal Needs to Include the Following:

- Staff hours utilized
- Minimum number of volunteers needed
- Volunteer hours needed
- Proposed Budget with potential income target
- Including all other itemized costs
- permits
- insurance
- venue
- food
- bar
- entertainment
- tech
- security
- clean up
- promotion
- etc.

Once approved, a timeline of deadlines for applications re: liquor license, road closures, etc. shall be created and submitted to management and the Development Committee.

All contracts created must be co-signed by the station manager and kept in an event specific file with all related documents.

- entertainment
- security
- venue
- contracted clean-up
- etc.

Networking for volunteers recruitment will begin as soon as possible.
Promotion, marketing, posters, etc. need to be created asap.

Keep a list of everything money is spent on: when/where/why/how much/by whom. Have any and all large expenditures pre-approved by management. Any sponsorships have to be listed with amounts, dates, payment method. It should be noted when they are deposited and by whom.

Keep track of all inventory taken to each event, Count everything before and after, Have two people sign off in and out. This includes merchandise, as well as, food, coffee, drinks, alcohol, etc.

Keep track of time spent by staff and volunteers. Make a schedule of shifts and notes of who shows up and works well and who doesn't. Each coordinator is responsible for making sure this happens at their booth (drink/bar, kitchen, merchandise table, etc.). The overall responsibility is held by the main coordinator(s) of the event.

Every department/booth/table at an event needs to keep a clear accounting of income per shift using the form provided. Again, each coordinator is responsible for making sure this happens at their booth (drink/bar, kitchen, merch, table, etc.). The overall responsibility is held by the main coordinator(s) of the event. Follow the Cash Handling Procedures as outlined in the following paragraph.

Be sure to count the cash you start with and to have two people sign off on it. When shifts change, write down how much cash came in during the shift. Have two people sign off on the count, as well as on how much is left in the cash box for the next shift. Have each new person sign off on new amount at beginning of their shift, repeat. If there is a person acting as a cash pickup rover, each cash box needs to be logged onto a form signed off on by two people (i.e., who picked it up and who 'released' it) It should note which booth it came from, as well as counted by two people and initialed. Use the official forms provided by RCR.

If tickets/wristbands are sold, a count needs to be done of each one, where it was sold (i.e., in advance or at the door) and exactly how many were given away and to whom.

A clear accounting should be known before the event ever begins. Keep all receipts together with the list of expenses. Receipts need to have the signature of the person who paid the charge before being turned in to the bookkeeper. Unapproved expenses will not be reimbursed.

Any and all cash that is paid out at the end of an event needs to be signed off on by the person receiving the money, as well as two KMUD representatives.

Within a week after the event a clear profit/loss needs to be submitted to management, the Development Committee and filed with all of these forms/documents in the event file for future reference.

Item IX. A. Proposed Policy Changes

2.4 BOARD COMMITTEES (~~deletions in red~~, additions in blue)

2.4.1.1 Standing Committees

The Board presently has ~~four~~ **five** standing committees: Development, Finance, Policy, ~~and~~ **Mediation and Pledge Drive**. Standing committees include at least one Board member who is the Board-appointed chair. **The chairperson of each committee will submit a list of committee members to the Board for approval. Members may be added as recommended by the committee chairperson, and are subjected to Board approval. Membership of the Board committees will be reviewed annually in the month following the seating on new Board members.**

Committees draw up their own goals, rules, and definitions to implement the Board's broad plan. Committees report to the Board, which accepts, rejects or modifies their recommendations. Standing committees can have subcommittees at their discretion. Special committees have a limited project or timeframe. Committee expenditures shall be budgeted and approved ahead of time by the Board. Management's committees, such as the Program Selection and Review Council, are advisory to and defined by management.

2.4.9 Pledge Drive ~~Coordinating~~ Committee

The spring and fall on-air pledge drives shall be organized by a **coordinating** committee of **paid and-unpaid** staff **and** **volunteers**. This committee will be ~~a sub-committee of~~ **work closely with** the Development Committee.

The committee will be empowered to provide direction as to themes, create the Silent Drive letter, and organize the many volunteers it takes to staff the pledge drive for the agreed-upon length of the campaign. The committee will determine the length of the drive, and when to end the drive.

The committee will conduct trainings for volunteers and staff in the skills needed to pitch, produce and coordinate the daily work of the drive.

2.4.11 Development Committee (*all new*)

The Development Committee shall consist of 5 or more people: one Board appointed chairperson, at least one other Board member, the Station Manager, the Development Coordinator, and at least one other person.

Responsibilities of this Committee are to develop fundraising activities for RCR. This includes events, tabling campaigns, marketing strategies, merchandising and inventory, promotions, advertising campaigns, and all fundraising in general. This committee will follow the general guidelines for events as outlined in the Fundraising Manual. The committee will draw up proposals to be submitted to and approved by the Board of Directors. Progress on all projects will be reported monthly to the Board including a final report once the project is completed. At the beginning of the year this committee will draw up a calendar to follow for the year.

The Development Committee shall work within the annual budget guidelines approved by the Board of Directors. The Development Committee needs to work in parallel with the Finance Committee to increase consistent cash flow while also working within the current financial restrictions dictated by the Finance Committee.

Open time shall be available to all guests. Guests can be part of brainstorming process if the Committee members request it. Proposals may be submitted to the Committee in writing or by email for consideration. Recommendations will be clearly outlined and proposed to the Board if deemed relevant by the Committee.

If a vote is taken at a meeting, only the members of the committee will be counted to make final decisions. Guests may be included in a straw poll, and this count will be included in the report to the Board, but not part of a decision making vote.

On the occasion that timely decisions need to be made, only the Committee members will participate in a vote to decide how to proceed. This will be clearly reported to the Board with explanation regarding the need for the quick decision.

This Committee will take a large role in recruiting, organizing, and training volunteers. Volunteer networks shall be created and documented for future reference. Key volunteers will be delegated to and entrusted with coordinating and recruiting other volunteers for particular events or task management. Dependable volunteers will be trusted to work drives, booths, events, tables, etc. Developing solid relationships with dedicated volunteers will be a goal of this committee.