

Mission 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

February 12, 2018, 2:00 pm

Heart of the Redwoods Community Hospice, 464 Maple Lane, Garberville CA

- I. **Call to order** Opening comments from the President; meeting ground rules.
- II. **Roll call**

BOARD-APPOINTED: Treasurer Sarah Scudder, Mark Marchese, Christine Doyka
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 and January 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. Changes to Policy Manual 2.4 Board Committees (please see attachment.)
- VII. **Management report**
- VIII. **Finance committee report**
- IX. **Old business**
 - A. Elections

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X. New business

- A. Sexual harassment policy and training
- B. Programmers agreement
- C. Employee handbook

XI. Committee reports

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

XII. 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 from this schedule have taken place.

Board of Directors	2 nd Monday, 2:00 pm
Pledge Drive	3 rd Tuesday, 3:00 pm
Policy	3 rd Wednesday, 11:00 am, Calico's upstairs
Executive	3 rd Wednesday, 12:00 pm, Calico's upstairs
Finance	4 th Tuesday, 1:00 pm
Development	4 th Tuesday, 3:00 pm

XIII. Closed session – Personnel

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ATTACHMENT TO AGENDA, CONSENT CALENDAR

Deleted language is lined-out. New language is underlined.

2.4 BOARD COMMITTEES

2.4.1 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 subject to Board approval. Membership of the Board committees will be reviewed annually in the month following the seating of 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.

2.4.2 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 subcommittee 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.

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[The following section is all new.]

2.4.3 Development Committee

The Development Committee shall consist of five 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.