

**Vision:** 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 Statement:** 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  
October 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: Mark Marchese, Correspondence Secretary  
Christine Doyka, behr  
MEMBER REPS: Secretary Rob Bier, Vice President Sarah Starck,  
Treasurer Sarah Scudder  
PROGRAMMER REPS: President Jimmy Durchslag, James Ficklin, Eden  
Goldberg  
  
STATION MANAGER: Cynthia Click
  
- III. **Approval of September 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. Gift acceptance policy (please see attached)
  - B. Policy on pay for staff lunch breaks (please see attached)
  - C. Addition to Board binder regarding finances (please see attached)
- VII. **Management report**
- VIII. **Finance Committee report**

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**IX. Old business**

- A. Employee Handbook
- B. Website
- C. Retreat

**X. New business**

- A. Proposed 2019 budget
- B. Management and staff evaluation policy
- C. Giving Tuesday fundraiser

**XI. Committee reports**

- A. Programmer representatives
- B. Member representatives
- C. Community Advisory Board (CAB) – Siena Klein
- D. Correspondence Secretary – Doyka
- E. Development – Durchslag
- F. Membership Drive – behr
- G. Policy – Bier
- H. Mediation – Doyka

**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 <sup>nd</sup> Monday, 2:00 pm, Hospice
Membership Drive	3 <sup>rd</sup> Tuesday, 3:00 pm
Policy	3 <sup>rd</sup> Wednesday, 11:00 am, Calico's
Executive	3 <sup>rd</sup> Wednesday, 12:00 pm, Calico's
Finance	4 <sup>th</sup> Tuesday, 1:00 pm
Development	4 <sup>th</sup> Tuesday, 3:00 pm

**XIII. Closed session – Personnel**

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## **ATTACHMENTS**

### **Item VI.A Gift acceptance policy**

#### **Purpose**

The purpose of this statement is to articulate the policies of Redwood Community Radio (RCR) concerning the acceptance of charitable gifts.

#### **Policy**

RCR accepts unrestricted donations of cash or publicly-traded securities.

For other types of gifts, the RCR Board will accept them on a case-by-case basis.

Our guiding principles behind accepting gifts are that they:

- Must not come with financial or legal liabilities to the station without thorough consideration of those liabilities;
- Must not violate our mission, vision or bylaws.

Certain gifts must be reviewed prior to acceptance due to the special obligations or liabilities they may pose on Redwood Community Radio. These include real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent.

Donations whose use is restricted in some manner will also be carefully reviewed before being accepted.

Gifts of in-kind services will be accepted at the discretion of KMUD management.

### **Item VI.B Policy on pay for staff lunches**

Employees shall not be paid for lunches if they leave the premises for that purpose unless authorized otherwise. Lunches shall be for one half hour unless employees obtain approval for a longer lunch break.

**Item VI.C**  
**Addition to Board Binder**

Questions About Finances

Board and Management: What to ask and why

What is the cash flow?

Cash Flow is very important for Board and Management to inquire about. The account to look at is always the Bank Account, that is where cash is recorded.

What is the bottom line?

Each month and year the Profit or Loss Statement shows the bottom line (profit or loss) for the period of time.

This is important to know if income is higher or lower than expenses for that time period.

What is the Annual Budget for expenses and are we staying within the projections?

The Budget To Actual Document (spreadsheet) should be kept up-to-date with monthly numbers from the cash P/L to determine if budget is being met.

Are income projections being met? And if not, what can be reduced in the expenses to reflect less income? What other income sources could be utilized?

Checking the Budget to Actual Document, if overall income is significantly less than the projections, non-fixed expenses should be reduced to offset less income.

Are we regularly checking the accrual numbers of the Profit/Loss statement and comparing to the cash actual numbers?

Since we are required to report accrual, these numbers should also be regularly checked to see if they meet our expectations.

Are there any anomalies when looking at budget-to-actual on a monthly comparison?

If a column that usually has expenses shows none or significantly less, why is that so, what has changed?

Are the payroll taxes and workers' compensation payments up to date?

Check the monthly expense accounts for these specific payments.

Payroll Taxes are paid every payroll and Workers' Comp is paid quarterly.

Is there money in a reserve account? If so, under what circumstances can it be used?

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If money is set aside for specific expenses, that should not be used in the general operating fund. A clear outline of what and when the reserve can be spent should be approved by the Board.

If money is allocated out of the reserve, the Board should have it on the agenda for approval before the funds are spent.

Is payroll within budgeted guideline?

Is there cash flow to meet payroll?

These should be monitored regularly by the station manager and the Board. If projections of cash flow are low, reducing staff hours should preempt a negative bank balance.

What income is coming in soon?

Development Committee and Finance Committee reports should reflect upcoming income.