

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.

DRAFT Proposed Agenda

Redwood Community Radio Board of Directors

March 11, 2019, 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 REPS: 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

INTERIM STATION MANAGER: Sydney Morrone

- III. **Approval of February 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. Programmer agreement policy [please see Attachment I]
 - B. COLA policy [please see Attachment II]
- VII. **Management report**
- VIII. **Finance Committee report**
- IX. **Old business**
 - A. Website
 - B. Auditor

- C. Station manager hiring
- D. Budget adjustment

X. New business

- A. Civility policy [please see Attachment III]
- B. Programmer responsibility for station property policy [please see Attachment IV]
- C. Board self-evaluation
- D. Station manager hiring policy, staff representative [please see Attachment V]
- E. Events budget (4/20 party, Block Party)

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 nd Monday, 2:00 pm, Hospice
Membership Drive	3 rd Tuesday, 3:00 pm
Policy	3 rd Wednesday, 11:00 am
Executive	3 rd Wednesday, 12:00 pm
Finance	4 th Tuesday, 1:00 pm
Development	4 th Tuesday, 3:00 pm

XIII. Closed session – Personnel

ATTACHMENT I

6.1 PROGRAMMER'S AGREEMENT

Rev 10/23/06; 2/28/12; 2/14/17; 8/8/17

By signing this, I acknowledge that I have read, and agree to be bound by, all the information contained in the Operator's Handbook and other documents given to me at training, which include relevant rules and regulations of the Federal Communications Commission [FCC], as well as relevant policy and procedures of Redwood Community Radio [RCR]. I also realize that the full Policy Manual of RCR hangs on the bulletin board at the station for my reference. These rules, regulations, policies, and procedures include the following:

1. I understand that RCR runs substantially on volunteer energy. I agree to volunteer at least 10 hours annually in addition to my show.

Below, please check off all areas that you are interested in. Someone will contact you to coordinate your volunteer hours. You will be asked to keep track of your hours and submit in writing or by email the number of hours volunteered and the specifics for monitoring.

- I will engineer.
- I will serve on the Development Committee, the Membership Drive Committee, or other committees (such as Website, Emergency Preparedness, Volunteer or other).
- I will help with membership drives by answering phones, bringing food, producing, organizing, coordinating. If you have a specific preference for spring or fall, please indicate: _____.
- I will volunteer at events, doing such tasks as coordination, sponsorship solicitation, food/bar, set up/clean up, general. If you have a specific preference, please indicate: _____.
- I will help with tabling, either coordination or tabling. If you have a specific preference, please indicate: _____.
- I will volunteer in the library
- I will volunteer in the news room
- I will help with yard work. Please list specific skills: _____.
- I will help with building maintenance projects Please list specific skills: _____.
- I will perform office work, including filing, phone answering, etc.
- I will help with mass mailings by stuffing envelopes.
- Other. Please explain: _____.

Exceptions will be discussed pending circumstances.

2. I understand that I am responsible for the quarterly submission of my playlists to Spintron.

ATTACHMENT II

Cost-of-living adjustment (COLA)

Station staff members are entitled to an annual cost-of-living adjustment to their salaries. The COLA presently stands at two percent. Adjustments to that rate are made by the Finance Committee on its own authority.

ATTACHMENT III

Civility

[insert in the Policy Manual as the third paragraph under 5.1.1, Standards of Conduct]

More generally, all members of the KMUD community and their guests, when at the station or engaged in KMUD activities elsewhere, are expected to behave towards each other at all times with common courtesy and respect. Some specifics are contained in the programmer and volunteer agreements, but these are not meant to be all-inclusive.

Station staff have the authority to take immediate actions, as well as to impose appropriate sanctions at a later time, in keeping with the Policy Manual. *Please refer to the problem-solving procedures that follow below.*

ATTACHMENT IV

Programmer responsibility for station property

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

[Policy Manual 6.1, Programmer's Agreement, item #10:]

I understand that no unauthorized guests are allowed on the station's premises after normal office hours (~~8~~9 am to ~~5~~4 pm, Monday through Thursday). Furthermore, I have the responsibility to ask such persons to leave. Staff, programmers and volunteers conducting station business are authorized to do so after hours. Those persons may invite guests, who must remain under their supervision at all times.

ATTACHMENT V

New language is underlined.

2.4.7 Hiring Committee for Station Manager

06/01; Rev 8/24/10 and 9/28/10

The Hiring Committee for the Station Manager position shall be composed as follows:

- Two Board members,
- One staff member, and

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- Two members from the community chosen for experience with search committees and local non-profit organizations (who could be programmers or not).

The staff representative shall be recommended to the Board by the staff. That person shall be paid for time spent in committee meetings and other work when that time falls outside of regular work hours.