

Minutes

Redwood Community Radio Board of Directors
February 12, 2018, 2:00 pm
Heart of the Redwoods Community Hospice, 464 Maple Lane, Garberville CA

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

GUESTS: behr, Katie McGuire, Michael McKaskle

Approval of December and January minutes

Bier moved adoption of both sets of minutes. Doyka seconded. Passed unanimously.

Approval of agenda

Doyka moved adoption. Savage seconded. Passed unanimously.

Open time

behr recommended that the station conduct a practice FCC inspection. McGuire reported that 11 persons attended the CAB recent meeting and that notes for the Board would be forthcoming.

Consent calendar

Changes to Policy Manual 2.4 Board Committees (Please see attachment.)

Bier moved adoption. Marchese seconded. Passed unanimously.

Finance committee report

No budget-to-actual report was provided. This led to an extended discussion of this chronic problem, ending with no resolution.

Old business

Elections

Scudder said she had changed her mind about running for the member representative seat. That left no member rep candidates and one programmer, Durchslag.

New business

Sexual harassment policy and training

Training is planned for staff and others on Thursday, Feb. 15. Model policy has been edited by Bier for consistency with RCR. He said he would distribute a copy to all Board members for their comments prior to the planned training.

Programmers agreement

Still pending

Employee handbook

Click distributed a table of contents from a model employee handbook. After a brief discussion, consensus was to proceed with developing the document.

Ecstatic dance Earth Day event

Board expressed its support for this event proposed by Goldberg.

Committee reports

Development – Savage

See report.

Pledge Drive – Durchslag

See report.

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	Monday, March 12, 2:00 pm, Hospice of the Redwoods [Board reports due Friday, March 2, COB]
Pledge Drive	February 14, 3:00 pm
Policy	February 20, 11:00 am, Calico's upstairs
Executive	February 20, 12:00 pm, Calico's upstairs
Finance	February 27, 1:00 pm
Development	February 27, 3:00 pm

I.

Closed session – Personnel

The Board voted to restore Jama Chaplin to the status of volunteer in good standing. The vote was six yeas, two nays, one abstention.

.....

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.

[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.

Minutes, February 12, 2018 meeting

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.