

Minutes

Redwood Community Radio Board of Directors
May 7, 2018, 2:00 pm
Heart of the Redwoods Community Hospice, Garberville CA

II. Roll call

BOARD-APPOINTED: Christine Doyka, behr
MEMBER REPS: Secretary Rob Bier, Sarah Starck, Treasurer Sarah
Scudder

PROGRAMMER REPS: President Jimmy Durchslag

STATION MANAGER: Cynthia Click

ABSENT: Mark Marchese, Vice President Zac Gonzales, Eden Goldberg

GUESTS: Michael McKaskle, Chanin, Mark Sternfield

III. Approval of April minutes

Durchslag moved to table. Bier seconded. Passed unanimously.

IV. Approval of agenda

Doyka moved approval. Starck seconded. Passed unanimously.

V. Open time

Chanin expressed her support for Click and the Board as they work on restructuring staff responsibilities and revising the budget.

McKaskle said the station needs a volunteer coordinator and that station programmers should be solicited for help with station projects.

VI. Management report

Click reported that the annual audit is still pending; she has obtained an extension through July 15 from CPB. The FCC EEO audit has been completed and uploaded to the public files for KMUD and KMUE.

VII. Finance Committee report

Starck distributed, to the Board as well as to guests, a 2018 budget with proposed changes approved at the May 1 committee meeting. Scudder summarized the cuts, which included a \$49,000 reduction in anticipated subscription revenues and a \$22,679.54 cut in salaries and employer costs, i.e., payroll taxes and workers compensation. [A copy of this

document is posted at the station.] Scudder moved adoption of the revised budget. Starck seconded. Passed unanimously.

VII. Old business

A. Committee chairs and memberships

The following volunteered to chair the respective committees: behr, Pledge Drive; Scudder, Finance; Bier, Policy; Durchslag, Development; Doyka, Mediation. Bier moved approval of these choices. Starck seconded. Passed unanimously.

B. Employee handbook

There was no progress to report.

C. Reschedule Board orientation

Deferred to next meeting.

D. 2018 Budget

See VII.

VIII. New business

A. Election of officers

The following volunteered to serve in the indicated offices: President, Durchslag; Vice President, Starck; Treasurer, Scudder; Secretary, Bier; Correspondence Secretary, Doyka. Bier moved appointment of officers as stated. Starck seconded. Passed unanimously.

B. Policy on staff lunches

Durchslag moved that staff lunches be unpaid as a matter of policy.. Scudder seconded. Passed unanimously.

C. Conduct of meetings (please see attachment)

Doyka moved adoption of the draft statement, with addition of the following sentence at the beginning: "Each committee is expected to submit a report following each meeting." Durchslag seconded. Passed unanimously.

D. Broadcast equipment insurance

Starck moved that RCR purchase the offered coverage, to be paid on an installment basis, unless less expensive insurance could be found before May 15, the expiration date of the offer. Doyka seconded. Passed unanimously.

IX. Committee reports

B. Member representatives

Starck asked Board members to be certain they saw recent communications from Betty Miller and Kelley Lincoln.

C. Community Advisory Board (CAB) – Siena Klein

Bier was asked to copy Klein on the new meeting guidance.

E. Development –

Durchslag recapped plans for a tabling drive in early July.

G. Policy – Bier

Bier agreed to undertake a draft gift acceptance policy.

X. 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, June 11, 2:00 pm, Hospice Packet materials due June 1.
Finance	Wednesday, May 30, 11:00 am
Development	Wednesday, May 30, 1:30 pm
Executive	Wednesday, May 30, 3:00 pm

XI. Closed session – Personnel

A. Staff restructuring plan

ATTACHMENT TO AGENDA

ITEM IX.C

Guidance for the Conduct of RCR Meetings (per Sarah Starck)

The committee chair sets the agenda and times for each item, as well as facilitating the meeting. Before the meeting begins, a note taker (secretary) is identified and attendees are noted. The meeting is conducted so that one person speaks at a time. The chair keeps meeting points on topic and within the times set.

The next meeting's agenda points and ongoing discussions are noted for follow-up.

After every meeting recommendations, proposals, and/or reports are written by the committee chair or someone delegated to do so. The written notes are submitted to the Station Manager, who can report to BOD if deemed appropriate.

Reports are written in the format below, using all that apply, without being limited to this list:

DATE:
TITLE:
COMMITTEE CHAIR:
SECRETARY:
AGENDA:
ATTENDANCE:
NOTES:
RECOMMENDATIONS:
PROPOSALS:
NEXT MEETING AGENDA: