

Minutes

Redwood Community Radio Board of Directors

May 13, 2019, 2:30 pm

Heart of the Redwoods Community Hospice, Garberville CA

II. Roll call

BOARD-APPOINTED REPS: Correspondence Secretary Christine Doyka, behr, Secretary Rob Bier

MEMBER REPS:, Vice President Sarah Starck, Treasurer Sarah Scudder, Coleman Pulsifer

PROGRAMMER REPS: President Jimmy Durchslag, Dennis Maher, Wendy Emerson

INTERIM STATION MANAGER: Sydney Morrone

GUEST: Jama Chaplin (arrived late)

III. Approval of April minutes

Behr moved adoption. Doyka seconded. Doyka, behr, Bier, Starck, Scudder, Pulsifer, Durchslag, Maher, Emerson voted aye. No nay votes. Passed unanimously.

IV. Approval of agenda

Durchslag moved addition of a Board-Staff meeting and the next Board Talk Show to the list of meetings on all agendas. Bier seconded. Passed unanimously. Bier moved the addition of "Interns" to New Business and, in item IX.C, changing "policy" to "procedure." Behr seconded. Passed unanimously. Behr moved adoption of the amended agenda. Scudder seconded. Passed unanimously.

VI. Management report

Morrone said she had received no formal notification or a check regarding the Measure Z grant. Durchslag was asked to circulate a copy of the grant application so that all would know what it covers. There was no underwriting report; revenue in April was down. There was no report, as had been requested, from Nico Garreton, the technical assistant. The SI-100 filing has been completed. Morrone was requested to include in her reports, in its entirety, the relevant three-month section of the compliance calendar. She also was directed to re-acquire an 800 telephone number for the station. The FCC requires it.

VI. Finance Committee report

Scudder and Durchslag, along with Simon Frech, were recommended to be check signers. Dan Murphy is to be taken off that list. \$11,000 will be moved from Emergency Preparedness to the reserve in light of the Measure Z grant approval. \$8,500 received from the estate of Tom O'Neil will go to the reserve. There will be a budget review next month.

VIII. Old business

A. Audit

All necessary paperwork has been turned over to the auditor, Stacey Edgmon. She said she would look over the papers and let us know if she was willing to engage.

B. Website

No action.

C. Employee handbook

Bier agreed to move ahead with finalizing the handbook with assistance from volunteers. He said that the real challenge will be to reconcile it with the Policy Manual. Behr expressed frustration with trying to determine which elements of the original handbook draft are required by law and which are choices the Board can make. Durchslag recalled that Cynthia Click, the previous station manager, said we can call the company that provided the draft and ask them questions.

D. Block party gates

Bier and Pulsifer said they would staff the gates beginning at 11:30 am. Doyka and behr said they would take from 2:00-4:00 pm.

IX. New business

A. Station manager hiring

Durchslag, Starck and behr agreed to continue on the hiring committee. Chanin and Susan Pulsifer also had indicated their willingness to continue. Emerson moved approving those five as committee members. Doyka seconded. Passed unanimously. Station staff will have to recommend a representative.

B. UDW staff hire

No applications have been received. There was discussion about how compensation was described in the notices and that it needed to be clarified. Durchslag moved appointing Bier, Doyka, Starck and

Morrone to a hiring committee. Behr seconded. Doyka, behr, Bier, Scudder, Pulsifer, Durchslag, Maher, Emerson voted aye. There were no nay votes. Starck abstained. Motion passed 7-0.

- C.** Management performance appraisal procedure change (please see Attachment I)

Doyka moved adoption. Starck seconded. Passed unanimously.

- D.** Summer Arts, other summer booths budget

Behr moved adoption of a \$3,000 budget. Starck seconded. Passed unanimously.

- E.** Bank information authority for Dian Griffith

Doyka moved that Durchslag, as President, should send the necessary letter to the credit union. Behr seconded. Passed unanimously.

- F.** Check signers

Starck moved approving check signers as recommended by the Finance Committee. Behr seconded. Passed unanimously.

- G.** Outdoor lights, electrical work

Durchslag and Pulsifer have undertaken the project, using funds from the Humboldt Area Foundation grant.

- H.** Elect officers

Bier moved electing officers as follows: Durchslag, President; Starck, Vice President; Scudder, Treasurer; Bier, Secretary. Behr seconded. Elected unanimously.

- I.** Elect correspondence secretary

Doyka moved electing Pulsifer as Correspondence Secretary. Bier seconded. Elected unanimously.

- J.** Elect committee chairs

Durchslag moved appointment of committee chairs as follows: Scudder, Finance; Durchslag, Development; Bier, Policy; behr, Membership Drive; Doyka, Mediation; Pulsifer, Building and Grounds. Behr seconded. Elected unanimously.

- K.** Elect parliamentarian

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Durchslag moved appointment of behr as Parliamentarian. Bier seconded. Passed unanimously.

L. Interns

In a brief discussion, it was agreed that RCR would not pay any interns. Starck volunteered to be liaison for interns.

X. Committee reports

D. Correspondence Secretary

Durchslag asked that, in view of their departures from RCR, notes of appreciation be sent to Eric Johnston and Jack Frybulous for their long and generous involvement with RCR.

XI. 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 10, 2:00 pm, Heart of the Redwoods Community Hospice
Development	Tuesday, May 21, 2:00 pm
Board & Staff	Wednesday, May 22, 10:00 am – 12:00 pm
Policy	Wednesday, May 22, 12:30 pm
Executive	Wednesday, May 22, 1:30 pm
Finance	Tuesday, May 28, 2:00 pm
Board Talk Show	Wednesday, July 10, 7:00 pm

XII. Closed session – Personnel

ATTACHMENT I

(Old language is lined-out. New language is underlined.)

5.4.3.1 Management Evaluation Procedure

11/29/11 – revised and made part of Manual; 10/23/12; 3/10/16; 10/8/18

(Note: This is a procedure, not a policy, so one Board action is sufficient to revise it.)

Evaluation is a tool intended to improve both personal and overall organizational performance. Used properly, the evaluation process clarifies the needs of RCR, measures how well those needs are currently being met, makes suggestions for improvements, awards raises when possible, and improves job descriptions or organizational structure. It is not about friendship, and it is not about punishment.

Evaluations are also a tool by which the Board of Directors can measure how well the organization adheres, both as individuals and as a group, to the vision, mission, goals, objectives and culture of RCR. Proper evaluation requires commitment by all parties involved to provide constructive comment, suggestions for improvement, and clarification of job expectations.

The station manager shall be evaluated after employment at 3-6 months and then on an annual basis ~~on a yearly basis~~, with a full evaluation, as laid out below, conducted every third year beginning with the first year after employment.