

Minutes

Redwood Community Radio Board of Directors
June 10, 2019, 2:00 pm
Heart of the Redwoods Community Hospice, Garberville CA

II. Roll call

BOARD-APPOINTED REPS: Christine Doyka, behr, Secretary Rob Bier
MEMBER REPS: Vice President Sarah Starck, Treasurer Sarah Scudder
PROGRAMMER REPS: President Jimmy Durchslag, Dennis Maher
STATION MANAGER: Sydney Morrone
ABSENT: Coleman Pulsifer, Wendy Emerson
GUESTS: Michael McKaskle, Emma Nation

III. Approval of May minutes

Starck asked that the language under "VIII.A Audit" be changed to: "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." Behr moved approval with that change. Doyka seconded. Doyka, behr, Bier, Starck, Scudder, Durchslag and Maher voted aye. There were no nay votes. Motion passed 7-0.

IV. Approval of agenda

Bier moved approval with the matter of underwriting representative compensation being moved to the closed session. Durchslag asked the addition of station manager evaluation and office hours to New Business. Bier accepted the amendments to his motion. Doyka seconded. Passed unanimously.

VI. Management report

There was some discussion of producing iced coffee for upcoming events. Underwriting income also came in for attention. Morrone pointed out that in part because of bi-monthly billing, the line amounts fluctuate.

VII. Finance Committee report

Starck reported that continuing work by her and Shira Brown to untangle discrepancies in bank deposits revealed a particular problem with EMerchant, RCR's credit card intermediary. They are now addressing the matter. Starck reported that the Down the Block Party netted approximately \$9,300 profit; the Summer Arts and Music Fair coffee booth yielded around \$4,300.

VIII. Old business

A. Audit

Starck reported that Stacey Edgmon has agreed to handle RCR's audit and has been given all necessary documents. An extension to July 15 for AFR filing has been obtained from the CPB. As Edgmon has given notice that this will be her last year on the RCR account, there was discussion of soon beginning the search for a replacement.

B. Website

There was extended discussion of the Web site redesign project, including a list of questions provided by Starck. Morrone said that the Web Site Working Group presently consists of her, Bob Froehlich, Julia Minton and Simon Frech. Starck said her list of questions needed answers before any additional work could proceed and be paid for. There was agreement with her request.

C. Employee handbook

Bier reported that neither he nor behr were satisfied with the template they had been given to work with. Behr said that while at the NFCB conference in a week she would see how other stations have attacked the problem.

D. Station manager hiring

Durchslag said that resumes had started coming in. There was discussion of ad placements.

E. UDW representative hiring

Bier reported that the committee (him, Doyka, Starck and Morrone) unanimously recommended hiring Julia Minton. Bier moved approval. Doyka seconded. Approved unanimously.

F. Restructuring

It was agreed to have Starck and Morrone work to create a single plan out of their respective proposals. A special Board meeting will consider that plan.

IX. New business

A. Budget adjustment

Starck moved to table until the July meeting. Scudder seconded. Passed unanimously.

B. Sexual harassment

Bier reported that he and Emerson had interviewed all female staff members. They concluded emphatically that RCR must significantly step up its efforts to educate and to raise consciousness on the subject among volunteers and programmers, as well as staff and Board. He said Emerson wanted an addition to the programmer's agreement, which will be considered by the Policy Committee. It was agreed to designate Bier and Emerson as leads on these efforts.

C. Manager evaluation

Morrone is due for a six-month evaluation. Durchslag said it should be done simply, suggesting Board members use the evaluation form previously developed by Starck. He will collect the responses and report.

D. Office hours

At Morrone's request, Durchslag moved changing office hours to 10:00 am to 5:00 pm, Monday through Thursday. Behr seconded. Passed unanimously.

X. Committee reports

C. Community Advisory Board (CAB) – Siena Klein

There was agreement that the CAB was due to hold a meeting. Durchslag said he would contact Klein and Katie McGuire about it.

E. Development – Durchslag

There was discussion of the upcoming front yard music events. Brown has expressed interest in organizing a Latinx party. Eden Goldberg wants to do a hip hop version. The Mateel Community Center has been reserved on Sept. 28 for the luau.

G. Policy – Bier

Discussion centered on the Program Selection and Review Council. Scudder suggested that it ought to have Board policy around it. Maher, among others, disagreed, pointing out that it was merely advisory to the program director(s). Morrone provided some

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background. The Committee was asked to come up with some simple language describing the PSRC's role and membership. Bier announced that the Committee would be working to develop more complete definitions of duties for all Board committees, including rules regarding membership and voting.

XI. Committee meeting schedule

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| Board of Directors (special meeting) | Wednesday, June 26, 1:00 pm, Heart of the Redwoods Community Hospice |
| Board of Directors (regular meeting) | Monday, July 8, 2:00 pm, Heart of the Redwoods Community Hospice |
| Finance | Monday, June 17, 12:00 pm |
| Policy | Wednesday, June 26, 11:00 am, Calico's |
| Executive | Wednesday, June 26, 12:00 pm, Calico's |
| Development/Membership Drive | Tuesday, July 2, 12:00 pm |
| Board Talk Show | Wednesday, July 10, 7:00 pm |

XII. Closed session – Personnel