

MINUTES

Redwood Community Radio - Board of Directors

Nov. 11, 2014 – 3:30

Healy Senior Center, Redway, CA

- I. **Call to order:** Meeting ground rules; opening comments from the President
- II. **Roll call:** MEMBERS' REPS – **President** Siena Klein, Julia Minton, Cody “Comfy” Dillon. PROGRAMMERS' REPS – Marcy Stein, **Secretary** Jack Frybulous, **Vice-president** Dan Murphy. BOARD-APPOINTED – Mark Marchese, Christine Doyka. [The search to identify a **Treasurer** goes on.] Station Manager Jeanette Todd (ex-officio).
- III. **Approval of (October) minutes.** Jack moved, Christine seconded, unanimously approved.
- IV. **Approval of agenda.** Comfy moved to add closed session to agenda to discuss personnel issues; Dan seconded; unanimously approved.
- V. **Open time.** Present – Jack Monschke, Jackie Pantaleo, Jill Girard, Julie Hill, Molly Sinoway, Rae Shiraishi, Rick Cooper, Robie Tenorio, Ruth Goulie, Sarah Tittmann.

KMUD producer **Robie** Tenorio expressed concern about the sustainability of Redwood Community Radio [RCR]; frustration with difficulty of getting answers to questions; uncertainty of how what happened at the time of the signal upgrade is affecting RCR's current finances. She also found the art on the new tote bag to be offensive. **Jill** Girard asked that a decision be made soon regarding Rick Cooper's [RC] continued involvement with RCR; she has stopped contributing to RCR as a form of rebellion. **Molly** Sinoway said she was there due to RC's presence on-air; said many of the women there had also struggled on deciding how to handle RC: they wrote him letters, and organized an educational program at Salmon Creek School [SCS] on pedophilia; thanked RCR for starting a complicated process. **Rae** Shiraishi [former admin SCS] said she was sad to withdraw her support of RCR due to RC's being on-air, added that RCR was really valuable to the community. **Julie** Hill said she did not want to hear RC's voice, but expressed horror at censorship of programmers being told who they could not have on-air; she said programmers should be better informed of the community's concerns; having RC advocate youth programs felt insulting; said she knows many people who turn off KMUD, sometimes for weeks, when they hear his voice; concerned about RCR's losing support by having him on-air; said it was painful to hear people bad-mouth KMUD, and hopes for a creative solution. **Ruth** Goulie said she endorsed what had been said, as did **Sarah** Tittmann, who added her thanks for all that RCR does for the community. **Jack** Monschke also said he supported the women, had been friends with RC; that dialog to start a process of dealing with RC was a huge first step, as was healing for residents of Salmon Creek; said he was there in support of RCR as well as of RC. **Jackie** Pantaleo [past Board member] talked about public radio's mandate: to give voice to community members; that even the Klan has a right to the airwaves. Asked if RCR were taking away a person's voice due to alleged behavior, or opinions. Said what had been discussed had nothing to do with RCR or its policies. Described as horrifying RCR's being manipulated by the threat of funds withheld in order to squelch an individual's rights to the airwaves. Better fiscal oversight could prevent risky investments. **Rick** Cooper [past Board member] said he'd been harassed for years; had gone through a process to resolve allegations, claimed that that issue was legally and socially finished. Regretted KMUD was being put in the middle. Said RCR should adhere to its values or change them. **Molly** objected to RC's use of “harassment” to describe their actions. **Siena** clarified that “as a radio station I don't think that we are the people who are going to resolve this issue with the community, obviously. [His] being on the air is the issue.”

- VI. Management report** – An EEO report is due in our public file, but we are not required to file electronically with FCC. Extra effort to get our CABs to meet in December. Programmer meeting moved to Dec. 10. **ACTION** – planning for next Networking Com. mixer. Last Staff / Board meeting went quite well, minutes are on the way. Tech report on p. 12. FCC “enforcement hold” on license renewal. Emerald Cup [EC] to be live-streamed online, will not be broadcast live on-air. EC donated \$3000. Now aiming for two major events per year. Still aiming for \$250K in pledges, based on est. receipt of \$205K. Most successful Halloween Boogie @ the Mateel ever, brought in \$11K for KMUD; Arcata bash also a huge success, although Nov. 1 event was a disaster. Bar at Lost Coast Gallery opening in Trinidad netted \$1000, and met > 500 new people: best KMUD outreach event she’d ever been to. Lynette Myers’ fund-raiser: Mark reported that KMUD’s bar took in \$550. Silent Drive brought in \$28K, Fall drive so far \$80K. Lights needed in Music Library and the two offices. Nella will work with Beth on Donor Snap after Beth returns from two weeks’ leave.

First two disbursements of CPB grant for 2015, totaling about \$100K, have arrived, Finance should look at how much to put in CDs. 2015 award = \$135K. Open hiring for BR’s underwriting position to begin this week, and last for two months. Open hiring for Terri’s position begins in April, to wrap in August.

Cynthia Click: Work on a new Programmers’ Agreement ongoing, and delivered a new draft. Marcy asked if programming review was still happening; it is. Julia reminded CC of need for signature of parent / guardian in case of minor programmers. Jack suggested we be clear what the repercussions will be for programmers who fail to attend one meeting in a year.

VII. Consent calendar

Discussion of confusion over items A – C, due to competing drafts found in the packet, and in the agenda. Dan moved we approve items B and D. Comfy seconded; unanimously approved. Items A and C are tabled, but Item C was taken up again later in the meeting.

- A. Policies 6.10, 6.10.1, 6.10.2: Fairness Doctrine (aka “Fair Access to the Airwaves”) – 2nd consideration.** **6.10** ~ Programmers can say (in decent language) what they think, although with some exceptions, including: endorsements of ballot measures and political candidates (including themselves); initiating talk about KMUD issues without first informing KMUD Management; and personal messages. Talk show hosts and engineers when on-air represent RCR, and as such are “the voice of KMUD.” They not only need to carefully choose their words, but must also be knowledgeable about relevant FCC, CPB and RCR policies and procedures. Talk show hosts must give other sides a fair shake. This means that talk shows (other than regularly scheduled news programs) are encouraged to include and expose all sides of an issue. At least 25% (ideally 50%) of the time of each call-in talk show will be open to callers. (The Public Affairs Program Director may make exceptions to this, for example when a host needs to pre-record a show, or produce a show with an alternate format.) Hosts of call-in shows shall make a statement early in the show that everyone is welcome to call in. Hosts must allow *all* callers to express themselves on the show, especially those with opposing views. However, talk show hosts may at the start broadcast a message describing another format, such as “This show will take comments and questions, but will answer callers off-air.” Opposing views are not required to receive *equal* airtime; only a reasonable amount of time. Engineers will disconnect callers who use “the seven dirty words” [piss, shit, fuck, cunt, tits, cocksucker, motherfucker] or express obscene or indecent imagery, and then briefly explain to listeners what happened. Engineers generally need to refrain from adding their own content to the show, and should generally remain neutral. However, a host may invite the engineer to contribute their thoughts, with clear parameters. Engineers should never deliver the last words of a show’s content. They should also not be expressing their views while callers are on hold. **6.10.1** ~ Program proposals shall be submitted to Program Directors, and will be acknowledged in a timely manner (for example, within two weeks of the next meeting of the Program Selection and Review Council). RCR seeks to achieve a balance of diverse programming that encompasses the RCR Mission Statement. **6.10.2** ~ Any unresolved issues and all grievances regarding RCR Fair Access to the Airwaves must be submitted in writing, and should follow the RCR Problem Solving Procedure [policy 5.1.5].

- B. Policy 7.6.1: Children at the station** ~ Redwood Community Radio encourages children and other youth to participate in programming, and a positive family environment, both inside and outside the station. A parent or other designated adult will supervise all children inside the station, including when programming. If the on-air programmer feels like children present in the station are disrupting or interrupting the broadcast or related activities, then RCR supports their right to ask the parent responsible for the children to remove them, and will do so in a way that is in alignment with KMUD's Family Values.
- C. Policies 5.4.7 and 5.4.7.1: Vacation – 2nd consideration. 5.4.7** ~ Redwood Community Radio is bound by our own Mission Statement and ethical values to support fair treatment of employees including a living wage and other benefits. The Board considers the lack of any health or dental coverage for employees as a critical factor. Since health or dental coverage does not appear financially feasible in the near future, time off becomes the essential benefit: a key component to healing, stress management, and holistic health. All calculations are based on a 'full time' 40-hour per week schedule. Other employee schedules are to be prorated. This policy replaces and supersedes all earlier policies. The changes are not retroactive, that is, time accrued before the date of the passage of this policy shall not be affected. **5.4.7.1** ~ Vacation time accrues from the first day of employment and can be used after the completion of thirty days of employment. Vacation time must be accrued before it can be used. The accrual factor is based upon a 40-hour work week. 8 days for the first year, 10 days the second year, 15 days after 5 years and 20 days per year thereafter. There will be a limit of one year of unused vacation time earnings for the year that the vacation day is based upon. Unused vacation days will be paid out each December. Vacation days may only be converted to a cash payout upon separation. RCR strongly encourages each paid employee to use vacation time each year. The intent is 1) that each employee actually gets an annual rest; and 2) that prolonged absences not negatively impact RCR. Exempt employees will accrue vacation hours based on actual hours worked. Notification: Employees will communicate with the Station Manager before approval of vacation plans. The Station Manager is required to notify the Board of his/her vacation plans before approval. Four weeks notice is recommended. Exceptions may be made in unusual circumstances.
- D. Board officer appointments: Siena Klein, President; Dan Murphy, Vice-president; Jack Frybulous, Secretary; Treasurer [vacant].**

VIII. Finance Committee report

Julia: budget process has begun, but was unable to follow up with previous two meetings. Budget work continues; creative thinking needed around revenue streams and expenses.

IX. Unfinished business

- A. Policy on use of reserves, with new language. Comfy moved to pass; Dan seconded. 6 in favor; Jack abstained; Mark was absent.** Reserve Fund policy 4.11 reads: *The Board shall maintain a Reserve Fund in its own bank account. The Board shall work to increase the reserve annually.* Policy 4.11.1 reads: *The Board shall review the balance annually, as a component of the budget review process. In order to use these funds, Management must submit a written proposal to the Board, including a repayment plan, and the Board must approve this proposal.* **FIRST APPROVAL.**
- B. Elections – need programmers' portion. Marcy's report submitted. Elections process needs to be further stream-lined.**
- C. Revision of Mgmt Eval procedures [policy 5.4.3]. Tabled till next BoD meeting.**
- D. Newsroom autonomy, policy 7.2.** *RCR is an independent media radio station. The newsroom needs to have a certain amount of autonomy to ensure journalism ethics can be practiced at the highest possible level. This means monetary gain shall never be a consideration when reporting. No RCR member or other community member shall ever have any input into the daily news with intent to sway the content to gain any edge, preferential treatment or immunity from factual reporting. The RCR membership does not own the news, in terms of owning any ability to shade or change the facts. RCR shall make no policy infringing the freedom of the press to operate.*
Dan moved to approve, Jack seconded; unanimously approved. **FIRST APPROVAL.**
- E. Vice-president's job description. Tabled.**

X. New business

- A. 1st draft 2015 budget is not yet ready. Board commitment to personal fund-raising? Jack began by reminding members of what they'd said at the last meeting (Oct. New business, item F). Siena: It's not policy. JT: it's a loose agreement, a goal. Julia: creative ways needed to raise revenue. Jack: both Christine and Comfy asked about certain volunteer activities counting; we**

should bring in cash, whether it's from new members or not. Marcy: put on Board agreement. Renew at beginning of year? Table once a year: connect with Networking. Hit up people who need tax reductions at end of year. Use of bequests is being looked into. Comfy suggested we do a Funk-Fest near Cuzzin Marc's birthday in April.

- B. Appointments to Mgmt Eval Com – 5 candidates: Angela Zane, Christine Doyka, Dan Murphy, Julia Minton, Siena Klein. Siena: re-appoint? The board made a plan for who would be on this committee in September. All committee appointments will be formalized at the next board meeting. JT: The evaluation process is cumbersome, and we have talked about it in some way at each of the last several meetings. JT knows of a manager who is evaluated by a Board president, and asked the Board to consider this. MEC meets Dec. 18.
- C. Syndication policy is still being worked on.
- D. 2015 Programmers' Agreement will be discussed by email.
- E. Appreciation Celebration (Friday, Jan. 16) budget. We feed 200 people. Cost last year \$2000; try to do it for \$1000 for food this year, and get the rest donated. Dan moved we approve a \$1000 budget, Jack seconded, unanimously approved.
- F. Policy re: end-of-year payout / vacation policy 5.7.4 and 5.7.4.1. JT clarified that text in Consent Calendar item C is correct. \$15K in accrued vacation time was paid out last year. Jack moved we approve 5.7.4 and 5.7.4.1, Dan seconded, unanimously approved. This policy takes effect.
- G. Fund-raising and outreach 2015 schedule. Do "Spectacular" with EPIC? Siena: coffee booth needs efficient coordinator, who lives in soHum, loves KMUD, and is responsible. Comfy suggests selling the KMUD right to sell coffee. (JT: *Come to Development Com. meeting!*) Julia spoke about cash-handling, oversight, liability, etc. Siena asked Julia to supply us with KMUD's cash handling forms (which Amie adapted from the Mateel). Siena: lanyards with ID for Board members would be great for events.

COLAs overlooked for inclusion in this month's agenda. A vote for 2nd consideration was taken, Jack moved, Dan seconded; Marcy abstained, all others voted yea. (Julia suggested proper procedure would be to add this to January's agenda, since policies are to appear on two consecutive agendas.)

XI. Reports

- A. Programmers’ Reps. – meeting Wed., Dec. 10, 3 pm.
- B. Members’ Reps. Discussion of # new members.
- C. Community Advisory Boards. Dan has an email out.
- D. Correspondence Secretaries
- E. Development Com. A clear and easy-to-understand promo (JT) or letter (Jack) explaining KMUD finances will be developed soon.
 - i. Pledge Drive subcom. Pledge drive trainings should be combined with Programmer meetings.
- F. Policy Com.
- G. Mediation Com.
- H. Management Evaluation Com.
- I. Transition Com.
- J. Elections Com.
- K. Networking Com.

XII. Schedule - monthly meeting times of Committees

Unless otherwise noted, all meetings take place at KMUD, 1144 Redway Dr., Redway, CA.
If you plan on attending a meeting, it would be wise to confirm no changes have taken place.

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| A. | Board of Directors | 1 st Tues., 3:30 pm |
| B. | Development | Nov. 17, 3 pm + 1 st Mon., 3 pm |
| C. | Executive | 2 nd Tues., 11:30 am |
| D. | Finance | Nov. 18, 10 am + 3 rd Tues., 3 pm |
| E. | Policy | 2 nd Mon., noon |
| F. | Board talk show | Dan, Jack. 2 nd Wed. (Jan., April, Jul., Oct.) |
| G. | Board / Staff meeting | 3 rd Tues. (Jan., Mar., Jun., Sep.) |
| H. | Letter-writing | Jack Nov. letter / Comfy Dec. |
| I. | Feed the Board (Jan.) | Dan Murphy |

This meeting, not counting the break, lasted 3 hrs., 14 mins.
Minutes submitted by the Secretary 9 Jan., 2015