

**Vision:** Redwood Community Radio envisions a community of listeners who, guided by the example of RCR programming, work together to create better, more just and sustainable world systems to ensure that all humans and other living species on earth move toward a higher quality of life and are able to survive challenges in the time ahead.

**Mission Statement:** Redwood Community Radio will encourage a communication center of open airways (KMUD) for all voices to inform, educate, entertain and inspire the listening community through quality programming.

**Ground Rules:** Speak respectfully to one another. Focus on issues, not personalities. Support the facilitator. No interruption. Make criticism constructive, specific, substantiated and, ideally, when the person(s) are present. When required, a five-minute break shall be granted to attendees to encourage peaceful communication. Speakers during Open Time will be assigned an amount of time not to exceed five minutes. Any further discussions during the meeting will be between Board Members unless a guest is acknowledged by the Facilitator or is scheduled as part of the agenda.

## **Agenda**

Redwood Community Radio Board of Directors

June 16, 2026 5:30 p.m.

- I. Call to order, and establish a quorum.**  
Opening comments from the President; meeting ground rules.
- II. Roll Call**  
BOARD-APPOINTED MEMBERS: Vice President Kim Nelson, Kat Hart  
MEMBER REPS: Secretary Elise Sauer, Correspondence Secretary  
Stephanie Thomas, George Wintersun  
PROGRAMMER REPS: President Charley Custer, Treasurer Michael  
McKaskle
- III. Approval of minutes** of May 19th, 2026
- IV. Approval of Agenda**
- X. Open Time** (speakers will be assigned a time limit  
of five minutes or less)
- XI. Consent Calendar:** *any Board member may remove an item for discussion. This is best done at Agenda Approval.*

We approve as amended minutes of the April 28th board meeting

The board welcomes Marcy (Chanin) Stein as KMUD's interim administrator as of 5/15/26 with a two-month part-time contract

We delegate decisions regarding and signing a contract with Public Media Virtual Accounting to Treasurer Michael McKaskle and Barbara Brenner of

the Finance Committee

We create a Hiring Committee consisting of Vice President Kim Nelson and George WinterSun representing the KMUD board, one staff representative of their choosing, and two community representatives, including Shira Brown

A programmer representative election process will begin with programmer reps Michael McKaskle and Charley Custer in the lead.

We will transfer 60 thousand dollars from current savings into our reserves.

**XII. Management Report** - Do Board members have questions or comments?

**XIII. Finance Committee Report** - see written report in board packet.

Review and approve Financial Statements (Statement of activity and statement of position)

**XIV. Old Business**

A. Discuss and approve Policy changes tabled in May (see Appendix 1)

**XV. New Business**

A. Report on Public Media Company negotiations and contract

B. Report on John Ford seminar arrangements

C. Plan to publicize the open programmer and board-appointed seats

D. Assign or confirm liaison for Secretary of State updating

**Committee and Other Reports**

A. Programmer Representatives

B. Member Representatives

C. Community Advisory Board (CAB) – Siena Klein

D. Correspondence Secretary - Thomas

E. Development – WinterSun

F. Membership Drive Coordinating Committee – Culbertson

G. Policy – Custer

H. Mediation – Custer

I. Building and Grounds – Nelson, Hart

J. Management Evaluation Committee - WinterSun, Sauer, Nelson

## **XVII. Meeting Schedule**

All meetings take place online unless otherwise stated. Meeting dates may change. Those interested in attending one should first check with the office to ensure that no changes have been made to this schedule, and obtain meeting links and/or locations. Chairpeople are named in parentheses.

Board of Directors	3rd Tues., 5:30 pm (Custer) – July 21
Development	4th Thurs. 4:00 pm (WinterSun) – July 23
Policy	1st Monday, 11:00 am (Custer) – July 6
Executive	1st Monday, 12:00 p.m. (Custer) – July 6
Finance	1st Tues., 3:00 p.m. (McKaskle) – July 7
Major Donor Action Team	2nd Tues., 1 pm (Augustine) – July 14
CAB	Quarterly, at station and virtual (Siena Klein) Spring meeting May 14, 5:00 pm

## **XVIII. Closed session – personnel**

## **XIX. Adjourn**

### **Attachment 1**

#### **Policy actions finalized in February and March, 2026**

A memo to the Board from Jama Chaplin, May 9, 2026

This text represents my understanding of the Board's intentions regarding each of these policy actions. Please let me know if you see anything differently, and I will move forward with updating the Policy Manual.

**To summarize: Changes to these policies were finalized:**

<https://www.nakedcapitalism.com/2026/06/links-6-2-2026.html>

February: Revisions to 5.5.4, Separation Checks  
Deletion of 2.4.3, Mem Drive Coord Com  
and related minor revision to 2.4.1, Standing Committees  
Revisions to 2.3.4, Board Communications Guidelines  
(reducing Secretary's workload)

March: Revisions to 2.4.4, Dev Com (including language  
clarification about which events are approved by Station Manager)  
and related minor revision to 4.12.2, Activities Sponsored  
or Produced by KMUD  
Revision of Policies about Board Candidate Eligibility:

3.1.5 (including deletion of "If so, they are ineligible"), 3.2.1,

3.3.1 Revision of Policy 2.1.6, Status Change of Programmers' or  
Members' Representatives (Note that the March

minutes do

not show this policy as approved; ExCom said that in

April

the Board is expected to pass a clarification to that.)

### **The language: Finalized in February:**

Consent calendar:

D. Revise Policy 5.5.4, Separation Checks (Attachment 1, final  
consideration.) -- approved as submitted.

### **Attachment 1**

### **Revisions to Policy 5.5.4, Separation Checks**

5.5.4 Separation Checks

An employee's final Employee separation checks timesheet shall be  
~~documented by~~ include an itemized breakdown of all funds to be paid  
out. ~~Separation checks shall be first approved by the Treasurer and then~~  
~~signed by the Station Manager, unless she or he is the departing~~

employee: Final Timesheets must be approved by the Station Manager. Final paychecks will only be Direct Deposit with email permission from the employee.

F. The Board deletes **Policy 2.4.3**, Membership Drive Coordinating Committee. This has been a board committee, but the intention is now to put the Station Manager in charge of this work. And in **Policy 2.4.1**, Standing Committees, the Board deletes that committee, since it won't be a board committee. -- approved as submitted. [This is final approval; the January Consent item said " The Board tables planned revisions to (or perhaps deletion of) Policy 2.4.3, Membership Drive Coordinating Committee, to put staff in charge of this work. And in Policy 2.4.1, Standing Committees, we'll delete that committee, since it won't be a board committee."]

New Business:

- A. Proposal to revise **Policy 2.3.4** (see Attachment 3). Reducing the Board Secretary's workload was the original intent; some updates to current practice are proposed as well.

[Note that this is a procedure and only one vote is needed.]

### Attachment 3

#### Proposed Revision of Policy 2.3.4, Board Communications Guidelines:

<b>Board Communications Guidelines</b>
04/27/04; 08/24/04; 02/26/08; 06/23/09; 7/27/10; 3/22/11; 02/10/20
(This is procedure as opposed to policy, so a simple vote at one Board meeting is sufficient to revise it.)
<b>Executive Committee, Two Weeks Before Board Meeting</b>
The Secretary shall provide the draft minutes <u>for the previous meeting</u> (by email to the entire Board) <u>at least a day</u> before the <u>ExCom</u> meeting. <u>The President or Vice President shall provide a draft agenda for the next board meeting to officers and Management at least a day in advance of the ExCom</u>

~~meeting. , and agenda template on paper at the Executive Committee meeting.~~  
Management shall provide reports or recommendations that require Board action. Committee chairs shall have proposals ready, if necessary, for consideration at the coming Board meeting.

The ~~Secretary~~ President or VP shall, within three days ~~after~~ of the Executive Committee meeting, email to all Executive Committee members and Management a complete draft agenda. All Executive Committee members shall promptly approve the agenda, or decide on revisions, by email, in discussion with Management. ~~The President or VP Secretary~~ emails the agenda to Board and Management by seven days before the board meeting and Management posts it on the bulletin board. Management oversees its posting on the Web site by this day. Management will also make certain the Board meeting is announced for a week on the Community Safety and Awareness Report.

For special Board meetings, all Board members will be telephoned and emailed with time and place. Executive Committee members will have at least a day to approve a draft agenda by email. The agenda requirements policy will be followed. Other elements of this procedure are waived if time does not allow them to occur.

### **Draft Minutes**

The Secretary shall email the draft minutes to Board members as soon as possible after each Board meeting. Board members may recommend revisions to the Secretary. The Secretary will email the final draft minutes to the Board at least seven days before the next Board meeting. Minutes may be amended by the Board at the next Board meeting.

### **Board Packets**

Board packets consist of the agenda, draft minutes, reports from management (including compliance calendar items including the previous, current and upcoming months, as well as staff reports), ~~Treasurer's~~ financial reports (profit and loss, balance sheet, budget to actual), the Finance Committee

report and other reports, proposals for consideration at the meeting, and anything else pertinent to the upcoming Board meeting. Only Board and Management will receive versions of the financial reports that include individuals' pay information.

Email circulation: Seven days before Board meeting: People creating these documents email them to the Board-appointed packet volunteer (who could be the Secretary) and to Management. The packet volunteer assembles the full packet as soon as possible, but at least two full business days before the Board meeting, and emails it to the Board, staff and others who have requested it from the Board.

### **Meeting and Minutes**

*02/09/16*

~~If the Board is meeting in person, An hour before the meeting, the Vice President shall collect any unclaimed packets and bring them to the meeting. The~~ the Vice President shall be responsible for the meeting room and shall obtain and return the key, and open and lock the room before and after the meeting.

~~If the Board is meeting in person, The~~ the Secretary shall provide the meeting with two copies of the Board packet, three extra agendas, and a sign-in sheet for open time speakers to list their names and the subjects they will address.

The Secretary shall take the best notes possible while participating fully in all discussions, read back motions as requested, and shall use those notes and others' notes to assist in producing accurate minutes. Documents approved by the Board will be included in their entirety in the minutes or long documents may be identified by date of draft.

### **After Meeting**

The Secretary shall email final, Board-approved minutes, labeled within the document as such, to all Board members and Management as soon as possible after the meeting. ~~When~~ Minutes will mention the referring to submitted written reports that were submitted. ~~Web-posted minutes (or, all final minutes) shall say “(See Report in Public File)” instead of just “(See Report)”.~~ Management shall, upon receipt of finalized minutes which board members

have had three days to review, post them on the website ~~Web site and bulletin board and file in the public file.~~

On the website, Web site, minutes ~~from the current calendar year~~ will appear in the “Board Meeting Minutes” section ~~and older minutes in the “Archived Minutes” section.~~ Reports will not be posted on the website ~~Web site.~~

Management shall remove outdated proposals and documents from the bulletin board.

### **Finalized in March:**

Consent Calendar:

### **B. Policy 2.4.4 Development Committee [also see related policy below].**

Note that the yellow-highlighted language was clarified after the initial proposal.

The Development Committee shall consist of five or more persons, appointed by the Board: one Board member as ~~appointed~~ chairperson, ideally at least one other Board member, the Station Manager, the Development Coordinator, and at least one other person.

~~Responsibilities of this committee are~~ This committee is responsible to develop fundraising activities for RCR. This includes events, coffee booths, tabling campaigns, ~~marketing strategies, merchandising and inventory, promotions, advertising campaigns,~~ and other all fundraising in general. ~~This committee will follow the general guidelines for events as outlined in the Fundraising Manual.~~ The committee will draw up review event proposals, and if projected expenses are \$1500 or over, they will ~~to be submitted to and approved by the~~ Board of Directors for approval. If projected expenses are under \$1500, the proposal goes to Management for approval. The Proposal form will be provided, and edited when needed, by Management. Progress on all projects will be reported by the Committee 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. Other events may be considered later in 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 the brainstorming process if the Committee members request it. Proposals may are to be submitted by the potential event coordinator(s) to the Committee in writing or by email for consideration. The Committee may suggest revisions before forwarding the proposal to the Board or Management. Committee rRecommendations may accompany a proposal will be clearly outlined and proposed to the Board.~~

Open time shall be available to all guests. Guests can be part of the brainstorming process if the Committee members request it. 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 is 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, and event coordinators, will take a large role in recruiting, organizing, and training volunteers. Volunteer records networks shall be created ~~and documented~~ for future reference. Key volunteers will be delegated to and entrusted with coordinating and recruiting other volunteers for 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.

#### **Policy 4.12.2 Activities Sponsored or Produced by RCR**

All activities using RCR's or KMUD's name shall be approved by Management or Board of Directors. See Policy 2.4.4. ~~cleared in advance with the Station Manager or the Development Committee, and a financial report shall be made when appropriate within a reasonable amount of time following the event.~~

Removed from Consent item E to Old Business:

## Revision of Policies about Board Candidate Eligibility

Policy 3.1.5, in General section of Election Policies:

<b>Nominations and Eligibility</b>
<p>It is not necessary to confirm a person's eligibility at the time of nomination; the Election Committee and Station Manager shall be responsible for this. Failure to provide a statement, attend a forum, or appear on a talk show does not disqualify a candidate.</p>
<p><u>All candidates for the board (including for appointment) shall be members of RCR 30 days before nomination (Bylaws Article V, Section 1), and shall not be in any paid position at RCR. Candidates may not have served two full terms immediately preceding this election (Bylaws Article IV, Section 1). They will receive a letter from the Station Manager which thanks them, shares information, and inquires about whether they have had any felony convictions in areas that the FCC is concerned about (which include FCC, IRS and FTC convictions). If so, they are ineligible.</u></p>
<p><i>(For complete eligibility requirements, see also Sections 3.2.1, 3.3.1 and 3.6.1.)</i></p>

Policy 3.2.1 about Members' Representatives:

<b>Candidate Eligibility</b>
<p>Eligibility requirements for all candidates for the Board are in Section 3.1.5.</p>
<p><del>Each candidate shall be a Member in good standing of RCR 30 calendar days prior to nomination (Bylaws Article V, Section 1) and Candidates for Members' Representative shall not be a Programmer programmer (Bylaws Article V, Section 5 - note that that includes engineers). Corporation for Public Broadcasting regulations require that candidates shall never have been convicted of a felony in which sentencing involved denial of federal benefits. Candidates may not have served two full terms immediately preceding this election (Bylaws Article IV, Section 1).</del></p>

~~No Board member at RCR shall be in any paid position at the station.~~

### Policy 3.3.1: about Programmers' Representatives:

#### **Candidate Eligibility**

Eligibility requirements for all candidates for the Board are in Section 3.1.5.

All candidates for Programmers' Representative shall be Programmers in good standing (*Bylaws Article IV, Section 5 – note that engineers are considered "Programmers."*) ~~and must have been a Member for 30 days at the time of nomination. Corporation for Public Broadcasting regulations require that candidates shall never have been convicted of a felony in which sentencing involved denial of federal benefits. Candidates may not have served two full terms immediately preceding this election (*Bylaws Article IV, Section 1*).~~

~~No Board member at RCR shall be in any paid position at the station.~~

### Policy 3.4: about "Board-elected" (appointed) board members – this is the first part of the longer policy:

#### **SEATING OF NEW BOARD AND BOARD APPOINTMENT**

*3/21/00; by policy "Voting" passed 4/01 and Bylaws 2003; 05/12/21, 03/18/25*

The Election Committee shall produce an on-air promo that solicits candidates for the annual appointment of a board member. This promo shall be aired from March 1 until ten days before the April board meeting. It will state that candidates must be Members of RCR 30 days before their nomination. (Complete eligibility requirements are in Policy 3.1.5.)

**Finalized in March, and the minutes of April are expected to clarify that:**

**Revision of Policy 2.1.6:**

<b>Status Change of Programmers' or Members' Representatives</b>
--

<i>02/20/96</i>
-----------------

A Programmers' Representative who loses his/her/their show does not <del>necessarily</del> lose his/her/their Board seat <u>for that reason</u> . A Members' Representative who becomes a programmer <u>does not lose</u> <del>loses</del> his/her/their Board seat <u>for that reason</u> .
--