

**MINUTES**  
**REDWOOD COMMUNITY RADIO**  
**BOARD OF DIRECTORS MEETING**  
**October 23, 2007 @ 1:00 pm**  
**Humboldt House Inn, Garberville, CA**

**I. CALL TO ORDER: MEETING GROUND RULES AND OPENING COMMENTS**

Meeting is called to order at 1:10 pm  
Meeting Ground Rules are read.

**II. ROLL CALL:**

**Board Members Present:** Marcia Bauer, President/Member Rep.; Bettye Etter, Vice- President/Correspondence Secretary; Sydney King, Secretary; Harold Day, Programmer Rep.; Felix Omai, Member Rep.; Johanna Hamel, Programmer Rep.; Bria Stone, Member Rep.; Katie McGuire, Appointed

**Ex Officio Member:** Brenda Starr, General Manager

**Absences:** None

**III. APPROVAL OF MINUTES**

September 25<sup>th</sup>, 2007

**Corrections:**

Johanna Hamel was not included in Roll Call. Secretary will correct before posting as Approved.

Management Report: "Reggae on the River" corrected to "Reggae Rising." Secretary will correct before posting as Approved.

Johanna and Katie had not received the minutes before Board meeting. Secretary will update Board e-mail list.

Harold moves to approve Minutes. Felix seconds. Motion approved. Johanna abstains.

**IV. ADOPTION OF AGENDA**

Sydney requests Closed Session re: Personnel.

Sydney moves to adopt the Agenda. Harold seconds. Unanimous

**V. PRESIDENT'S MESSAGE**

President expresses benefits of contacting Estelle and others involved in events surrounding her leaving to clarify information and misinformation. She offered KMUD Mediation group's services. She briefly discusses reconfiguring of news department, stressing positive forward movement to provide continuing quality news that the community has come to expect. She states personal hope that there will be a news director who's committed focus is the health of our News Department, saying that other Board members share that opinion. It is a work in progress as begs the Community to be patient with the process of finding the right configuration and right people to to implement the News Department.

**VI. OPEN TIME**

**Dan Doherty** queries if open dialogue with Estelle will occur and if the Board is pursuing action to communicate with Estelle.

**Marcia** responds she has attempted communications with Estelle with no response as yet. **Johanna** suggests offering Estelle to go into mediation. **Adona White** is curious about the state of the News department. What process is being followed to insure an independent News department? She is relieved Terri and Cynthia are working together; they have a concept of what is news. Does the Board define what goes on in/with the News department? States the News should be its own department and not "below" any other departments. **Marcia** responds both the Board and community have input with the configuration of the News department. **Harold** states the Board hired Brenda and is responsible for making sure she carries out Board directives. **Naomi Wagner** requests a letter to Estelle from the Board. **Felix** states the Board's hands are tied. It is a Personnel issue and we are tired of the misinformation. **Marcia** reminds Open Time is not Open Dialogue. **Sydney** states there is nothing more for the Board to do without any response from Estelle. **Johanna** re-emphasizes efforts the Board has put forth. **Girl George** states she is pleased with Terri's news reports and likes the idea of more diverse news. **Dan Doherty** requests Board formally send letter to Estelle stating what Marcia would have said in conversation. Encourages reporters to post info on web-site re: what they are covering. **Michael McHaskle** expresses his dismay re: some members of the audience "brow-beating" the Board. Supports 5 minute news reports from community member reporters. **Cindy Reed** states would not like to hear four-minute All Sides Now and suggests whoever is broadcasting the news does not draw profit from the issues on which they are reporting. **Marcia** states the issue of Conflict of Interest in the news exists in current policy and needs to be enforced. **Harold** thanks the audience for input.

## VII. MANAGEMENT REPORT

GM gives her report. In lieu of a Board Treasurer, she includes a Fiscal Report.

**Fiscal:** \$21,662 was deposited in September. Debits totaled \$17,358. Bank balance as of 9/30/07 is \$57,609. Review of financial reports show that RCR is on track. Projected income figures do not reflect the \$49,732. of expected revenue from CPB. The check is expected soon. Community Credit Union CD in the amount of \$10,775 is not reflected in the income revenue figures. This will be reconciled by the bookkeeper before the end of the year. GM has initiated a meeting between RCR bookkeeper, GM and an outside financial consultant. Some items to cover are reconciling fundraising income and costs; more complete line-item revenues reconciliation of 2007 budget; and more complete line-items to be used in projecting the 2008 budget. GM is awaiting answers from two calls to potential auditors and financial representatives.

**Events:** Halloween Boogie is Saturday at the MCC. Projected income of \$800. KMUD is encouraging members to bring in their Silent Drive donations. The on-air Pledge drive starts Monday, October 29<sup>th</sup>. Sign-up sheets are available at the station. GM encourages all Board members to take a few shifts, answer phone, produce, coordinate and pitch on-air.

**Shelter Cove:** FCC 340 paperwork was filed in October 19<sup>th</sup>. This is the application for construction permit for a reserved channel non-commercial educational broadcast station. GM has asked Simon to purchase all new equipment for the tower and a shorter antenna that can weather any storm. This process will begin immediately.

**Personnel:** GM describes configuration of news department when she came on board and highlights news staff evolution since she joined KMUD. Point to this as clarification for those who are concerned that the News Department is not being dismantled.

## VIII. CONSENT CALENDAR

### No Business

## IX. REPORTS

### A. Treasurer

See Management Report under Fiscal

### B. Technical

Simon sends a written report. He and Fritz Opplinger installed the isolator at KLAI on October 4<sup>th</sup>. It is designed to allow the transmitter to run smoothly in the event of snow/ice accumulation. K259BM translator has been taken out of service and equipment removed. Antenna is still to be removed. Translator has been sent for refurbishment and re-tuning (from 99.7 to 99.5 MHz) for Shelter Cove. Expected to be returned in a few weeks. RID (Resort Improvement District) states the new beacon on the tower was installed October 13<sup>th</sup>. This is another step toward the translator getting on the air in Shelter Cove. Simon visited the vault (transmitter building) on October 11<sup>th</sup> and took measurements. He believes it will be an easy and straightforward installation. He hopes by that time the translator will be back and the State of California Parks and Recreation has approved the application for tower and vault space. RID is very interested in getting us on the tower and are in frequent communication with Parks and Recreation. October 5<sup>th</sup> he and Joseph Lowe, the chief engineer of KIEM TV (KMUD rents space in their building and on the tower in Kneeland for KMUE), re-installed the combiner for the two transmitter-amplifiers. The combiner was not working properly and sent back to the manufacturer for repair. Joseph assisted in re-tuning. An unexpected change made by KMUD's internet provider (Wave Cable, formerly Starstream) blocked capability to send e-mail October 17<sup>th</sup>. It took several phone calls and hours to resolve the issue.

### C. Programming

Marianne would like to fill in spaces with new programmers. She is developing an Operator's Handbook and would like to pair new programmers with existing programmers. Would like to re-implement programmer evaluation committee, music/ talk show training and emergency response team re: what is protocol for handling emergency situations. Is currently updating programming schedule for fall/winter and developing an Excel program for oversight of programmers. Reports 20<sup>th</sup> Anniversary guide is coming soon. Johanna offers to assist. Sydney questions the issue of swear words on air. They have been appearing frequently in music during daytime hours. Asks if they are being logged. This issue will be addressed in PSRC.

### D. Programmer Representatives

See programming report

E. Member Representatives **(need tape) If any Board members have any input as to what was said please let me know as I can not access it - sorry, Marcia)**

F. CAB North, Central, and South **(need tape) If any Board members have any input as to what was said please let me know as I can not access it - sorry, Marcia)**

G. Correspondence Secretary

Bettye sent letters of thanks to Jama and Behr for their volunteer service. Sent letter to Estelle for her years of service to the station. Board approved a letter to Estelle offering Mediation if she wishes.

**X. COMMITTEE REPORTS**

A. Development

Report from Chairperson Johanna Hamel re: meeting held Oct. 16, 2007. Meetings will be held Wednesday's in the future to accommodate committee members. Next meeting is planned for December 12<sup>th</sup>. Committee is furthering ideas from previous meeting re: KMUD presence in the community. Committee decided to attend this year's Winter Arts Faire; the \$210 fee has been acquired from GM. Any other events re: setting up tables with KMUD ware, the banner and membership opportunities is another chance to network with the KMUD listening audience. The community is invited to bring these events to the committee's attention. Committee suggests to Adopt-a Highway through the Cal-Trans program. Cindy Reed has done this for Piercy Neighborhood Association and offers to assist the committee. Committee would like to read "silent drive" letter responses re: what events people feel are important to help in the formulation of the 2008 events calendar, meet with all involved KMUD Coffee Booth participants to review its status as a fundraising event, have a presence at local school "Career Days," and have KMUD listed on Chamber of Commerce "Welcome to Garberville" sign. KMUD will be co-sponsoring a benefit event with Tiger Lily and Feet First on November 16<sup>th</sup> to raise funds for an African village where Renee Stork (a local listener/member/community activist) spent time as a Peace Corps volunteer. Linda Tillery & the Cultural Heritage Choir is performing. An auction will be held in honor of the late community member Don Walker. KMUD will sell food/desserts, promote the show, pay for the band's rooms and receive 70% of net from the Door. Details re: a celebration in honor of translator installation (99.5) in Shelter Cove are forthcoming. KMUD Holiday Party will be held Dec. 20<sup>th</sup> at the Mateel; Community Center. Details forthcoming.

B. Grievance/Mediation

**XI. UNFINISHED BUSINESS**

A. Revision of Board Communication Procedures Proposal (see original in Policy Manual attachments)

Tabled

B. Board Interface with Public (Policy 2.3.4, pg. 12): consequences of inappropriately representing the Board

C. Appointment of Board Member to Grievance/Mediation committee

Tabled

D. Appointment of Parliamentarian/Policy committee chair

Katie offers. Approved.

E. Appointment of Treasurer/Finance committee chair

**Tabled.** Bria will attend a workshop/training in non-profit finances at HAF. She will then inform the Board if this is a role she would like take on.

F. Letter to Estelle, Newspapers, and Website

Silent Drive letter will be forwarded to newspapers and placed on Website. Correspondence Secretary will write a letter to Estelle re: invitation to Mediation if she so wishes.

**XII. NEW BUSINESS**

A. KMUD Bookkeeping Process and New Auditor

See Management Report

B. Proposal: Change "Grievance/Mediation" committee name to "Mediation" committee (Policy Manual revision)

Tabled to November to comply with two-month Policy change requirement

C. Board approval of Grievance/Mediation documents:

1. Problem Solving Procedure
2. Committee Guidelines and Responsibilities
3. Code of Ethics

Tabled to November to make corrections re: documents for Board consideration

D. Board Members Roles in Fundraisers (Discussion)

Discussion re: the need for Board members to participate in fundraisers and events which bring funds into KMUD

**XIII. MEETING SCHEDULES**

A. Executive Committee: Tues. November 13th @ 1 pm, Mateel Cafe

B. Finance Committee: TBD

C. Development Committee: Weds. December 12<sup>th</sup> @ KMUD

D. Policy Committee: TBD

E. Board Talk Show: Weds. November 14th @ 7 pm, KMUD

F. Board Meeting: Tues. November 27th @ 1 pm, Humboldt House Inn

*Draft Minutes: October 23rd, 2007*

*Submitted by Sydney King, Secretary*

- XIV. **ADJOURNMENT**
- XV. **CLOSED SESSION** regarding personnel issues.